

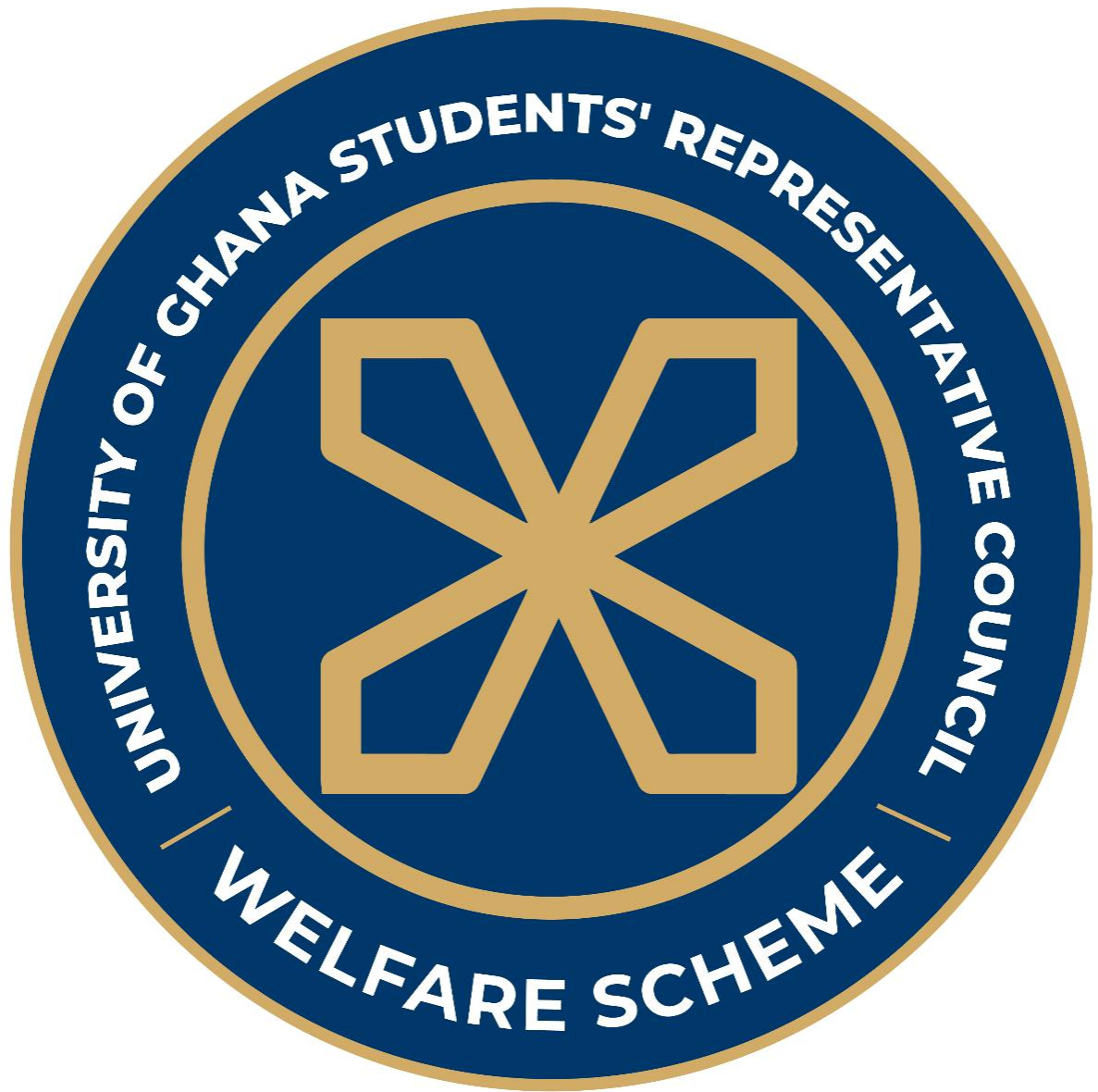


UNIVERSITY OF GHANA
STUDENTS' REPRESENTATIVE COUNCIL
WELFARE SCHEME

UGSRC

WELFARE SCHEME REGULATIONS

University of Ghana Students' Representative Council
April 2023





THE UGSRC WELFARE SCHEME REGULATIONS, 2023

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PREFACE

The University of Ghana Students' Representative Council (UGSRC) recognizes the importance of student welfare and aims to enhance the overall well-being of undergraduate students of the University of Ghana. In line with this vision, the UGSRC has developed a comprehensive Welfare Scheme that will provide crucial support and assistance to students in various aspects of their academic journey and personal lives.

The need for a robust Welfare Scheme arises from the challenges and diverse needs faced by undergraduate students. These challenges range from financial constraints in making fee payments, to inadequate educational and logistical resources that facilitate smooth academic work. To address these challenges and create an enabling environment that nurtures student success, growth, and holistic development, the UGSRC has conceptualized for implementation, a structured and inclusive welfare program for all undergraduate students at the University of Ghana, to be known and called the UGSRC Welfare Scheme.

Recognizing the pivotal role that the UGSRC Welfare Scheme will play in the lives of students, it becomes imperative to institute a regulatory framework to govern its operations. The UGSRC Welfare Scheme Regulations seek to provide a structured and transparent framework that articulates the policies and principles guiding the operations of the Welfare Scheme. These Regulations are crafted to ensure accountability, good corporate governance practices, and the effective execution of the Welfare Scheme's objectives.

THE UNIVERSITY OF GHANA STUDENTS' REPRESENTATIVE COUNCIL

UGSRC WELFARE SCHEME REGULATIONS, 2023

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THE UGSRC WELFARE SCHEME REGULATIONS, 2023

REGULATIONS to establish the University of Ghana Students' Representative Council Welfare Scheme and the University of Ghana Students' Representative Council Welfare Endowment Fund to support the welfare of undergraduate students at the University of Ghana, and to provide for other related matters.

IN EXERCISE OF THE POWER CONFERRED ON THE GENERAL ASSEMBLY BY THE UGSRC CONSTITUTION AS THE LEGISLATIVE AND HIGHEST DECISION MAKING BODY OF THE UGSRC, Be it enacted by the General Assembly of the University of Ghana Students' Representative Council this 26th day of April, 2023 as follows -

PART I – Establishment of the UGSRC Welfare Scheme

SECTION 1: ESTABLISHMENT OF THE WELFARE SCHEME

There is established by the University of Ghana Students' Representative Council, a welfare scheme to be known as the University of Ghana Students' Representative Council Welfare Scheme (the Welfare Scheme).

SECTION 2: OBJECT THE WELFARE SCHEME

1. The object of the Welfare Scheme is to support the welfare of undergraduate students at the University of Ghana (the University).
2. Pursuant to subsection (1) above, the Welfare Scheme shall provide:
 - a. financial, logistical and food assistance in a program to be known as the *Financial, Logistical and Food Assistance Program*, to needy undergraduate students of the University;
 - b. a life insurance policy to be known as the *Education Assurance Plan*, to all undergraduate students of the University, which shall provide a comprehensive life insurance cover under a single policy in the eventuality of the death or total permanent disability of a student's fee-paying parent or guardian, or the death of a student; and may be expanded to include other unforeseen eventualities as determined by the Board; and
 - c. any other welfare support that the Board may determine, to undergraduate students of the University.

SECTION 3: MEMBERSHIP OF THE WELFARE SCHEME

1. All undergraduate students of the University shall be members of the Welfare Scheme.
2. A registered undergraduate student of the University may apply to be a beneficiary of the Financial, Logistical and Food Assistance Program of the Welfare Scheme.
3. All registered undergraduate students of the University shall be enrolled onto the Education Assurance Plan of the Welfare Scheme.
4. An applicant to the Financial, Logistical and Food Assistance Program shall be qualified to be enrolled onto the Program provided he or she has demonstrable need for financial, logistical or food assistance.

PART II – Establishment of the UGSRC Welfare Endowment Fund

SECTION 4: ESTABLISHMENT OF THE WELFARE ENDOWMENT FUND

There is established by these Regulations, the University of Ghana Students' Representative Council Welfare Endowment Fund (the Fund).

SECTION 5: OBJECT OF THE FUND

The object of the Welfare Endowment Fund is to pay for the cost of running the Welfare Scheme.

SECTION 6: SOURCES OF MONEY FOR THE FUND

The sources of money for the Welfare Endowment Fund are:

- a. the Welfare Levy provided for under section (7) of these Regulations;
- b. monies that accrue to the Welfare Endowment Fund from investments made by the Board of the Welfare Scheme;
- c. twenty percent (20%) of the total annual premium subscription of the Education Assurance Plan to be paid to the Welfare Endowment Fund as commission by the life insurance company contracted to execute the life insurance policy; and
- d. grants, donations, gifts and other voluntary contributions made to the Welfare Endowment Fund.

SECTION 7: IMPOSITION OF THE UGSRG WELFARE LEVY

1. There is hereby imposed a Welfare Levy of fifty Ghana cedis, increasable by up to a maximum of not more than five percentage points year-on-year, that shall be paid annually beginning from the 2023/24 academic year by all students pursuing undergraduate programs of study at the University, as part of third-party fees paid in addition to academic fees at the beginning of every academic year.
2. A proposal for an increment of the Welfare Levy shall first be approved by a resolution of the SRC General Assembly before presented to University Management.
3. The Welfare Levy shall be a component of the minimum fee requirement for registration of undergraduate students in the first semester of each academic year, and shall be collected through the University's fee collection mediums.
4. Immediately after the final closure of registration for the first semester of the academic year, the Board shall write to the Finance Directorate of the University requesting the transfer of the Welfare Levy component of the fees as paid by all students, into the Welfare Endowment Fund.
5. Not later than thirty (30) days after the final closure of registration for the first semester of the academic year, the Finance Directorate of the University shall transfer and/or cause to be transferred from all University fee collection accounts into the Welfare Endowment Fund, the Welfare Levy component of the fees as paid by all students.
6. Without prejudice to any of the preceding subsections, the Welfare Levy shall remain in place and shall not be subject to a downward review or withdrawn at any time while there

exists a contract with the life insurer for the provision of the Education Assurance Plan, and unless it has been established through an external independent audit commissioned by the Board that the Welfare Scheme has dispensed with all of its debts, financial obligations and liabilities.

SECTION 8: EXPENSES OF THE FUND

For the purpose of implementing the object of the Welfare Endowment Fund, monies from the Fund shall be expended as follows:

- a. 20% of the total annual amount that accrues to the Fund from the Welfare Levy shall be expended on providing financial, logistical and food assistance to beneficiaries of the Financial, Logistical and Food Assistance Program of the Welfare Scheme, and paying for approved administrative expenses in relation to the running of the Welfare Scheme;
- b. the remaining 80% of the Welfare Levy shall be expended on paying for the annual premium for the Education Assurance Plan of the Welfare Scheme;
- c. the 20% of the total annual premium subscription of the Education Assurance Plan paid to the Welfare Endowment Fund as commission by the life insurance company contracted to execute the life insurance policy, shall also be expended on providing financial, logistical and food assistance to beneficiaries of the Financial, Logistical and Food Assistance Program;
- d. grants, donations, gifts, and other voluntary contributions shall be expended on providing financial, logistical and food assistance to beneficiaries of the Financial, Logistical and Food Assistance Program, or on any other welfare support to students that the Board may determine; and
- e. monies generated from investments as per section (6b) shall be expended as determined by the Board.

SECTION 9: DISBURSEMENT FROM THE FUND

1. The Board shall allocate and disburse monies from the Welfare Endowment Fund in order to achieve the object of the Fund.
2. All allocations and disbursements from the Welfare Endowment Fund for a particular financial year shall be approved by the Board by the end of the year preceding the financial year for which the allocations and disbursements pertain.
3. Pursuant to subsection (2) above, the Administrator shall present to the Board for approval, the budget of the Welfare Scheme for the financial year, at least one month to the end of the year preceding that financial year.

SECTION 10: BANK ACCOUNTS FOR THE FUND

1. The Welfare Endowment Fund shall be hosted in the following bank accounts created for the sole purpose of running the Welfare Scheme:

a. *UGSRC ENDOWMENT FUND – Principal Account*, which shall be the primary receiving and holding account for all monies under section (6) of these Regulations, save for monies that accrue to the Welfare Endowment Fund under section (6b);

b. *UGSRC ENDOWMENT FUND – Administrative Operations Account*, which shall be the holding account for monies earmarked for approved administrative expenses in relation to the running of the Welfare Scheme, and shall be dedicated towards the day-to-day administrative and operational expenses essential for the smooth functioning of the Welfare Scheme; and

c. *UGSRC ENDOWMENT FUND – Investments Holding Account*, which shall be the holding account for monies that accrue to the Welfare Endowment Fund from investments made by the Board of the Welfare Scheme under section (6b) of these Regulations.

2. The Board may create any other bank account deemed necessary for the efficient management of the Welfare Endowment Fund, provided that such account shall not be designated for a purpose already served by any of the foregoing bank accounts provided for in subsection (1) above.

3. Any amounts withdrawn from the *UGSRC WELFARE ENDOWMENT FUND - Principal Account* for the purpose of investment shall be promptly returned to the Principal Account upon the maturity or conclusion of the investment; to ensure that the original principal, being essentially borrowed funds from the Principal Account, is reimbursed to maintain the integrity and financial health of the Welfare Endowment Fund.

4. The returns, profits, or interest gained from such investments, net of any applicable fees or charges, shall be deposited into the *UGSRC WELFARE ENDOWMENT FUND - Investments Holding Account*.

5. The bank accounts hosting the Welfare Endowment Fund shall have two categories of signatories as follows:

a. Category A comprising the Chairperson of the Board, the Dean of Student Affairs or his or her authorized representative on the Board, and the SRC Vice President; and

b. Category B comprising the Administrator, the Secretary to the Board, and the Director of Finance or his or her authorized representative on the Board.

6. All cheques and withdrawals from the bank accounts hosting the Welfare Endowment Fund shall be signed at all times by two (2) signatories; one from each category described in subsection (5) above.

SECTION 11: AUDITING AND ANNUAL REPORT OF THE FUND

1. The Board shall maintain books of account and proper records in accordance with the International Public Sector Accounting Standards (IPSAS), while ensuring accuracy, transparency, and compliance with relevant financial regulations.
2. The accounts of the Welfare Endowment Fund and the running of the Welfare Scheme shall be audited annually by a competent external independent professional auditor and/or the Internal Audit Directorate of the University, whichever is so appointed by the Board to conduct the audit.
3. The Board shall submit the accounts of the Welfare Scheme to the auditor within three months after the end of the financial year.
4. The auditor shall audit the accounts and submit a report on the audit to the Board not later than three months after the receipt of the accounts.
5. The Board shall within one month after the receipt of the audit report, submit an annual report to the SRC Executive Council, the SRC General Assembly, and the University Management covering the activities and the operations of the Welfare Scheme for the year to which the report relates.
6. The annual report shall include:
 - a. the auditor's report in subsection (4) above;
 - b. a report on the impact of the implementation of the Welfare Scheme on the student population and the University;
 - c. a quantitative and qualitative assessment of the targets set by the Board for the Welfare Scheme for the reporting period;
 - d. a summary of feedback, concerns and challenges from stakeholders of the Welfare Scheme;
 - e. recommendations for improving the Welfare Scheme within the object of the Welfare Scheme in section (2); and
 - f. any other matter which in the opinion of the Board, ought to be included in the report.
7. For the purpose of this section, the financial year of the Welfare Scheme and the Welfare Endowment Fund shall be the same as the financial year of the University.

PART III – Governance and Management

SECTION 12: ESTABLISHMENT OF THE WELFARE SCHEME BOARD

There is established a University of Ghana Students' Representative Council Welfare Scheme Board (the Board).

SECTION 13: OBJECT OF THE BOARD

The object of the Board is to manage the University of Ghana Students' Representative Council Welfare Scheme, the University of Ghana Students' Representative Council Welfare Endowment Fund; and in so doing, to:

- a. provide financial, logistical and food assistance to needy students of the University;
- b. oversee the implementation of the Education Assurance Plan of the Welfare Scheme; and
- c. provide any other welfare support that the Board may determine, to students of the University.

SECTION 14: FUNCTIONS OF THE BOARD

1. To achieve the object of the Board, the Board shall:

- a. implement, operate and manage the Welfare Scheme;
- b. operate and manage the Welfare Endowment Fund;
- c. open and vet applications for membership to, and register qualified beneficiaries to the Financial, Logistical and Food Assistance Program of the Welfare Scheme;
- d. set out guidelines to regulate the application, vetting, membership registration and aid disbursement processes of the Financial, Logistical and Food Assistance Program of the Welfare Scheme;
- e. disburse financial, logistical and food aid to qualified and registered beneficiaries of the Financial, Logistical and Food Assistance Program of the Welfare Scheme;
- f. contract in accordance with University regulations and maintain a working relationship with a life insurance company duly registered, licensed and operating under the laws of Ghana to execute the Education Assurance Plan of the Welfare Scheme, and to ensure the successful management of claims and all other matters that are ancillary to the implementation of the Education Assurance Plan, in the interest of students;
- g. undertake programs that further the sustainability of the Welfare Scheme;
- h. make recommendations to the Executive Council and the General Assembly of the SRC, as well as University Management, to further the sustainability and growth of the Welfare Scheme; and

i. perform any other functions imposed by these Regulations or that are ancillary to the object of the Board.

2. In the execution of the functions in subsection (1) above, the Board may collaborate with the Executive Council and/or the General Assembly of the SRC, and such University offices, units, and/or officials as may be deemed essential for the effective discharge of these responsibilities.

SECTION 15: COMPOSITION OF THE BOARD

1. The Board shall comprise:

a. a Chairperson who shall be an alumnus of the University and shall have experience in administrative and/or financial leadership in a private or public organization who shall be appointed by the SRC General Assembly upon the recommendation of a committee set up by the General Assembly for same;

b. a Secretary who shall be an alumnus of the University and a lawyer, who shall be appointed by the SRC General Assembly upon the recommendation of a committee set up by the General Assembly for same, and shall perform on the Board, the roles of a company secretary under the Companies Act of Ghana;

c. the Dean of Student Affairs of the University or his or her authorized representative;

d. the Director of Finance of the University or his or her authorized representative;

e. the Head of the Students Financial Aid Office of the University or his or her authorized representative;

f. the SRC Vice President;

g. a former SRC executive officer who shall be appointed by the SRC General Assembly upon the recommendation of a committee set up by the General Assembly for same;

h. a former SRC General Assembly Speaker who shall be appointed by the SRC General Assembly upon the recommendation of a committee set up by the General Assembly for same; and

i. the Administrator of the Welfare Scheme under section (16) of these Regulations.

2. Upon the appointment of a member of the Board, the SRC General Assembly Speaker shall communicate the appointment to the individual so appointed, through the Dean of Student Affairs with the Executive Council kept in copy.

3. Where the Dean of Student Affairs, Director of Finance, or Head of the Students Financial Aid Office upon receiving their appointment to serve on the Board opt to be represented on the Board by an authorized representative, he or she shall write to the SRC General

Assembly Speaker through the Dean of Student Affairs with the Executive Council kept in copy, stating that he or she opts to be represented by an authorized representative and provide in said written communication, the name and particulars of said representative.

4. The SRC General Assembly Speaker shall communicate said appointments under subsection (3) above to the individuals so appointed, through the Dean of Student Affairs with the Executive Council kept in copy.

5. Upon being furnished by the SRC General Assembly Speaker with the names and particulars of persons appointed as members of the Board, the Dean of Student Affairs shall inform the Pro-Vice-Chancellor of the University responsible for Academic and Student Affairs or the Chairperson of the Board, as applicable, of the said appointment, and request the Pro-Vice-Chancellor or Chairperson to swear into office, the said appointee onto the Board.

SECTION 16: APPOINTMENT OF ADMINISTRATOR

1. There shall be appointed by the Board, an Administrator of the Welfare Scheme (the Administrator), who shall hold office on the terms and conditions specified in his or her letter of appointment, and shall be answerable to the Board in the performance of his or her functions under these Regulations.

2. Subject to the directives of the Board, the Administrator shall be responsible for the day-to-day administration of the Welfare Scheme and shall ensure the implementation of the decisions of the Board.

3. The Administrator shall be a permanent full-time staff of the Welfare Scheme, and as head of the secretariat, be responsible for running the secretariat of the Welfare Scheme and overseeing the other staff of the Welfare Scheme in the performance of their duties.

4. The Administrator shall be assisted by other staff appointed by the Board, including but not limited to:

a. an Administrative and Operations Officer, who shall assist the Administrator in managing administrative tasks and operational processes of the Welfare Scheme;

b. a Finance and Accounts Officer, who shall assist the Administrator in handling financial transactions, budgeting, and accounting duties to maintain accurate financial records and ensure financial compliance for the Welfare Scheme;

c. a Communication and Outreach Officer, who shall assist the Administrator in maintaining traditional and new media communication channels, handling public relations, and coordinating outreach programs of the Welfare Scheme;

d. a Programs Officer, who shall assist the Administrator in the implementation of program strategies and monitoring and evaluation of the Welfare Scheme; and

e. an Information Technology Officer, who shall assist the Administrator in managing the technological needs of the secretariat, including the maintenance of computer infrastructure, website, databases, and other technology-related needs.

5. The salaries and benefits payable, and the facilities available to the Administrator and other staff of the Welfare Scheme shall be determined by the Board.

6. The Administrator shall perform any other functions determined by the Board.

7. The Administrator shall before assuming the functions of his or her office, subscribe to the oath of office and oath of secrecy set out in the schedule to these Regulations.

SECTION 17: TENURE OF A BOARD AND MEMBERS

1. The term of a Board shall be four academic years, and the individual tenure of members of the Board of the Welfare Scheme shall be as follows:

a. four academic years for the Chairperson and Secretary, renewable only once;

b. the Dean of Student Affairs for as long as he or she remains Dean of Student Affairs;

c. the Director of Finance for as long as he or she remains Director of Finance;

d. the Head of the Students Financial Aid Office for as long as he or she remains the Head of the Students Financial Aid Office;

e. four academic years for the former SRC executive officer and former SRC General Assembly Speaker, renewable only once;

f. the SRC Vice President for the period during which he or she remains SRC Vice President;

g. the Administrator for as long as he or she remains the Administrator.

2. Where the Dean of Student Affairs, Director of Finance, or Head of the Students Financial Aid Office is represented on the Board by a person other than himself or herself, the said representative shall remain on the Board for as long as the person who nominated him or her remains in office as Dean of Student Affairs, Director of Finance, or Head of the Students Financial Aid Office.

SECTION 18: BOARD MEETINGS AND QUORUM

1. The Board shall meet as regularly as is necessary for the dispatch of its business, and may co-opt a person to attend its meetings to provide expert information except that such a co-opted person shall not be eligible to vote in the decision making of the Board.

2. The quorum at a meeting of the Board shall be five members, including the Administrator and the SRC Vice President.

3. The Chairperson of the Board shall be vested with the power to convene and chair all meetings of the Board at times and places determined by the Chairperson.
4. The Chairperson shall, at the request in writing of not less than one-third of the membership of the Board, convene an extraordinary meeting of the Board at a place and time determined by the Chairperson.
5. Matters before the Board shall be decided by a majority of the members present and voting, and in the event of an equality of votes, the person presiding shall have a second and casting vote.
6. Subject to these Regulations, the Board shall determine its own operating procedures.

SECTION 19: SWEARING-IN AND RESIGNATION OF MEMBERS OF THE BOARD

1. The Pro-Vice-Chancellor of the University who is responsible for Academic and Student Affairs shall swear into office, a Board of the Welfare Scheme at the beginning of its tenure.
2. Members of the Board who are appointed within the course of the tenure of the Board shall be sworn into office as members of the Board by the Chairperson of the Board at the first meeting of the Board after their appointments have been communicated to the Board.
3. A member of the Board may resign from his or her membership of the Board in writing addressed to the Chairperson of the Board, and the Chairperson shall upon the receipt of such, write to the relevant appointing authority through the Dean of Student Affairs with the Executive Council and General Assembly kept in copy, to inform the appointing authority of said resignation, and request the appointing authority to nominate a replacement.
4. The Chairperson of the Board may resign from his or her membership of the Board in writing addressed to the SRC General Assembly Speaker through the Dean of Student Affairs, with the Executive Council kept in copy.
5. The Pro-Vice-Chancellor of the University who is responsible for Academic and Student Affairs shall swear into office, a Chairperson of the Board who is appointed to hold office for the remainder of the term of a Chairperson who resigns.
6. Where a person is appointed to fill a vacancy as a result of the resignation or vacation from office of a member of the Board, that person shall hold office for the remainder of the term of the previous member, and may subject to the provisions of these Regulations, be eligible for re-appointment for a new term.

SECTION 20: CODE OF CONDUCT AND DISCLOSURE OF INTEREST

1. A member of the Board shall not engage in any activity or conduct that shall bring the name of the Board into disrepute.

2. A member of the Board who engages in any activity or conduct that brings the name of the Board into disrepute ceases to be a member of the Board.
3. A member of the Board shall not put himself or herself in a position where his or her personal interest conflicts or is likely to conflict with the performance of the functions of his or her office.
4. A member of the Board who puts himself or herself in a position where his or her personal interest conflicts or is likely to conflict with the performance of the functions of his or her office ceases to be a member of the Board.
5. A member of the Board who has an interest in a matter for consideration shall:
 - a. disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter; and
 - b. not be present or participate in the deliberations of the Board in respect of that matter.
6. A member ceases to be a member of the Board, if that member has an interest in a matter before the Board and:
 - a. fails to disclose that interest; or
 - b. is present or participates in the deliberations of the matter.
7. A member of the Board who is absent from three consecutive meetings of the Board without sufficient cause ceases to be a member of the Board.
8. The Chairperson of the Board shall bring to the notice of the relevant appointing authority, a member who ceases to be a member of the Board under this section, and the relevant appointing authority shall by letter addressed to that member, revoke the appointment of that member.

SECTION 21: OTHER GENERAL MATTERS RELATED TO THE BOARD

1. Where the Chairperson is for any reason unable to perform his or her duties as Chairperson, he or she shall delegate in writing, those duties to another member of the Board to perform until such a time he or she is able to resume the performance of his or her duties as Chairperson.
2. The validity of the proceedings of the Board shall not be invalidated by a vacancy in its membership or by a defect in the appointment or qualification of a member.
3. Members of the Board and members of a committee of the Board shall be paid allowances as approved in the annual budget of the Welfare Scheme.
4. Members of the Board and members of a committee of the Board shall subscribe to the oath of office and oath of secrecy set out in the schedule to these Regulations.

SECTION 22: ESTABLISHMENT OF COMMITTEES

1. The Board may establish committees which consist of members of the Board or non-members or both, to perform a function determined by the Board.
2. Unless otherwise provided for in these Regulations, a committee with one or more members of the Board shall be chaired by a member of the Board.
3. Decisions of a committee shall not be considered as final and may be varied by the Board unless so adopted by the Board.
4. Section (20) shall apply to members of the committees of the Board.
5. The tenure of a committee shall be coterminous with the tenure of the Board that appointed the committee.
6. A committee shall meet as regularly as is necessary for the effective performance of its functions.
7. The quorum for meetings of a committee shall be as determined by the committee and documented in its operating procedures.
8. Committees shall submit an annual report summarizing their activities, achievements, challenges, and recommendations to the Board.
9. Subject to these Regulations and/or directives of the Board, a committee shall regulate its own procedures.
10. Without limiting subsection (1) above, there is established by these Regulations, the following committees of the Board:
 - a. Finance and Investment Committee;
 - b. Financial, Logistical and Food Assistance Program Implementation and Oversight Committee;
 - c. Education Assurance Plan Implementation and Oversight Committee; and
 - d. Legal and Compliance Committee.

SECTION 23: FINANCE AND INVESTMENT COMMITTEE

1. The Finance and Investment Committee (the Committee) of the Board shall comprise the following members appointed by the Board:
 - a. the Director of Finance or his or her authorized representative on the Board as Chairperson;
 - b. the Administrator as Secretary;

- c. the SRC Treasurer;
 - d. an alumnus of the University who has a background in finance, accounting and/or investment; and
 - e. one other person appointed by the Board.
2. The Committee shall advise the Board on:
- a. the financial health and solvency of the Welfare Scheme;
 - b. safeguarding the assets of the Welfare Scheme;
 - c. financial strategy and the annual budget of the Welfare Scheme;
 - d. issues arising from the annual financial statements and audit of the Welfare Scheme;
 - e. the formulation of financial and resource objectives in the operational activities of the Welfare Scheme; and
 - f. any other matter for which the Board shall request the Committee's advice.
3. The Committee shall under the direction and delegated authority of the Board:
- a. arrange for the effective and efficient collection of monies that accrue to the Welfare Endowment Fund;
 - b. oversee investment activities, including but not limited to proposing investment opportunities, monitoring investment performance, and ensuring compliance with investment policies;
 - c. ensure that there are effective procedures in place for procurement and the approval of contracts;
 - d. monitor and evaluate the financial and investment performance of the Welfare Scheme;
 - e. subject to sections (8) and (9), recommend for approval by the Board, the proposed annual budget of the Welfare Scheme;
 - f. in recommending for approval by the Board, the proposed annual budget of the Welfare Scheme, consider:
 - i. the policy objectives of the Welfare Scheme and its components; and
 - ii. subject to section (8), the appropriateness of the amount allocated for each item;
 - g. perform any other function determined by the Board.

SECTION 24: FINANCIAL, LOGISTICAL AND FOOD ASSISTANCE PROGRAM IMPLEMENTATION AND OVERSIGHT COMMITTEE

1. The Financial, Logistical and Food Assistance Program Implementation and Oversight Committee (the Committee) of the Board shall comprise the following members appointed by the Board:

- a. the Dean of Student Affairs or his or her authorized representative on the Board as Chairperson;
- b. the Administrator as Secretary;
- c. the Head of the Students Financial Aid Office or his or her authorized representative on the Board;
- d. the SRC Vice President;
- e. the SRC Welfare Committee Head;
- f. an alumnus of the University who has a background in social welfare, student affairs, or related fields, appointed by the Board; and
- g. one other member of the Board appointed by the Board.

2. The Committee shall advise the Board on:

- a. the effective implementation of the Financial, Logistical and Food Assistance Program of the Welfare Scheme;
- b. oversight of the disbursement of financial, logistical, and food aid to qualified and registered beneficiaries;
- c. monitoring and evaluation of the overall performance of the Financial, Logistical and Food Assistance Program;
- d. proposing improvements and adjustments to enhance the impact and efficiency of the program; and
- e. any other matter for which the Board shall request the Committee's advice.

3. The Committee shall, under the direction and delegated authority of the Board:

- a. ensure that the Financial, Logistical and Food Assistance Program aligns with the objectives and policies of the Welfare Scheme;
- b. work in collaboration with relevant University offices, units, and/or officials to facilitate the smooth operation of the program;
- c. oversee the management and distribution of resources allocated to the program;

- d. ensure compliance with regulations governing the disbursement of aid; and
- e. perform any other function determined by the Board.

SECTION 25: EDUCATION ASSURANCE PLAN IMPLEMENTATION AND OVERSIGHT COMMITTEE

1. The Education Assurance Plan Implementation and Oversight Committee (the Committee) of the Board shall comprise the following members appointed by the Board:

- a. the Chairperson of the Board or his or her authorized representative as Chairperson;
- b. the Administrator as Secretary;
- c. the Secretary to the Board;
- d. the SRC General Secretary;
- e. an alumnus of the University with a background in insurance, risk management, or related fields, appointed by the Board; and
- f. two other members of the Board appointed by the Board.

2. The Committee shall advise the Board on:

- a. the effective implementation of the Education Assurance Plan of the Welfare Scheme;
- b. oversight of the disbursement of benefits under the Education Assurance Plan;
- c. monitoring and evaluation of the overall performance of the Education Assurance Plan;
- d. proposing improvements and adjustments to enhance the impact and efficiency of the plan; and
- e. any other matter for which the Board shall request the Committee's advice.

3. The Committee shall, under the direction and delegated authority of the Board:

- a. ensure that the Education Assurance Plan aligns with the objectives and policies of the Welfare Scheme;
- b. work in collaboration with the life insurance company contracted to execute the plan, as well as relevant university offices, units, and/or officials to facilitate the smooth operation of the plan;
- c. oversee the management and distribution of resources allocated to the plan;
- d. ensure compliance with regulations governing the disbursement of benefits; and
- e. perform any other function determined by the Board.

SECTION 26: LEGAL AND COMPLIANCE COMMITTEE

1. The Legal and Compliance Committee (the Committee) of the Board shall comprise the following members appointed by the Board:
 - a. the Secretary to the Board as Chairperson;
 - b. the Administrator as Secretary;
 - c. an authorized representative of the Office of the Legal Counsel of the University;
 - d. the SRC Legal Advisor; and
 - e. one other person appointed by the Board.
2. The Committee shall advise the Board on:
 - a. legal matters pertaining to the Welfare Scheme and its activities;
 - b. compliance with relevant laws, regulations, and policies;
 - c. contract review and legal implications of proposed actions; and
 - d. any other matter for which the Board shall request the Committee's advice.
3. The Committee shall, under the direction and delegated authority of the Board:
 - a. ensure the legality of the Welfare Scheme's operations and activities;
 - b. review and provide recommendations on contracts, agreements, and legal documents entered into by the Welfare Scheme;
 - c. monitor changes in relevant laws and regulations affecting the Welfare Scheme and advise the Board accordingly; and
 - d. perform any other function determined by the Board.

PART IV – Miscellaneous

SECTION 27: TRANSITIONAL PROVISIONS

1. Immediately upon the coming into force of these Regulations, the Executive Council and Leadership of the General Assembly shall be responsible for ensuring its operationalization.
2. Prior to the inauguration of the first Board, the SRC Executive Council shall be vested with the powers of the Board, and may undertake the duties of the Board, including but not limited to contracting the services of any individual or company towards achieving the object of the Welfare Scheme.

3. Upon the inauguration of the Board, the Board shall take over all activities related to the running of the Welfare Scheme that were being handled by the SRC Executive Council prior to the inauguration of the Board.

4. Notwithstanding anything in these Regulations, the SRC President and the SRC General Assembly Speaker in office at the time of the coming into force of these Regulations, shall be appointed to the Board as the former SRC executive officer and the former SRC General Assembly Speaker at the composition and inauguration of the first Board.

SECTION 28: CONCEPT NOTE AND WORKING POLICY AND GUIDELINES

1. Immediately after the coming into force of these Regulations, the Board or in the case that the Board has not been inaugurated, the SRC Executive Council, shall issue out a Welfare Scheme *Concept Note and Working Policy and Guidelines*, which shall complement these Regulations and serve as a guiding framework for the effective operation and administration of the Welfare Scheme and these Regulations.

2. The Concept Note and Working Policy and Guidelines referred to in subsection (1) above shall be laid before the General Assembly for approval, and shall become a working policy of the Welfare Scheme upon its adoption by the SRC General Assembly.

3. The Board may undertake revisions to the Concept Note and Working Policy and Guidelines, except that such revisions shall not conflict with any provision of these Regulations.

SECTION 29: ESTABLISHMENT OF THE SECRETARIAT

1. Upon the commencement of the Welfare Scheme, a secretariat shall be established by the Board to facilitate the day-to-day operations and administration of the Scheme.

2. The secretariat shall be equipped with necessary office infrastructure, including but not limited to office space, furniture, and communication facilities.

3. The location of the secretariat shall be at the Legon campus of the University, with the specific site determined by the Board, taking into consideration factors such as accessibility and convenience for stakeholders.

4. The Administrator shall oversee the setup and organization of the secretariat and ensure its readiness to effectively carry out the functions of the Welfare Scheme.

5. The secretariat shall serve as the central hub for the coordination, implementation, and documentation of activities related to the Welfare Scheme.

6. The Administrator shall ensure the efficient utilization of the resources of the secretariat to fulfill the objectives and mandates of the Welfare Scheme.

7. The secretariat shall be opened promptly upon the coming into force of these Regulations, and shall operate during regular working hours unless otherwise determined by the Board.

8. The Administrator shall maintain records of the secretariat's activities, expenditures, and any other relevant documentation to ensure transparency and accountability in the administration of the Welfare Scheme.

9. The Board may as necessary, and subject to the provisions of these Regulations, review and make adjustments to the setup and functioning of the secretariat to enhance its efficiency in line with the evolving needs of the Welfare Scheme.

SECTION 30: AMENDMENTS AND REPEAL

1. These Regulations shall not be repealed while there exists a contract with the life insurer for the provision of the Education Assurance Plan, or while it has not been established through an external independent audit commissioned by the Board that the Welfare Scheme has dispensed with all of its debts, financial obligations and liabilities.

2. These Regulations shall not be amended or repealed without the approval of:

a. each and every legislative arm of each and every recognized Junior Common Room of the halls of residence in the University, where said approval shall be valid only after three-fourths majority of all the members in each and every legislative arm have voted in favour of the amendment or repeal; and

b. three-fourths majority of all members of the SRC General Assembly.

SECTION 31: DEALING WITH A LACUNA

Subject to these Regulations, where on any matter, whether arising out of these Regulations or otherwise, there is no provision, express or by necessary implication of these Regulations or the Concept Note and Working Policy and Guidelines, which deals with the matter that has arisen, the Board shall at a special meeting called for that purpose, approve a Board resolution to deal with said matter.

SECTION 32: INTERPRETATION

1. In these Regulations, unless the context otherwise requires:

"Academic Fees" refer to the charges imposed by the University for registration and other educational services provided to students of the University;

"Administrator" refers to the individual appointed to manage the day-to-day administrative affairs of the Welfare Scheme as specified in Section (16);

"Alumnus" refers to an individual who pursued undergraduate or postgraduate studies at the University and has graduated;

"Board" means the University of Ghana Students' Representative Council Welfare Scheme Board established under Section (12);

"Concept Note and Working Policy and Guidelines" refers to the document issued by the Board, which provides additional guidance and framework for the effective operation and administration of the Welfare Scheme and these Regulations;

"Dean of Student Affairs" refers to the official occupying the office of the Dean of Student Affairs and responsible for student affairs at the University;

"Director of Finance" is the head of the Finance Directorate of the University;

"Education Assurance Plan" refers to the life insurance policy established under section (2) to provide cover to students and assure their education in case of unforeseen circumstances;

"Executive Council" means the elected executive officers of the SRC, and shall comprise the SRC President, Vice President, General Secretary, Treasurer, and any other executive officer as the SRC Constitution may provide;

"Fees" collectively refer to all charges imposed on students, including academic fees and third-party fees;

"Finance Directorate" refers to the directorate named Finance Directorate and responsible for the administration of financial matters within the University;

"Financial, Logistical and Food Assistance Program" is the program established under section (2) to provide financial, logistical and food aid to qualified beneficiaries;

"General Assembly" refers to the legislative body of the Students' Representative Council;

"General Assembly Speaker" is the leader and chairperson of the General Assembly;

"Internal Audit Directorate" refers to the directorate of the University named Internal Audit Directorate responsible for internal audit, risk management, control, and compliance.

"International Public Sector Accounting Standards (IPSAS)" are a set of accounting standards for use by public sector entities, including public universities;

"Junior Common Room" refers to the student body of halls of residence in the University;

"Life Insurance Company" means a company registered, licensed, and operating under the laws of Ghana engaged in providing life insurance services;

"Office of the Legal Counsel" refers to the administrative unit of the University named Office of Legal Counsel that provides legal services to the University;

"Pro-Vice-Chancellor" refers to the University's Pro-Vice-Chancellor responsible for academic and student affairs;

"Secretariat" refers to the administrative office established for the day-to-day operations of the Welfare Scheme, as outlined in Section (29);

"SRC" denotes the Students' Representative Council of the University of Ghana;

"SRC Vice President" is the individual holding the position of Vice President in the Students' Representative Council;

"SRC General Secretary" is the individual holding the position of General Secretary in the Students' Representative Council;

"SRC Treasurer" is the individual holding the position of Treasurer in the Students' Representative Council;

"SRC Legal Advisor" is the individual holding the position of Legal Advisor in the Students' Representative Council;

"SRC Welfare Committee Head" is the individual holding the position of head of the Welfare Committee of the Students' Representative Council;

"Student" refers to an undergraduate student of the University;

"Students Financial Aid Office" is the University office named Students Financial Aid Office that manages the University's financial aid programs for students.

"Third-Party Fees" refer to charges, including but not limited to the Welfare Levy, imposed by entities other than the University, which are paid in addition to academic fees for the provision of specific services or benefits;

"University" refers to the University of Ghana established under the University of Ghana Act;

"University Management" refers to the administrative and executive authorities responsible for the overall administration of the University, including the Vice-Chancellor, Pro-Vice-Chancellors, and other designated officials;

"Welfare Endowment Fund" refers to the fund established under section (4) to operate the Welfare Scheme;

"Welfare Levy" refers to the levy imposed under section (7) on all students pursuing undergraduate programs of study at the University;

"Welfare Scheme" refers to the University of Ghana Students' Representative Council Welfare Scheme established under Section (1);

2. The definitions in subsection (1) above shall apply unless otherwise specified in the context or unless a different meaning is expressly provided for in these Regulations.

3. In these Regulations, unless the context otherwise requires:

a. a reference to the holder of an office by the term designating his or her office, shall be construed as including a reference to a person for the time being lawfully acting in or performing the functions of that office;

b. where a power is conferred or a duty is imposed, the power may be exercised, and the duty shall be performed, from time to time as occasion requires;

c. words importing male persons include female persons, and words importing female persons include male persons;

d. words in the singular include the plural, and words in the plural include the singular;

e. where a word is defined, other parts of speech and tenses of that word have corresponding meanings;

f. words directing or empowering an office holder under these Regulations to do or not do any act or thing, otherwise applying to him or her by the designation of his or her office, include his or her successors in office.

SECTION 33: COMMENCEMENT

These Regulations shall come into force on the 26th day of April, 2023.

SCHEDULE OF OATHS

OATH OF A MEMBER OF THE UGSRC WELFARE SCHEME BOARD

I, having been appointed a member of the UGSRC Welfare Scheme Board do (in the name of the Almighty God swear) (solemnly affirm) that I will faithfully and conscientiously discharge the duties of a member of the Board. (So help me God)

OATH OF THE ADMINISTRATOR OF THE UGSRC WELFARE SCHEME

I, having been appointed as the Administrator of the UGSRC Welfare Scheme, do (in the name of the Almighty God swear) (solemnly affirm) that I will faithfully and conscientiously discharge the duties of the Administrator of the UGSRC Welfare Scheme; that I will uphold the principles and objectives of the Welfare Scheme, ensuring its effective administration in the interest of the welfare of the students of the University of Ghana. (So help me God)

OATH OF A MEMBER OF A COMMITTEE OF THE UGSRC WELFARE SCHEME BOARD

I, having been appointed a member of the committee of the UGSRC Welfare Scheme Board, do (in the name of the Almighty God swear) (solemnly affirm) that I will faithfully and conscientiously discharge the duties of a member of the committee of the UGSRC Welfare Scheme Board. (So help me God)

OATH OF SECRECY

I, holding the office of do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted by law. (So help me God)

SPEAKER'S CONFIRMATORY STATEMENT OF PASSAGE OF REGULATIONS

I, Ramzy Ahmad Fuseini, Speaker of the SRC General Assembly, by signing this statement, affirm that these UGSRC Welfare Scheme Regulations, 2023 have been passed by the General Assembly in accordance with law this 26th day of April, 2023.



RAMZY AHMAD FUSEINI
SPEAKER OF THE GENERAL ASSEMBLY
2022/23 ACADEMIC YEAR

PRESIDENT'S ASSENT

I, Martin Gyasi Boakye, SRC President of the University of Ghana, hereby assent to these UGSRC Welfare Scheme Regulations, 2023 this 26th day of April, 2023.



MARTIN GYASI BOAKYE
SRC PRESIDENT
2022/23 ACADEMIC YEAR

**LEADERSHIP OF THE UGSRC AT THE COMING INTO FORCE OF THESE
REGULATIONS**

EXECUTIVE COUNCIL

PRESIDENT – Martin Gyasi Boakye

VICE PRESIDENT – Lincoln Kwabena Ohene

GENERAL SECRETARY – Emmanuella Boakye Yiadom

TREASURER – Michael Kuti

GENERAL ASSEMBLY

SPEAKER – Ramzy Ahmad Fuseini

DEPUTY SPEAKER – Elisha Owusu Akyaw

CLERK – Ayuba Abubakar

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University of Ghana Students' Representative Council

April 2023



University of Ghana Students' Representative Council
April 2023