



KNUST

KWAME NKRUMAH UNIVERSITY OF
SCIENCE AND TECHNOLOGY, KUMASI

COUNCIL CHARTER

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SEPTEMBER, 2022



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AND TECHNOLOGY, KUMASI

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Otumfuo Osei Tutu II, Asantehene
Chancellor



Ambassador Nana Effah-Apenteng
Chairman of Council



Professor (Mrs.) Rita Akosua Dickson
Vice-Chancellor



Mr. K. A. Karikari



Dr. E. Owusu-Dapaa (Esq)



Dr. Abena O. Ampomah



Prof. R. Assasie Oppong



Dr. A.S. Muntaka



Mr. M. Kakraba-Ampeh



Prof. O. Addai-Mensah



Dr. K. Agbesi



Alhaj Y.A.B. Abubakar



Mr. W. K. Adu-Gyamfi



Miss. Janelle N. F. Amo



Mr. A. K. Boateng
Registrar/Secretary

IN ATTENDANCE



Prof. E. Owusu-Dabo



Mr. Y. Nimo-Baffour



Mrs Margaret Dzisi



Ms. Efua Arku

Vision

The vision of the University is to build on KNUST's leadership as the premier science and technology university in Ghana and to be among the top ten Universities in Africa.



Mission

KNUST exists to advance knowledge in science and technology through creating an environment for undertaking relevant research, quality teaching, entrepreneurship training and community engagement to improve the quality of life.

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1. PREAMBLE

Whereas KNUST ACT 80 has established the Governing Council as the highest decision-making body of the University herein refer known as the University)

Whereas the founding legislation empowers the Governing Council to determine its own working procedures:

Whereas the Council is cognisance of the need for orderly and structured democratic mode of holding meetings, the Council hereby adopts this Council Charter.

2. THE COUNCIL

The Governing Council as established by Act 80, 1961 is the supreme body in relation to all matters pertaining to the University. The powers, functions and responsibilities of the Council shall be as spelt out in Act 80. The membership of Council is fixed by the founding legislation of the University and accordingly its composition cannot be varied without prior consequential amendment of the legislation.

3. PRINCIPAL OFFICERS OF THE UNIVERSITY AND THEIR FUNCTIONS

3.1 Chancellor of the University

- a) There shall be a Chancellor of the University who shall be appointed by the University Council in accordance with Statutes and shall be the Head of the University.
- b) He shall, by virtue of his/her office, be a member of Council and also of Convocation, and shall preside at all meetings of those bodies at which he is present.
- c) The Chancellor shall hold office for a term as may be determined by Council.
- d) The Chancellor shall be furnished with copies of minutes of meetings of Council and of the Academic Board in addition to any other publications of the University.

3.2 Chairman of The University Council

- a) There shall be a Chairman of Council who shall be appointed in the manner prescribed in the Act as amended by the 1992 Constitution.

- b) The Chairman of Council shall preside over all meetings of Council except where the Chancellor is present.
- c) In the absence of the Chairman of Council from any meeting of Council, the members present shall elect one of the Government nominees to preside over the meeting.
- d) The Chairman shall be furnished with copies of minutes of meetings of the Academic Board in addition to any other publications of the University

3.3 The Vice-Chancellor

- a) There shall be a Vice-Chancellor of the University who shall be appointed by the University Council in accordance with Schedule I to serve as the Academic and Executive Head and Chief Disciplinary Officer of the University. The Vice-Chancellor shall, by virtue of his/her office, be a member of Council as provided for by the Act, and also of Convocation, the Academic Board, the Welfare Services Board, and of every Committee of these Boards.
- b) The Vice-Chancellor
 - i. shall be the Chief Executive Officer of the University and shall be responsible, in accordance with these Statutes and with decisions of Council and the Academic Board, for organising and conducting the academic, financial, and administrative business of the University.
 - ii. shall have overall authority over the academic, financial, and administrative staff and shall submit annually, through the Academic Board, to Council a statement on the staff which, in his opinion, is necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
- c) It shall be the right and duty of the Vice-Chancellor to advise Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University, and for this purpose he shall have unrestricted right of attendance and speech at all meetings of Council and of all University bodies whether executive or advisory which are charged with the consideration of such matters.
- d) The Vice-Chancellor shall, subject to the approval of Council, have the power to delegate any of the functions assigned to him by these Statutes to Senior Members of the University as shall seem to him appropriate.
- e) The term of office of the Vice-Chancellor shall be four (4) years and may, upon application by him, be renewed for a further term of two (2) years.

- f) The Vice-Chancellor may resign his office by letter addressed to the Chancellor through the Chairman of Council

4. MEMBERSHIP OF COUNCIL

The Act provides that the Council consists of not more than 14 members –

Government Nominee	Chairman
Vice-Chancellor	Member
Government Nominee	Member
Government Nominee	Member
Government Nominee	Member
Convocation Representative (Professorial)	Member
Convocation Representative (Non-Professorial)	Member
GTEC Representative	Member
CHASS Representative	Member
UTAG Representative	Member
Alumni Representative	Member
GRASAG Representative	Member
SRC Representative	Member
TEWU Representative	Member

5. POWERS AND FUNCTIONS OF THE UNIVERSITY COUNCIL

The powers and functions of the Council as provided for by the Act and the Statutes shall include:

- a) The control and disposition of all property, funds and investments of the University, and shall have power on behalf of the University.
 - i. To sell, buy, exchange and lease and accept leases of property;
 - ii. To borrow money on security of the property of the University or otherwise;
 - iii. Generally, to enter into, carry out, vary, and cancel contracts.
- b) The control of the finances of the University and shall have power to determine finally any question of finance arising out of the administration of the University or the execution of its policy or in the execution of any trust by the University,

provided always that before determining any question of finance which directly affects the educational policy of the University, Council shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board;

- c) The responsibility for all measures necessary or desirable for the conservation or augmentation of the resources of the University and for this purpose may from time to time specify any matter affecting the income or expenditure of the University in respect of which the consent of Council shall be obtained before action is taken or liability is incurred;
- d) The determination and allocation of funds at the disposal of the University. Unless for special reasons which Council may otherwise determine, all recurrent grants allocated by Council towards the purposes hereinafter mentioned shall be made in the form of block grants, that is to say:
 - i. For expenditure by the Academic Board upon those central activities of the University for which the University is wholly responsible, classified under such heads and sub-heads as Council, after consultation with the Academic Board, consider convenient; and
 - ii. For expenditure by the constituent bodies of the University as part of their general income;
- e) Annual determination of the expenditure necessary for the maintenance of:
 - i. The property of the University; and
 - ii. An adequate staff for transacting the academic, financial and administrative business of the University, and shall, in its discretion, appropriate monies for this purpose;
- f) Prescribing the manner and form in which units of the University shall submit accounts or estimates of income and expenditure; and
- g) The power, on the recommendation of the Academic Board, to confer the title of Emeritus Professor, Honorary Professor or Honorary Lecturer or any other academic title

6. RESPONSIBILITIES OF COUNCIL MEMBERS

6.1 Members of Council have a responsibility, to the best of their ability and knowledge, to:

- a) spend as much time as necessary to perform their duties

- b) attend and contribute to Council meetings, committee meetings and the annual Council retreats
- c) critically read all agenda documents before each meeting
- d) ensure critical review of all proposals put to the Council
- e) maintain confidentiality
- f) unless dissent is recorded, maintain public unity of the Council
- g) act in a financially responsible manner
- h) ensure compliance with all relevant rules and regulations.

6.1 A member of the Council is responsible and accountable to the Council, rather than to any constituent body by which they are appointed or elected and that the Council must act in the way it considers will best advance the interests of the University.

6.2 Members of Council are required to:

- a) Have adequate knowledge of the University.
- b) Have copies of legal documents and other regulations governing the operations of the University (i.e., Act 80, Statutes).
- c) Be abreast with Council and University Structures, membership, and processes
- d) Be conversant with the corporate strategic plan of the University; vision, mission, and core values
- e) Receive Reports and Briefings from Management
- f) Understand the Academic structure and performance of the University
- g) Be aware of the major achievements and challenges of the University

7. WHAT TO AVOID AS A MEMBER OF THE UNIVERSITY COUNCIL

- a) Speaking for and on behalf of Council or the University (ordinarily reserved for Chairman or Vice-Chancellor.)
- b) Asking for special favours
- c) Conflict of interest.

- d) Interfering in the day-to-day administration of the University.
- e) Using public meetings or press to make uncomplimentary comments about Council or the University.
- f) Advocacy for disgruntled individuals or groups in the University.
- g) Members shall not read newspapers, periodicals, or bulletins in the Chamber while a Meeting is in progress.

8. RESPONSIBILITIES OF THE UNIVERSITY IN RESPECT OF COUNCIL MEMBERS

- a) The University will provide Council members with complete and accurate information in respect of all matters to be considered by Council and in respect of all of Council's identified functions, in sufficient time to allow for proper consideration.
- b) The University will provide legal and financial advice that may be necessary to enable members to discharge their fiduciary duties.
- c) The University will provide the necessary administrative assistance to members in carrying out their Council functions (including arranging reimbursement of expenses incurred by members, accommodation bookings and transport arrangements).
- d) The University shall indemnify members of Council for their actions done in good faith.
- e) The University shall remunerate members in accordance with the established rates.
- f) The University shall furnish every council member with agreed rates of remuneration.

9. COUNCIL COMMITTEES

- a) Council may delegate some of its functions to its standing and ad hoc committees.
- b) Each of the statutory committees is chaired either by the Chairman or the Vice-Chancellor (unless the Council resolves otherwise in a particular case). The Committee Membership shall include at least one other Council Member.
- c) In the case of Ad-hoc Committees, Council may appoint people who are not members of the Council.

- d) Council may by resolution, establish or discontinue any of its committees and may by resolution amend the membership structure and terms of reference of those committees.
- e) Council will ordinarily consider committee membership and make any appropriate appointments of Chairs and members at the first scheduled Council meeting each year.
- f) The Chair and Council appointed members of a committee hold office until the Council next makes appointments and/or a Member:
 - i. Resigns in writing to the Chancellor
 - ii. Is dismissed by the Chancellor on the grounds that they have, in the Chancellor's opinion, become unable or unwilling to act as a Chair or member of a committee
 - iii. In the case of a Chair, cease to be a member of Council (unless Council resolves or has resolved otherwise in a particular case).
- g) The Council meeting procedures apply to Council committees with necessary modifications.
- h) A quorum for a Council committee is a majority of current members.

10. MEETINGS OF THE UNIVERSITY COUNCIL

- a) Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing to each member of Council by the Secretary not later than ten (10) days before the date fixed for such a meeting.
- b) Meetings of Council shall be in accordance with the Act and the Schedule to the Act.
- c) Council shall meet at least three (3) times in an academic year.
- d) A meeting of Council may be convened by any of the principal officers of the University and shall be convened if eight (8) members of Council sign a request to that effect.
- e) If the Chancellor is present at a meeting of Council, he shall act as Chairman.
- f) The quorum at meetings of Council shall be eight (8).
- g) Matters before Council shall be determined by consensus, or a simple majority of votes cast.
- h) The Chairman shall have an original vote and a casting vote.

- i) In the absence of the Chairman, one of the government nominees shall act as Chair.

10.1 Virtual Meeting

- a) Council may hold virtual meetings via the internet or a digital network platform to achieve a shared objective under the following circumstances:
 - i. Outbreak of a Pandemics
 - ii. Long distances
 - iii. Inclement Weather
 - iv. By a resolution of Council Member
- b) Council may allow a member to join meeting proceedings via internet or a digital network platform when the Member is out of country or on official assignment for which he/she cannot be physically present.
- c) Council Secretariat shall
 - i. Identify the virtual meeting tools/technology and share the basic tool instructions with Members where applicable.
 - ii. Send virtual meeting invitations at least a week before the meeting.
 - iii. Send virtual meeting reminders 24 hours before the meeting
 - iv. Share the meeting agenda with members
- d) Council Members shall observe the following:
 - i. Conduct themselves in the same manner as required at in-person meetings.
 - ii. Turn video off and mute microphone when not called to speak.
 - iii. Observe all other best practices of virtual meeting.

10.2 Procedures for Council Meeting

10.2.1 Notice and Agenda of Meetings

- a) The Secretary shall make all Council members aware of the dates of Council meetings with at least ten (10) days' notice.
- b) The ten-day notice period may be waived with the agreement of the Council Chair for specific circumstances (such as emergency meetings for a specific subject).
- c) The dates for all regular Council meetings for the year should be determined in the first Council meeting of each calendar year.

- d) The Council may invite additional attendees to report to the Council or participate in discussions. These invitees will not have a vote on matters before the Council.
 - i. Requests for an additional attendee to be invited should be made to the Chair prior to the agenda being published for a meeting.
 - ii. Invitations for additional attendees are at the discretion of the Chair unless mandated by a motion of the Council.
 - iii. Attendees shall not be called to the meeting until the meeting had been called to order and not earlier than the consideration of the specific item for which he or she was invited.
- e) Notice of a meeting shall include the time, date, location and agenda.
- f) Council members must submit an apology to the Secretary where a member is aware that he/she will be absent from a Council meeting in order that it can be ascertained as to whether or not a quorum could be formed to determine whether or not a quorum could be formed.
- g) A meeting shall not be deemed to be in breach of these Standing Orders, if notice failed to reach one or more members due to reasons beyond the control of the Council provided a quorum is formed.

10.2.2 Agenda of Meeting

- a) The Registrar/Secretary to Council shall be responsible for receiving all Papers and drafting the agenda. He/she will also ensure the agenda is communicated to Council members.
- b) All items in agenda must have appropriate associated documentation to ensure the item can be appropriately discussed at the meeting.
- c) Any business that individual Council members wish to be included should be submitted to the Secretary prior to the distribution of papers.
- d) The agenda and associated papers will be circulated at least (ten days) prior to each meeting.
- e) Papers and reports not included in the agenda will only be received and discussed at the meeting with the permission of the Chair or by a motion of the meeting.
- f) The agenda will be verified as the first order of business at each meeting with amendments to be agreed by a majority of the members present.
- g) At the start of each meeting the Chair will ask for amendments and additions to the agenda.

- i. All agenda items shall be ordered by the Chair.
 - ii. Removal or alteration of agenda items shall be made by consensus.
 - iii. Additions to the agenda shall only be made by a motion at the meeting.
- h) To ensure a timely closure of the meeting, an agenda item may be deferred to the next meeting via a procedural motion of the meeting.

10.2.3 Recording of Minutes

- a) The Secretary will be responsible for the taking of minutes and documentation of same at meetings.
- b) Minutes should be documented in a consistent manner.
- c) Minutes should record all members (including those in attendance) as well as apologies from Council members.
- d) All moved resolutions of the Council (whether successful or not) should be documented explicitly unless they are withdrawn by the mover. In addition, resolutions will be documented according to the following rules:
 - i. The outcome of a vote on a resolution, whether passed or not, will be noted.
 - ii. Any conflict of interest that resulted from a member not participating in a vote should be noted.
 - iii. Voting intentions of individuals will never be noted except in the following circumstances:
 - A Council member requests that their abstention from voting on a motion is recorded.
 - A Council member requests that their dissension from the outcome of a motion is recorded.
- e) Minutes should not contain reports or documents contained in the agenda unless those reports are amended in the course of the meeting or provided after the agenda was distributed.
- f) Minutes should be distributed to all Council members within two weeks of the meeting date.
- g) Matters arising from a special meeting may be reported and discussed at a regular meeting for the purposes of record keeping.
- h) At the end of each meeting minutes of previous meetings that have been approved are to be signed by the Chair.

- i) Major decisions of Council shall be communicated to the University Community by the Secretary in a University in a Bulletin i.e., Recorder.

10.3 Quorum

- a) The Quorum for a Council meeting shall be 8 members present (physical or virtual) including at least two of the government nominees on Council.
- b) Quorum for any other sub-committee or ad-hoc committee of Council shall be as prescribed in the Statutes.

10.4 Conduct of Meeting

- a) Only one item of business shall be put before the meeting at any given time, and only one speaker is permitted to speak at any point in time.
- b) Any item of business which has not been discussed shall be placed on the next agenda for the next meeting of Council.
- c) Discussions may be interrupted by;
 - i. A point of order being raised
 - ii. Attention being called to the absence of a quorum
- d) If the business before the meeting is relating to the making of a decision or resolution, then the following will apply:
 - i. The Chair shall take a speaking list of all those wishing to speak on an item of business, giving speaking preference in the order to which the attendees indicated their intentions.
 - ii. The speaking list of the Chair shall be progressive, meaning that attendees, who have not yet spoken, shall be given speaking rights over attendees who have already spoken. However, the Chair may close the speaking list when it is reasonable to do so.
- e) A member may, at any time, draw the Chair's attention to a breach of or an inconsistency in the enforcement of these Standing Orders by raising their hand and, once being called on to speak, stating the breach or inconsistency alleged. In this circumstance the Chair may call for submissions on the point raised but only the Chair shall rule on the point of order.
- f) If the business before the meeting is not determined to be leading to a decision, then an alternative discussion model may be used in accordance with the following:
 - i. Guidelines for the discussion are clearly articulated by the Chair and understood by all present at the meeting.

- ii. The discussion is limited to the time allocated for the item.
- g) Individual Council members should prepare themselves to do the necessary business of the Council in a time efficient manner. Specifically, Council members should adhere to the following:
 - i. All tabled reports should be read prior to the meeting and the meeting should be conducted assuming that this is the case.
 - ii. All discussion and debate should adhere to the time limits documented in the agreed agenda. In the event a single item requires additional time the Chair may elect to:
 - Ask that attendee responsible for the agenda item do further work on the matter and present it again at a later meeting.
 - Send the matter to a sub-committee selected from within the Council or any other Statutory Committee in the University. The sub-committee should report back to Council at a later, specified, meeting.
 - With the agreement of the Council strike other items from the agenda to allow for extension of discussion time on the current item.

10.5 Motions and Debate

10.5.1 Procedural Motions ('Procedurals')

- a) A procedural motion is one that affects normal conduct of business at a meeting.
- b) Any voting member with the exception of the Chair may move a procedural motion at any time, except when a vote is being held.
- c) A procedural motion shall be put before the meeting to a vote without being seconded or debated.

10.5.2 Substantive Motions ('Motions')

- a) A motion shall have a mover and seconder, who are both voting members. In case the motion is not seconded, the said motion shall be deemed to have elapsed.
- b) The Chair is unable to be the mover of a motion, although he may second a motion.
- c) Once a motion has been moved and seconded, formal debate/discussion shall begin.

- d) Debate pertaining to a motion shall be governed by normal meeting conduct rules with the exception that the mover and seconder (in order) should be provided the option to speak to the motion before other members.
- e) Upon completion of the formal debate procedure, the motion shall be put before the meeting to a vote.
- f) At any point prior to voting, the mover may withdraw their motion.

10.6 Amendments to Motions (Amendments)

- a) An amendment is a change to a motion that has already been moved and seconded. Amendments do not apply to procedurals.
- b) At any time during formal debate/discussions, a voting member may propose an amendment, but no more than one amendment may be considered at a time.
- c) Amendments may modify a motion by:
 - i. Leaving out certain words.
 - ii. Leaving out certain words in order to insert or add other words.
 - iii. Inserting or adding certain words.
- d) Any amendment shall not be allowed if it has the effect of negating or substantially changing the intent of the motion, as judged by the Chair.
- e) If the amendment is acceptable to both the mover and the seconder of the original motion, then the amendment is accepted.
- f) If the amendment is not acceptable to either the mover or seconder of the motion, then acceptance of the amendment, assuming a seconder is found, shall be put before the meeting via a vote under the same guidelines as a normal motion.
- g) If the amendment is accepted, either directly or by vote, then the amendment shall replace the original motion and debate should resume.
- h) If the amendment is not accepted, either directly or by vote, then the original motion shall remain in place and debate should resume.
- i) If an amendment is accepted, it may be subsequently amended as if it were a normal motion with the exception that subsequent amendments may not be moved with the effect of restoring an original motion.

10.7 Voting

- a) Motions arising at any meeting will be decided as follows:

- i. Decisions will be made by a simple majority of votes with each Council member (including the Chair) having one vote.
 - ii. In case of an equality of votes the Chair of a meeting will have a second or casting vote.
- b) Each member may elect to abstain from a vote with the exception of the mover of the motion.
- c) The mover of a motion is expected to vote for the motion. In the event that the mover is no longer able to support the motion it must be withdrawn and lapse unless it is subsequently moved by another Council member.
- d) The seconder of a motion is not compelled to support the motion and may reasonably second a motion to ensure it does not lapse.
- e) Voting shall be conducted by either:
 - i. show of hands,
 - ii. secret ballot.
 - iii. unless a voter requests a recorded vote before the question is put or immediately after.

10.8 Dissenting Council Member

In the event that a Council Member is strongly opposed to a substantive motion, he or she may request the statement of dissent to be recorded in the minutes.

11. ORDER OF BUSINESS

The business for each sitting whenever possible shall be transacted in the following order:

- a) Opening Prayer
- b) Oath swearing by new members
- c) Review and adoption of Agenda
- d) Consideration of Minutes and matters arising out of the Minutes
- e) Consideration of the Business of the Day
- f) Consideration of Any other Business (if any)
- g) Closing Prayer

11.1 Council Prayer

Council shall have a standard ecumenical prayer that shall be said to open and close meetings (See appendix 1 for the Council Prayer).

11.2 Induction of Members

To symbolically confer authority and legitimacy on new members of Council, an induction ceremony is conducted where the Oaths of Office and Secrecy shall be administered by the Minister of Education on behalf of the President of the Republic. In situations where the Minister is unavailable, the Chancellor or the Chairman of Council shall administer the Oaths. (See appendix 2 for copies of the Oath of Office and Oath of Secrecy).

12. PETITIONS TO COUNCIL

Petitions to Council by individuals or group of persons shall be submitted:

- a) through the Secretary to Council and shall form part of the items for discussions;
or
- b) through a member of the Council. In the case of (ii), Council may determine the procedure for consideration which shall include:
 - i. referring the matter to a Sub-Committee for consideration and advice;
or
 - ii. defer to next meeting in order for the matter or petitions to be properly presented.

13. DURATION OF MEETINGS

- a) A meeting shall unless otherwise specified not exceed two and half (2½) hours.
- b) If for very reasonable cause, a meeting travels beyond three hours, the meeting shall adjourn and reconvene provided the residual meeting shall travel beyond one (1) hour.
- c) In all situations the Chair shall rule on the matter.

14. REGISTRATION AND DECLARATION OF INTEREST

- a) Members of the Council and its committees including ex-officio and co-opted members shall discharge their duties impartially and objectively.

- b) Members shall take steps to avoid any conflict of interest (s).
- c) For the sake of transparency, members must declare their interest in a matter under discussion.
- d) Members shall recuse themselves or withdraw from any discussion, decision, or vote on a matter where a direct or indirect financial interest or a substantial non-financial interest exists.

15. DELEGATION

The Council may delegate some of its functions to any individual or group persons or the Vice-Chancellor as and when required.

16. EXECUTION OF DOCUMENTS

A document is validly executed when signed by the Vice-Chancellor, Registrar or persons authorized in the Act or Statutes, whether or not the University seal is affixed to it.

- a) The Chancellor, Chairman of Council, or the Vice-Chancellor may decide that a document (or a class of documents) must be executed under seal, for ceremonial or other purposes. Any such document (other than an ordinance, a rule or a by-law) must then be signed and sealed by the Chancellor (or nominee) and the Vice-Chancellor (or nominee).
- b) The Registrar/Secretary to Council shall have custody of the University Seal.

17. AMENDMENTS TO THE COUNCIL CHARTER

The Council Charter shall be subject to periodic review as may be determined by Council.

18. PROMULGATION

Promulgated on this date 22nd September 2022, by the Members of Council

H.E. Nana Effah-Apenteng, *Chairman*

Prof. Mrs. Rita A. Dickson, *Vice-Chancellor*

Dr. E. Owusu-Dapaa (Esq)

Dr. Abena O. Ampomah

Mr. K. A. Karikari

Prof. R. Assasie Oppong

Dr. A.S. Muntaka

Mr. M. Kakraba-Ampeh

Prof. O. Addai-Mensah

Dr. K. Agbesi

Alhaj Y.A.B. Abubakar

Mr. W. K. Adu-Gyamfi

Miss. Janelle N. F. Amo

Mr. A. K. Boateng, *Registrar/Secretary*

IN ATTENDANCE

Prof. E. Owusu-Dabo, *Pro Vice-Chancellor*

Mr. Y. Nimo-Baffour, *Finance Officer*

Mrs Margaret Dzisi

Ms. Efua Arku

APPENDIX

Appendix 1: University Prayer



KWAME NKURUMAH UNIVERSITY OF
SCIENCE AND TECHNOLOGY, KUMASI

OPENING PRAYER AT UNIVERSITY COUNCIL MEETINGS

God, our heavenly Father, we thank You for the life and work of this University and for calling us to serve You through the working of its highest body. We humbly beseech You to inspire our hearts and direct our thoughts at this meeting. Lead us in the way of righteousness so that we may through Your power direct the affairs of this Council in the supreme interest of the University, and to facilitate the fulfilment of her mission, to the glory of Your holy name.

Amen.



CLOSING PRAYER AT UNIVERSITY COUNCIL MEETINGS

Almighty God, by whose providence the duties of men and woman are variously ordered, we thank You for Your sustaining power and presence among us throughout this meeting. We beseech You to lift up the light of Your countenance upon us and let Your peace rule in our hearts and may it be our strength in the implementation of our decisions. We commit ourselves to Your care and keeping, let Your grace be mighty and sufficient in us. Bless and guide the University and all its endeavours till we meet again.

Amen.

Appendix 2: Oath of Secrecy - Chairman of Council



KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

GOVERNING COUNCIL



OATH OF SECRECY

I.....
holding the office of **Chairman of the Kwame Nkrumah University of Science and Technology Governing Council** 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 may be specially permitted by law (So help me God)

Signature:..... Date:.....

Appendix 3: Official Oath - Chairman of Council



KWAME NKUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

GOVERNING COUNCIL



OFFICIAL OATH

I.....
do (in the name of the Almighty God swear) (Solemnly affirm)
that I will at all times well and truly serve the Republic of
Ghana in the office of **Chairman of the Kwame Nkrumah
University of Science and Technology Governing Council**
and that I will uphold, preserve, protect and defend the
Constitution of the Republic of Ghana as by law established
(So help me God)

Signature:.....

Date:.....

Appendix 4: Oath of Secrecy - Members of Council



KWAME NKROMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

GOVERNING COUNCIL



OATH OF SECRECY

I.....
holding the office of **Member of the Kwame Nkrumah University of Science and Technology Governing Council** 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 may be specially permitted by law (So help me God)

Signature:..... Date:.....

Appendix 5: Official Oath - Members of Council



KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

GOVERNING COUNCIL



OFFICIAL OATH

I.....
do (in the name of the Almighty God swear) (Solemnly affirm)
that I will at all times well and truly serve the Republic of
Ghana in the office of **Member of the Kwame Nkrumah
University of Science and Technology Governing Council**
and that I will uphold, preserve, protect and defend the
Constitution of the Republic of Ghana as by law established
(So help me God)

Signature:..... Date:.....





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