



STATUTES

| For Excellence
| Integrity and Service

Valley View University, 2020
Passing on a passion of excellence, integrity & service

THE
STATUTES
OF
VALLEY VIEW UNIVERSITY
2020



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P R E A M B L E

THE SEVENTH-DAY ADVENTIST CHURCH, GHANA, a member of the worldwide Seventh-day Adventist Church, committed to the general upliftment and the development of human society;

RECOGNISING the importance of education, in particular, quality Adventist Christian education founded on the tenets of the Bible and the principles of faith of the Church towards the achievement of this goal;

REALISING the need for private participation in the provision of quality tertiary education through teaching, research and community service;

DESIROUS of providing students, teaching and non-teaching staff with an enabling environment for holistic development— intellectual, spiritual, physical and social—of the individual in harmony with the Adventist philosophy of education and the policy of the Church;

HEREBY ESTABLISHES A UNIVERSITY IN THE REPUBLIC OF GHANA TO OPERATE IN ACCORDANCE WITH THESE STATUTES.

PART I: INTRODUCTION

Statutes to provide for the establishment, regulation, governance and administration of Valley View University (VUU) and for related purposes.

These Statutes may be cited as the Valley View University Statutes, 2020.

Statute 1: Definition of Terms

In these Statutes, unless the context otherwise requires:

“**ADCOM**” refers to the Administrative Committee.

“**Adventist Accrediting Association**” (**AAA**) is the highest international academic accrediting body of the Seventh-day Adventist (SDA) Church.

“**Affiliated Institution**” refers to a tertiary institution that has a formal academic linkage with VUU.

Alumni:

- a. all graduates and diplomates of the University;
- b. all other past students deemed eligible by the Academic Board for membership of Congregation;
- c. former students of VUU who obtained the external degree of Griggs University, USA; and
- d. senior members who are not past students but are deemed eligible by the Alumni Association for membership of the Association.

“**Centre**” refers to an establishment which is oriented to providing services including research and teaching for community services, but not for the award of formal University degrees, diplomas or certificates.

“**College**” means a collection of faculties/schools.

“**Conference**” refers to a group of local churches of the Seventh-day Adventist Church within a defined geographical area, which has been granted, by action of a Division Executive Committee at midyear, year-end, or Division Council meeting, and subsequently accepted, at a Union constituency meeting, into the sisterhood of conferences/missions of the church.

“**Conference President**” refers to the chief administrative officer of a conference.

“**Congregation**” refers to a special assembly of the University to receive reports on the University and witness the conferment of degrees and other awards.

“**Constituency**” is a representative body of the Seventh-day Adventist Church, the owners of the University, which appoints members of the University Council and receives annual reports from Council.

“**Council**” means the governing body of the University.

“**Convocation**” means the meeting of all senior members of the University.

“**Dean**” refers to the head of a school/faculty.

“Department” refers to a unit of a school/faculty.

“Director” refers to the head of Institute, Centre, and non-academic directorates such as medical services and food services.

“Director of Education” refers to the supervisor of education in a Church territorial unit.

“Faculty/School Board” means a body composed of senior administrative staff and academic staff in a school/faculty.

“Faculty” refers to a collection of related departments.

“General Conference of Seventh-day Adventists” refers to the worldwide organisation of the Seventh-day Adventist Church, headquartered in Silver Spring, Maryland, U.S.A.

“Head of Department” means the Head of an academic or non-academic unit.

“He/She/His/Her” refers equally to male and female persons.

“Institute” refers to a subdivision of the faculty/school established to carry out specific functions such as education, promotion of arts or scientific research.

“Junior Member” means any person registered for a programme of study or research in the University.

“Junior Staff” refers to those persons in the employment of the University with a qualification less than a first degree or its equivalent and below the rank of an administrative assistant or its equivalent.

“Operative Date” means the day on which these statutes enacted by the University Council shall take effect.

“Principal Officers” refers to the Visitor, Chancellor, Chair of Council and the Vice Chancellor.

“Professorial Status” refers equally to a full Professor as well as an Associate Professor.

“Provost” refers to the Head of a College.

“Rector” refers to the Head of an extension Campus of the University

“School” means a semi-autonomous establishment which has a Faculty status and shares one or more of the following characteristics: association with a profession or the preparation of students for certification by a profession.

“Section” means a unit in a department formally recognised as a nursery for a potential Department.

“Senior Member” refers to any member of academic, professional or administrative status who holds at least a master’s degree or its equivalent.

“Senior Staff” refers to those persons in the employment of the University with at least a first degree or its equivalent.

“Seventh-day Adventist Church (SDA)” refers to the owners of the University acting through the Constit-

uency and the Council.

“**SRC**” refers to the Students’ Representative Council.

“**Statutes**” refers to the rules enacted by the University Council for the governance of the University in these Statutes.

“**Statutory Position**” refers to an office rather than rank, held by a member of staff by virtue of these Statutes.

“**Union**” means a major regional territorial unit of the West-Central Africa Division of the General Conference of Seventh-day Adventists.

“**Union President**” refers to the Chief Administrative Officer of a Union.

“**University**” means Valley View University.

“**Vice-Chancellor**” refers to the Chief Executive Officer of VVU.

“**Visitor**” means the President of the General Conference of Seventh-day Adventists.

“**WAD: West-Central Africa Division of Seventh-day Adventists**” means the regional office of the General Conference of Seventh-day Adventists to which Ghana belongs.

PART II: ESTABLISHMENT AND FUNCTIONS OF THE UNIVERSITY

Statute 2: Establishment and Incorporation

1. There is hereby established by the Seventh-day Adventist Church, Ghana, a university with its main campus at Oyibi, in the Greater Accra Region of the Republic of Ghana, known as Valley View University, in accordance with these Statutes.
2. The University shall be a body corporate, with perpetual succession and a common seal, and shall in its name be capable of:
 - a. acquiring, holding, charging and disposing of movable or immovable property;
 - b. borrowing or lending money;
 - c. suing or being sued;
 - d. doing or performing all such other transactions or acts which may be lawfully done or performed by a body corporate for the proper performance of its functions, and for the furtherance of the provisions of these Statutes;
 - e. entering into contracts with the Government of Ghana, other Institutions or individuals; and
 - f. receiving bequests and gifts which shall be used only for the purposes stated by the person(s) or institution or organisation making such bequests or gifts.
3. The University is the successor to Adventist Missionary College, Valley View College, and subject to these Statutes, all rights, duties, obligations, assets and liabilities of the VVU existing at the commencement of these Statutes shall be fully transferred to VVU, and any reference to VVU in contract or document shall for all purposes be deemed to be a reference to the University established under sub-clause (1).
4. The University may have such other campuses as the University Council may determine.

Statute 3: The Common Seal

1. The Common Seal of the University shall be kept in the custody of the Registrar and shall not be used except as directed by Council.
2. The common seal of the University shall be authenticated by the signature of the Vice Chancellor; in the absence of the Vice-Chancellor, the Pro-Vice-Chancellor may authenticate the seal with his signature.
3. When the Common Seal of the University is affixed to any document and duly authenticated as provided for under this section, it shall be judicially and officially noticed, and, unless the contrary is proved, any necessary order or authorisation of the University Council under this Statute shall be deemed to have been duly given.

Statute 4: Affiliation

1. The University may enter into various types of academic linkages or affiliations as may be approved by the University Council.

Statute 5: Philosophy and Objectives of the University

1. The University holds a Christian philosophy of life and all members of the university community are to conduct themselves in accordance with the tenets and principles of that philosophy as part of the basic affirmations of the Seventh-day Adventist Church.

2. The foregoing philosophy gives rise to the following objectives:
 - (a) to provide balanced educational programmes which give each student the opportunity to develop spiritually, mentally, physically and socially;
 - (b) to encourage the student to understand, appreciate and adopt a Christian lifestyle and values through appropriate religious instruction in the classroom, a variety of religious services and activities and the development of a conducive atmosphere on campus where Christian principles find practical expression in all relationships;
 - (c) to help the student strive for intellectual excellence by maintaining a Faculty of qualified lecturers who integrate faith and learning to guide the student in the pursuit of knowledge, assisting the student develop intellectual curiosity and an intense motivation to reach the highest level of professional qualifications; and helping the student refine his analytical abilities, thus promoting individuality.
 - (d) to provide adequate equipment and facilities for quality higher education such as library resources, laboratories, research facilities, classrooms and buildings to support teaching and learning;
 - (e) to promote ethically based research and other morally acceptable means of advancement of knowledge and its functional application to the prevention and solution of social, cultural, economic, scientific and technological problems;
 - (f) to assist the student achieve and maintain physical health by guiding him to a fuller understanding of healthful living, helping him to appreciate the dignity of labour and to recognise the value of physical work, providing appropriate recreational activities and encouraging the adoption of a personal physical exercise programme, and providing healthful food and living quarters;
 - (g) to stimulate, particularly through teaching and research, interest in and appreciation of religious values, African culture and heritage;
 - (h) to prepare the student to become a useful member of society by promoting understanding and acceptance of persons from various backgrounds in the University community, helping to develop social skills that make for harmonious human relationships, emphasising Christian service as the goal of life, encouraging the application of knowledge within the student's societal context and showing sensitivity to environmental concerns;
 - (i) to encourage the student to play an active role in the mission of the Seventh-day Adventist Church and a service-centred vocation and profession which would contribute to the betterment of society; and
 - (j) to undertake other activities appropriate for a University and in harmony with the educational philosophy, beliefs and policies of the Seventh-day Adventist Church and accordingly its laws shall not conflict with the conventional responsibilities in academia or interfere with avowed traditional institutional autonomy.

Statute 6: Powers and Functions

The powers and functions of the University shall include but not limited to the following:

1. to formulate rules and procedures for its own government and financial support;
2. to hold examinations, grant and confer degrees, diplomas, certificates and other academic distinctions to and on persons who have pursued a course of study approved by the University and have passed such examinations or other tests and satisfied such other requirements as the University may prescribe;
3. to make provision for research and advisory services and towards this end, enter into such arrangements with other accredited Institutions or public bodies as the University may deem necessary;

4. to establish such campuses, colleges, faculties, institutes, schools, extra-mural departments and other units of learning as the University may deem necessary or desirable;
5. to institute various academic ranks as the University may require;
6. to prescribe conditions of service for staff and appoint persons to such offices as the University may create;
7. to institute fellowships, exhibitions, bursaries, medals, prizes and other academic titles, distinctions, awards and forms of assistance;
8. to prescribe the conditions under which persons shall be admitted to the University or to any particular course of study therein or allowed to continue in such course of study;
9. to maintain, discipline and provide for the welfare of employees and members of the University;
10. to confer honorary degrees, fellowships and other academic distinctions and titles on such deserving persons as determined by the University;
11. to provide such lectures and instructions and community services or extension for persons not being members of the University as the University may determine;
12. to accept the examinations passed and periods of study spent by students at other accredited Universities or places of higher learning as equivalent to such examinations and periods of study in the University as the University may determine, and to withdraw such acceptance when deemed necessary;
13. to affiliate with other institutions and recognise members of the staff thereof as lecturers of the University and to admit the members thereof to any of the privileges of the University;
14. to accept attendance at relevant courses of study and practical training in other accredited Universities and appropriate Institutions upon such terms and conditions as the University may determine;
15. to hold public lectures and undertake printing, publishing and selling of reports, papers, circulars, pamphlets, books, tracts, magazines, journals, newspapers and other literature;
16. to erect buildings or any part of a building for the purposes of the University and the welfare of its members;
17. to charge, demand and receive from any student or other person attending the University or benefiting from its services such fees as the University may determine;
18. to invest any funds belonging to the University by way of legacy, bequest, endowment, or gift whether for general or special purposes, and such other monies as may not be immediately required for current expenditure in investments or securities or in the purchase or improvement of land, with power to vary such investments;
19. to borrow, whether at interest or not and if need be upon the security of any of the property, movable or immovable of the University, such monies as the University may in its discretion deem expedient;
20. to enter into arrangements with corporate bodies, philanthropists and individuals for the purpose of investing in any capital project development and services of the University;
21. to acquire, hold, grant, charge or otherwise deal with or dispose of movable or immovable property wherever situated;

22. to accept gifts, legacies and donations, but without obligations to accept same for a particular purpose unless the University approves the terms and conditions attached thereto;
23. to enter into contracts, establish trusts, and act as trustee solely or jointly with any other authority or institution and to employ and act through agents;
24. to erect, provide, equip and maintain the infrastructure necessary for realising the objectives of the University;
25. to take such steps as may be deemed expedient for the purpose of procuring contributions to the funds of the University;
26. to support the education and welfare of children of the members of staff of the University according to Church policy;
27. to do all such other acts or things whether or not incidental to the foregoing powers, as may advance the objectives of the University; and
28. subject to the provisions of these Statutes and without prejudice to clause (1) of this Statute, the powers conferred on the University shall be exercisable on behalf of the University by the University Council or by the Academic Board or in any other manner which may be authorised by law, provided that nothing therein shall preclude the University from exercising a special responsibility towards its constituency, the Seventh-day Adventist Church.

Statute 7: Degrees, Diplomas, Certificates and other Awards

1. Subject to the provisions of these Statutes, the University may:
 - a. confer the degree of Bachelor, Master, Doctor and such other degrees as may be provided for in the bylaws that may be passed under these Statutes.
 - b. grant diplomas or certificates or other awards.
2. The provisions of clause 1 herein shall apply to any degree, *honoriscausa*, which the University may wish to confer upon a person who has rendered distinguished service in the advancement of any branch of learning to the University or Society.
3. A congregation ceremony at which degrees are conferred shall be held on the Campus of the University at least once a year and shall be conducted in accordance with the following procedure:
 - a. the Presiding Officer shall be the Chancellor or in his absence the Chair of Council. If both are absent the Vice-Chancellor or in his absence the Pro-Vice Chancellor shall preside;
 - b. it shall be the responsibility of the Registrar to certify that each candidate for a specific degree has satisfied all the requirements for that degree;
 - c. the certified list of candidates for degrees shall be subject to the review and approval of the Academic Board; and
 - d. the procedure for conferring degrees, the academic regalia to be worn and other necessary details shall be as prescribed in the bylaws.

PART III: MEMBERSHIP AND GOVERNANCE OF THE UNIVERSITY

Statute 8: Membership

The members of the University shall be:

1. The Visitor
2. Chancellor and members of the Constituency;
3. Chair and Members of Council;
4. Vice-Chancellor and Key Officers;
5. The Deans and Directors;
6. Heads of affiliated Institutions/Campuses;
7. Teaching staff
8. Non-teaching staff
9. Students; and
10. Such other members of staff of the University, the alumni, or any other body formally admitted into association with the University.

Statute 9: Governance

The governance and regulation of the University shall reside in the following bodies:

1. the Constituency;
2. the Council;
3. the Academic Board;
4. the Welfare Services Board;
5. the Administrative Committee.

Statute 10: The Constituency

1. Composition:

- (a) WAD Officers and Education Director
- (b) Union Presidents in WAD
- (c) WAD Executive Committee members in Ghana
- (d) Conference/Mission Presidents in Ghana
- (e) Union Education Directors in Ghana
- (f) Vice-Chancellor and Key Officers
- (g) Two (2) representatives each of Senior Members, Senior Staff, and Junior Staff

2. Functions:

- (a) to appoint quinquennially the members of the Council;
- (b) to outline and enact the general policies regulating the University in harmony with the standards and policies of the Seventh-day Adventist Church and these Statutes;
- (c) to receive reports on the operation and progress of the University from the Vice-Chancellor of the University and to determine whether the purpose and objectives for which the University was established are being met.

3. Meetings:

- (a) Regular meetings of the Constituency shall be held once at the end of the calendar year at such time and place as the Constituency may determine.
- (b) Special meetings of Constituency may be called by the Chair

Statute 11: University Council

1. Composition

The Council shall consist of fifteen (15) members constituted as follows:

- (a) One of the Presidents of the Unions in Ghana shall be the Chairperson.
- (b) Another Union President shall be the Vice Chairperson.

- (c) Vice-Chancellor, who shall be the Secretary to the Council
- (e) Two members of Convocation (one academic and one administrative/professional).
- (f) One representative of the senior staff
- (g) One representative of the junior staff
- (h) Six (6) professionals, three from each Union, who are members of the Seventh-day Adventist Church and in regular standing and who have distinguished themselves in their various fields of endeavour but are not church employees, at least two of whom shall be female. These shall be professionals in areas such as Administration and Management; Finance and Accounting, Academia, Higher Education, Construction, Health, Legal, and Information Technology;
- (i) A member of the Alumni Association who is a distinguished professional;
- (j) The President of the Students' Representative Council (SRC).
- (k) The following persons shall be in attendance:
 - i. the Registrar, who shall serve as the Recording Secretary to the Council.
 - ii. the University's legal Counsel.

2. Functions:

- (a) The University Council shall provide professional and strategic direction for the governance of the University.
- (b) Oversee the financial management and controls of the University.
- (c) Approve strategic plans and proposals submitted by the Vice-Chancellor for implementation.
- (d) Annually evaluate its own performance and that of the Vice-Chancellor, Pro-Vice Chancellor and the Registrar.
- (e) The Council shall submit a report of its activities to the Constituency annually.
- (f) The Council may specify the documents on which the University Seal may be affixed and the procedure to be followed and the recording in a register of the documents to which the Seal has been affixed.
- (g) Any other function provided for in the bylaws passed pursuant to these Statutes.

3. Meetings:

- (a) Regular meetings of the Council shall be held quarterly at such time and place as the Council may determine.
- (b) Special meetings of Council may be called by the Chair, or if he is:
 - i. absent;
 - ii. unable to act; or
 - iii. refuses to act;by the Vice Chair or upon written request of not less than one third of all Council members delivered to the Vice Chair.
- (c) Except as provided in paragraph (2)-clause (c) of the preceding section, notice of all meetings of Council shall be given at least seven (7) days previously thereto by written notice or sent by electronic media to each member at his address as shown on the records of the University. If mailed, such notice shall be deemed to be delivered when deposited in the mail so addressed, with postage thereon prepaid.
- (d). The Vice-Chancellor of the University in consultation with the Chair may invite some members of the University, to attend non-executive sessions of Council as observers, except during executive sessions of Council which may be called by the Chair.

4. Quorum:

- a. A simple majority (51%) of Council membership shall constitute a quorum for the transaction of business at any meeting of Council.
- b. If less than 51% are present at any meeting, a majority of the members present may adjourn the meeting from time to time without further notice.
- c. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Council, unless the act is one for which a greater number is required by law or by these Statutes.

5. Honorarium and Travelling Expenses:

- a. The University shall pay a regular honorarium to be determined by Council to members for each meeting attended.
- b. The University shall pay all the travelling expenses and any other reasonable expenses incurred by members of Council in the performance of their functions.
- c. No member of Council shall be paid honorarium for a meeting unless he has participated in that meeting.

6. Removal from Office:

A member of the Council may be removed on any ground of stated misbehaviour.

Statute 12: Principal Officers of the University and their functions

1. The Principal Officers

(a) The Principal Officers of the University are:

- i the Visitor;
- ii the Chancellor;
- iii the Chair of Council;
- iv the Vice-Chancellor.

(a) All Principal Officers of the University shall be Seventh-day Adventists in regular standing and knowledgeable in the Adventist philosophy of Education.

2. The Visitor:

- (a) The Visitor of the University shall be the President of the General Conference of Seventh-day Adventists.
- (b) The Visitor as the circumstances may require, shall conduct a visitation of the University or direct that such a visitation be conducted by any persons as may be nominated by him and in respect of any aspect of the administration of the University.
- (c) It shall be the duty of the bodies and persons comprising the University:
 - i. to make available to the Visitor, and to any other persons conducting a visitation in pursuance of this clause, such facilities and assistance as he or they may reasonably require for the purposes of a visitation; and
 - ii. to give effect to any instructions consistent with the provisions of these Statutes which may be

given by the Visitor.

3. The Chancellor:

- (a) The Chancellor shall be the President of the West-Central Africa Division of Seventh-day Adventists, or any person acting in that capacity, by virtue of his elected office.
- (b) The Chancellor who shall be the Chair of the Constituency may delegate any of his functions to the Chair of Council.
- (c) The Chancellor may request information concerning the general conduct of the Administration of the University from the Chair of Council and the Vice-Chancellor whose duty it shall be to provide same.
- (d) The Chancellor shall be the head of the University and shall confer degrees, diplomas and honorary degrees pursuant to consent with provisions of the statutes and bylaws.
- (e) The Chancellor shall receive annual reports/minutes of Council and Academic Board.

4. The Chair of the University Council:

- (a) The Chair of the University Council shall be appointed by the Constituency.
- (b) He shall chair the meetings of the Council.
- (c) He shall be the spokesperson of the Council.
- (d) He shall submit for and on behalf of the Council annual reports to the Constituency.

5. The Vice-Chancellor:

The Vice-Chancellor is the Chief Executive Officer of the University. He is charged with the responsibility of administering the University to fulfil its mission, academic excellence, fiscal soundness, spiritual integrity, and market viability.

- (a) Subject to the provisions of this statute, the Vice Chancellor shall be an academic of professorial rank and a terminal degree with knowledge and experience in Adventist philosophy of education.
- (b) The Vice-Chancellor is the academic and administrative head and chief disciplinary officer of the University.
- (c) The Vice-Chancellor is answerable to the University Council.
- (d) The Vice-Chancellor shall submit strategic plans, financial and project proposals and other reports which may be prescribed by Council for approval.
- (e) The Vice-Chancellor shall, in consultation with the Academic Board, submit annually to the Council, proposed programmes, projects and human resources requirements with accompanying budget which in his opinion are necessary for the effective conduct of the business of the University.
- (f) The Vice-Chancellor shall communicate Council's decisions on (e) above to the Academic Board.

- (g) The Vice-Chancellor shall hold office on the terms and conditions specified in the letter of appointment.
- (h) The Vice-Chancellor shall hold office for a period of up to five years and is eligible for reappointment for another term only.
- (i) The Vice-Chancellor shall be responsible for driving the overall growth and development of the University under the direction of the Council and shall have overall authority over the academic, financial and administrative matters.
- (j) The Vice-Chancellor is, by virtue of his office, a member of Congregation, Convocation, and every committee of the Academic Board.
- (k) For the avoidance of doubt, the Vice-Chancellor shall have unrestricted rights of attendance and speech at the meetings of all University bodies, whether executive or advisory.
- (l) Unless otherwise provided in these Statutes, the Vice-Chancellor is, by virtue of office, the Chairperson of every board or committee of which the Vice-Chancellor is a member except Convocation.
- (m) The Vice-Chancellor is responsible to the Council for the custody of the University Seal and for affixing it to documents in accordance with the Regulations made by Council.
- (n) The Vice-Chancellor shall advise the Council and the Academic Board on matters affecting policy, finance, governance and administration of the University.
- (o) The Vice-Chancellor may delegate in writing to a senior member the performance of a function vested in the Vice-Chancellor by these Statutes.
- (p) The Vice-Chancellor shall not leave Ghana without prior notification in writing signed by him and addressed to the Chairperson of Council specifying the period of his absence.
- (q) Where the Vice-Chancellor and the Pro-Vice-Chancellor are absent, the most senior Provost/Rector shall act. In the absence of the Provost/Rector, the most senior Deans shall act.
- (r) The Vice-Chancellor may resign from office by writing addressed to the Chairperson of Council.
- (s) The Vice-Chancellor may be removed from office for a good cause.
- (t) Any member of the University may petition Council for the removal of the Vice Chancellor. A copy of the petition shall be served on the Vice-Chancellor.
- (u) The Council shall determine whether the petition merits consideration.
- (v) Where Council determines that the petition merits consideration, it shall set up a five-member committee to investigate the matter raised in the petition.
- (w) Both the petitioner and the Vice-Chancellor shall be given the opportunity to be heard during the deliberations of the committee either in person or through a representative.
- (x) The Council may recommend to the Constituency the interdiction of the Vice-Chancellor while the enquiry is pending.
- (y) The Council shall have the right to accept, partially accept, or reject the recommendations of the com-

mittee by a special resolution of Council supported by not less than two-thirds of the entire members of Council.

(z) No recommendation of the Council shall take effect unless it has been approved by the Constituency.

6. Appointment of Vice-Chancellor:

- (a) One year before the term of the Vice-Chancellor expires or when the position becomes vacant, the Council shall appoint a search committee to propose a successor for the consideration of the Council.
- (b) The search committee shall be composed as follows:
 - i. The Education Director of the West-Central Africa Division of Seventh-day Adventists;
 - ii. Two members nominated by Council;
 - iii. Two members nominated by the Constituency;
 - iv. Two members nominated by the Academic Board;
- (c) The Chairperson of the search committee shall be the Education Director of the West Central Africa Division of Adventists. In his absence, another member nominated by the committee shall chair.
- (d) Council shall set the criteria and procedure for the search committee.
- (e) The search committee shall report to the University Council, and shall propose at least three names for the consideration of the Council together with the reasons for proposing each candidate. The search committee shall provide a ranking of the proposed names accompanied by the reasons.
- (f) The search committee shall submit its recommendations to Council not later than February of the fifth year for Council's consideration.
- (g) The Council shall appoint the Vice-Chancellor from among the three persons recommended by the search committee, not later than March of the same year, subject to ratification by the Constituency.

Statute 13: The Pro-Vice Chancellor;

1. Pro-Vice Chancellor:

- (a) The Pro-Vice-Chancellor shall exercise the powers and perform the functions specified in the Statutes and bylaws and such others as may be delegated to him by the Vice-Chancellor.
- (b) The Pro-Vice-Chancellor provides leadership for the academic programmes of the University.
- (c) The Pro-Vice-Chancellor shall be an academic of professorial rank and a terminal degree with knowledge and experience in Adventist philosophy of education.

2. Appointment of Pro-Vice-Chancellor:

- (a) When a vacancy occurs in the office of the Pro-Vice-Chancellor, the Vice-Chancellor, after making appropriate enquiries shall recommend two names to the Constituency for selection and appointment to the vacant office.
- (b) A person appointed Pro-Vice-Chancellor shall hold office for a term of five years and is eligible for re-appointment for a further term of up to five years.
- (c) The primary functions of the Pro-Vice-Chancellor shall be determined by the Council and he or she shall perform any other functions that the Vice-Chancellor may assign.

- (d) The Pro-Vice-Chancellor shall act in the absence of the Vice-Chancellor.
- (e) Whenever the Pro-Vice-Chancellor is absent from office for a period of one month or more but not exceeding three months, the Vice-Chancellor shall make temporary arrangements for the performance of the functions of the office by a Provost/Rector or Dean, pending the return of the Pro-Vice-Chancellor.
- (f) In the event of a vacancy caused by the expiration of tenure or resignation or death or absence from office for any other sufficient cause over a period of more than three months, the Council shall be notified and one of the Provosts/Rectors or Deans who is a Professor shall be appointed by the Council to act in his place pending arrangements for a regular appointment.
- (g) The Pro-Vice Chancellor may only be removed from office for good cause.
- (h) Any member of the University may petition Council for the removal of the Pro-Vice Chancellor. A copy of the petition shall be served on the Pro-Vice Chancellor.
- (i) Council shall determine whether the petition merits consideration.
- (j) Where Council determines that the petition merits consideration, it shall set up a five-member committee to investigate the matter raised in the petition.
- (k) Both the petitioner and the Pro-Vice Chancellor shall be given the opportunity to be heard during the deliberations of the committee either in person or through a representative.
- (l) Council may in its absolute discretion determine whether the Pro-Vice Chancellor shall be temporarily suspended or otherwise interdicted while the inquiry is pending.
- (m) Council shall have the right to accept, partially accept, or reject the recommendations of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of Council supported by not less than two-thirds of the entire members of Council.
- (n) The Pro-Vice Chancellor may be relieved of his or her responsibility by Council on the basis of incapacity, regular absences, non-performance, and conviction of criminal offence with respect to fraud, embezzlement, dishonesty, insubordination or gross misconduct.

Statute 14: The Registrar;

1. Registrar:

The Registrar shall be the Chief Administrative Officer of the University and shall, in that capacity, be responsible for the day-to-day operations of the University under the Vice-Chancellor.

2. Appointment of the Registrar:

- (a) When a vacancy occurs in the office of the Registrar, the Vice-Chancellor, after making appropriate enquiries shall recommend two names to the Constituency for selection and appointment to the vacant office.
- (b) A person appointed Registrar shall hold office for a term of five years and is eligible for re-appointment for a further term of up to five years.
- (c) The Registrar shall be a senior member with a postgraduate degree and shall have experience in university, educational, business administration or other requisite experience and qualifications as Council shall deem sufficient.

- (d) The appointment of the Registrar may be terminated by the University Council on the grounds of incapacitation, incompetence, fraud, embezzlement, dishonesty, insubordination or any other misconduct.
- (e) The Registrar shall act as the Recording Secretary to Council, and Secretary to Academic Board and Welfare Services Board, and shall provide secretarial services to other boards and committees of the University;
- (f) The Registrar shall prepare and oversee the admission and registration materials for students, keeping soft and hard copies of such materials;
- (g) The Registrar shall prepare academic calendar, class schedules, time-tables, grade sheets and distribution of semester reports;
- (h) The Registrar shall prepare the final graduation plans, tabulations of classes and award honors;
- (i) The Registrar shall initiate and coordinate matriculation and congregation procedures and ceremonies;
- (j) The Registrar shall maintain students' academic records on a regular basis;
- (k) The Registrar shall regularly cause to be published in the *University Recorder* at the end of each quarter all policy decisions of council, the Academic Board and the Welfare Services Board.
- (l) Any member of the University may petition Council for the removal of the Registrar.
 - i. A copy of the petition shall be served on the Registrar.

Statute 15: The Chief Finance Officer.

1. Chief Finance Officer:

- (a) There shall be a Chief Finance Officer who shall, under the Vice Chancellor, be responsible for the management of the finances of the University and who shall maintain the integrity of the finances of the University.
- (b) The Chief Finance Officer shall be responsible for the preparation of the annual operating budget of the University and shall present the same through the Vice Chancellor to Council for review and approval. He shall also submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.

3. The Chief Finance Officer shall:

- (a) call for and receive moneys due to the University and make authorised payments on behalf of the University;
- (b) ensure that throughout the University proper books of accounts and records of the property of the University are kept in a manner and form required by Council;
- (c) report to the Finance Subcommittee of Council, a case of failure to maintain the financial and other records of the University in the form required by the Council

- (d) prepare consolidated accounts of the units of the University;
- (e) afford every facility to both internal and external auditors in the performance of their functions;
- (f) advise on or raise funds for the University;
- (g) carry out regular appraisal, training and development of personnel under him in consultation with the Vice-Chancellor;
- (h) ensure, on behalf of the University Council, that proper records are kept of all University property, assets, stocks and valuables of every kind in the assets register;
- (i) have oversight responsibility for the accounting functions of all the semi-autonomous bodies, self-accounting and income-generating units within the University;
- (j) generally be responsible for ensuring that the University complies with the Financial Administration Act, 2003 (Act654); and
- (k) discharge any other assignments that the Vice Chancellor shall deem necessary.

4. Appointment of the Chief Finance Officer:

- (a) When a vacancy occurs in the office of the Chief Finance Officer, the Vice-Chancellor, after making appropriate enquiries shall recommend two names to the Constituency for selection and appointment to the vacant office.
- (b) A person appointed Chief Finance Officer shall hold office for a term of five years and is eligible for re-appointment for a further term of up to five years.

Statute 16: The Dean of Student Life and Services.

1. The Dean of Student Life and Services:

- (a) There shall be a Dean of Student Life and Services who shall, under the Vice Chancellor, be responsible for and coordinate all non-academic matters including accommodation and feeding on campus, social programs, and student discipline;
- (b) The Dean shall be of the rank of at least a Senior Lecturer.

3. The Dean of Student Life and Services shall:

- (a) be responsible for the welfare of students in relation to academic, residential and social matters;
- (b) liaise with management, relevant departments/units, and student organizations on all matters affecting the welfare of students;
- (c) be responsible for the revision and implementation of the Student Handbook;
- (d) collaborate with the Chaplaincy directorate in planning spiritual exercises such as morning devotion and evening services at the Halls, and week of Spiritual Emphasis;
- (e) perform any other functions as may be assigned by the Vice Chancellor.

4. Appointment of the Dean of Student Life and Services:

- (a) When a vacancy occurs in the office of the Dean of Student Life and Services, the Vice-Chancellor, after making appropriate enquiries shall recommend two names to the Constituency for selection and appointment to the vacant office.

- (b) A person appointed Dean of Student Life and Services shall hold office for a term of five years and is eligible for re-appointment for a further term of up to five years.

Statute 17: Bylaws

- 1 The University Council with the approval of the Constituency, and subject to the provisions of these Statutes, may enact bylaws, generally for the governance, regulation and administration of the University, and in particular for:
 - (a) the establishment of Schools, Institutes, Campuses and affiliated Colleges of the University;
 - (b) the description of degrees;
 - (c) the determination of the requirements for the award of degrees;
 - (d) the conduct of examinations;
 - (e) the prescription of fees and boarding charges;
 - (f) the determination of the terms and conditions of service, including appointments, dismissals, remuneration and retiring benefits of members of staff of the University;
 - (g) the composition and procedures of Council, and the establishment, terms of reference of the committees of Council;
 - (h) the approval of rules and regulations for the Students' Representative Council (SRC); and
 - (i) the provision or prescription of anything which may be provided for or prescribed by law.
- 2 The power to make laws shall be exercised in accordance with the provisions of this statute.
- 3 No bylaw shall come into force unless it has been approved by not less than two-thirds of the members of the University Council present and voting at a duly constituted meeting of Council.
- 4 A proposed bylaw may originate either from Council or from the Academic Board.
- 5 A bylaw which:
 - a. makes provision for or alters the composition of the Academic Board, or any other structure of authority in the University; or
 - b. provides for the establishment of a new campus, school or faculty or for the amendment or revocation of any law whereby a new campus or faculty/school is established, shall not come into force unless approved by the Constituency.
- 6 A bylaw shall come into force on the date it is duly approved.
- 7 A bylaw of the University shall be proved in any court by the production of a copy thereof bearing or having affixed to it a certificate signed by the Vice-Chancellor to the effect that the copy is a true copy of a law of the University.
- 8 Notwithstanding the provisions of sub-section (h) herein, Council shall not make, amend, or revoke any provisions relating to the functions or privileges of the Academic Board without first ascertaining the opinion of the thereon.

PART IV: ADMINISTRATION OF THE UNIVERSITY

Statute 18: Administrative Committee (ADCOM)

(a) Composition:

- a. Vice-Chancellor as Chair
- b. Pro-Vice-Chancellor
- c. Registrar who shall serve as Secretary
- d. Chief Finance Officer
- e. Dean of Student Life and Services
- f. University Chaplain
- g. University Librarian
- h. Director of Health Services
- i. Director of HRMD
- j. Director of Quality Assurance
- k. Internal Auditor
- l. Director of ITS
- m. Head of Security
- n. Director, Legal and General Consular Services
- o. *In Attendance:*

The Administrative Committee may co-opt any person whose advice may be required on any particular matter, except that the co-opted member shall have no voting rights.

(b) Functions:

Subject to the provisions of these Statutes, it shall be the function of the Administrative Committee to:

- a. advise the Vice-Chancellor and take decisions, on all matters of the general function, in addition to any other functions conferred on the Vice-Chancellor by these Statutes or otherwise, in directing the activities of the University, except as it relates to matters on which exclusive jurisdiction is conferred on the Academic Board and Welfare Services Board.
- b. Receive progress report and provide suggestions for improvement in the administration of the University.
- c. Review the activities of the various units of the University

(c) Meetings:

- a. The administrative committee shall hold regular meetings fortnightly.

b. Quorum:

One-third (1/3) members shall constitute a quorum including the Chair.

Statute 19: The Academic Board

1. There shall be an Academic Board of the University which shall address all academic matters.

2. Composition

- (a) Vice-Chancellor, as Chair;
- (b) Pro-Vice Chancellor;
- (c) Registrar, serving as Secretary;
- (d) Chief Finance Officer;

- (e) Dean of Student Life and Services;
- (f) University Librarian;
- (g) Deans of Faculties/Schools;
- (h) Directors of Institutes and Centres;
- (i) All Professors;
- (j) Heads of affiliated Colleges;
- (k) Two senior members not below the rank of Senior Lecturer from each Faculty/School elected by the senior members of that Faculty/School;
- (l) All Heads of Academic Departments;
- (m) The University Chaplain;
- (n) Director of Planning and Quality Assurance;
- (o) Rectors from Extension Campuses;

3. **Meetings:**

- (a) The Academic Board shall meet at least twice in a semester
- (b) At least seven (7) days' notice shall be given for such a meeting and of the members to be considered.
- (c) Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board at least 24 hours written notice.
- (d) A special meeting of the Academic Board shall be convened on the written request of at least half of the total membership of the Academic Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at the special meeting. In the event of such a request, the Vice-Chancellor shall convene a special meeting within three days of the request, specifying in the notice of the meeting the matters to be considered.

4. **Committees of Academic Board:**

The Academic Board may establish various committees for the purpose of its functions.

Statute 20: Welfare Services Board

There shall be a Welfare Services Board which shall be responsible to Council through the Vice-Chancellor.

1 **Composition:**

- (a) Vice-Chancellor, as Chair;
- (b) Pro-Vice Chancellor;
- (c) Registrar;
- (d) Chief Finance Officer
- (e) Dean of Student Life and Services
- (f) Rectors;
- (g) University Chaplain;
- (h) Internal Auditor;
- (i) Hall Deans;
- (j) Director of Human Resource Management and Development;
- (k) Director of University Relations Office;

- (l) Director of University Health Services;
- (m) Director of University Ventures;
- (n) A representative from each campus elected by Convocation from among its members;
- (o) A representative from Academic Board;
- (p) A representative from each campus elected by the Senior Staff Association;
- (q) A representative from each campus elected by the Junior Staff;
- (r) A student representative appointed by the Students' Representative Council (SRC) of each campus;
and
- (s) Heads of the Basic and Senior High Schools;

2 Term of Office:

Elected members of the Welfare Services Board shall serve a term of three (3) academic years only.

3 Elections:

Elections shall be held not later than 1st April of the preceding academic year in which the appointee or the person elected is to begin his term of office.

4 Functions of the Welfare Services Board:

The functions of the Welfare Services Board shall be:

- (a) to consider all matters affecting the welfare services in the University and within the scope of policy approved by Council, take actions as it may deem necessary;
- (b) to make reports and presentations to Council either on initiative or at the request of Council on any matters;
- (c) to receive annual reports from its sub committees latest by a month to the expiration of the academic year; and
- (d) to make regulations to ensure the proper functioning of the Hall system, Estate Management, Campus Safety and Security, and Health Services.

Meetings:

- 1. The Vice-Chancellor shall convene a meeting of the Welfare Services Board at least once every semester. At least seven (7) days' notice shall be given for such a meeting and of the matters to be considered.
- 2. Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board written notices.
- 3. A special meeting of the Welfare Services Board may be convened upon the written request of at least six Board members submitted to the Vice-Chancellor with an agenda to be discussed at such a special meeting.
- 4. In the event of request being made, the Vice-Chancellor shall convene a meeting within seven (7) days of his receipt of the request.
- 5. The notice of such a meeting should include matters to be considered

In Attendance

A Senior Assistant Registrar appointed by the Registrar as Secretary to the Committee.

6. Quorum

The quorum for the transaction of business of the Welfare Services Board shall be one half (1/2) of its total membership.

7. Committees of Welfare Services Board:

The Welfare Services Board may establish various committees for the purpose of its functions.

Statute 21: Accounts and Audit

The financial statements and records of the University shall be audited annually by the General Conference Auditing Service (GCAS) of the Seventh-day Adventist Church and one External Auditor appointed by Council.

Statute 22: Bylaws and Other Statutes

At any of its regular or special meetings, the Constituency may, upon recommendation from the University Council, enact, amend, or repeal Bylaws and other Statutes by a two-thirds majority vote of the delegates present and voting. Such actions may embrace any provision not inconsistent with the Statutes.

Statute 23: Non-Discrimination

The University shall be committed to equal educational opportunities for men and women, and shall not unlawfully discriminate on the basis of race, colour, ethnicity, gender nationality, age, disability, or other legally-protected characteristics not otherwise inconsistent with the values and teachings of the Seventh-day Adventist church.

Statute 24: Dissolution

In the event of the dissolution of the University, any funds or assets remaining after all claims have been satisfied shall be transferred to a Seventh-day Adventist entity approved by the Constituency. The dissolution process shall be in harmony with the requirements of all applicable laws of the Republic of Ghana.

Statute 25: Amendments

- (a) These Statutes and the bylaws made pursuant to them or part thereof may be amended or repealed by a two-thirds vote of the members of the Council present and voting at any regular or special meeting of the Council.
- (b) No amendment shall take effect unless ratified by the Constituency.
- (c) When it is proposed to amend the Statutes or the bylaws at a special meeting of the Council, a notice of at least two weeks together with copies of the proposed amendment shall be given in the notice of the meeting to members.

Statute 26: Effective Date

These Statutes shall come into effect on the 5th day of November, 2020.

