



**UNIVERSITY OF EMBU**

**THE CONSTITUTION OF THE UNIVERSITY OF EMBU  
ALUMNI ASSOCIATION  
(UE-ALASS)**

**2019**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
DEFINITION OF TERMS .....	v
LIST OF ABBREVIATIONS.....	vi
PREAMBLE .....	vii
1 FUNDAMENTAL STATEMENTS.....	1
1.1 Supremacy of the Constitution.....	1
1.2 Interpretation of the Constitution.....	1
1.3 Name .....	1
1.4 Vision .....	1
1.5 Mission.....	2
1.6 Objectives.....	2
2 MEMBERSHIP .....	2
2.1 Qualifications of Membership.....	2
2.2 Ordinary Members .....	3
2.3 Associate Members .....	3
2.4 Honorary Members .....	4
2.5 Life Membership.....	4
2.6 Termination of Membership.....	4
2.7 Membership Fee.....	5
2.8 Cessation of Membership.....	5
2.9 Obligations, Rights and Privileges of Members.....	6
2.9.1 Personal Conduct .....	6
2.9.2 Financial Obligations .....	6
2.9.3 Rights and Privileges .....	7
2.9.4 General Obligations of Members.....	7
3 ASSOCIATION GOVERNANCE.....	7
3.1 The Alumni Board.....	7
3.2 The Executive Committee.....	8
a) Functions of the Executive Committee.....	8
b) Powers of the Executive Committee.....	9
c) Membership of the Executive Committee .....	9

4	DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS .....	10
4.1	The Chairperson .....	10
4.2	The Vice-Chairperson .....	10
4.3	The Secretary General .....	11
4.4	The Vice Secretary General .....	11
4.5	The Treasurer .....	12
4.6	The Vice-Treasurer .....	12
5	SPECIAL COMMITTEES .....	12
5.1	Fundraising Committee .....	13
5.2	Membership Committee .....	13
5.3	Public Relations and Publicity Committee.....	14
5.4	Electoral Committee.....	14
5.5	Dispute Committee.....	14
6	MEETINGS .....	15
6.1	Types of Meetings .....	15
6.2	Annual General Meeting.....	15
6.3	Special General Meeting .....	16
6.4	The Alumni Board Meetings.....	16
6.5	The Executive Committee Meetings .....	16
6.6	Special Committee Meetings .....	17
6.7	Procedure at Meetings .....	17
6.8	Additional Provisions for Meetings .....	17
6.8.1	Attendance .....	17
6.8.2	Quorum .....	17
6.8.3	Voting at General Meeting.....	18
6.8.4	Minutes of Meeting.....	18
6.8.5	Procedure for Special Resolutions .....	18
6.8.6	Letters of Proxy and Representation.....	18
7	ELECTIONS AND BY-ELECTIONS .....	19
7.1	Elections .....	19
7.2	Procedure for the Elections .....	19
7.3	Nomination of Executive Committee Office Bearers .....	20
7.5	By Elections .....	20
7.6	Tallying of Votes.....	21

7.7	Election Malpractices .....	21
7.8	Principles of the Elections Committee .....	21
7.9	Elections Dispute Resolution .....	22
8	REMOVAL FROM OFFICE .....	22
8.1	Removal from Office .....	22
8.2	Procedure for Removal from Office.....	22
8.3	Filling of Vacancies .....	23
9	FINANCE AND INVESTMENTS .....	23
9.1	Source of Funds.....	23
9.2	Expenditure .....	23
9.3	Bank Signatories .....	24
9.4	Books, Registers and Records.....	24
9.5	Auditing of Account Books.....	25
9.6	Auditors and Audit .....	25
10	DISCIPLINARY ACTIONS .....	26
10.1	Discipline and Enforcement.....	26
10.2	Suspension of Member.....	26
10.3	Expulsion of Member.....	26
10.4	Removal through a Vote of No Confidence.....	26
10.5	Offences .....	27
10.6	Right of Appeal .....	27
10.7	Notices.....	27
10.8	Protection against Personal Liability .....	27
11	REVIEW .....	28
11.1	Amendments.....	28
11.2	Dissolution .....	28
11.3	Transitional clause.....	29
11.4	Endorsement of the constitution.....	29

## **DEFINITION OF TERMS**

<b>Act</b>	Universities Act, 2012.
<b>Alumni</b>	An individual or institution who qualifies to be a member of the Alumni Association and has paid the prescribed fee as may be determined by the Association.
<b>Alumni Association</b>	An organization that the Alumni have willingly constituted to acknowledge their diversity, promote their welfare and collectively or voluntarily ascribed to in order to further their interests as expressed in this Constitution.
<b>Alumni Board</b>	A body established to coordinate, guide and provide counsel to the Alumni Association.
<b>Chairperson</b>	A person designated to the Office of the Chairperson of the Alumni Association or any other management organ within the Alumni Association as the context may dictate.
<b>Charter</b>	University of Embu Charter.
<b>Constitution</b>	This Constitution of the University of Embu Alumni Association.
<b>Executive Committee</b>	The supreme body of the Alumni Association mandated to conduct the business of the Alumni.
<b>Executive Officer</b>	A Member of the Executive Committee.
<b>Graduate</b>	A person upon whom a degree or any other award has been conferred by the University of Embu or any other University or institution.
<b>Special Committee</b>	A Committee constituted by the Chairperson and appointed by the Executive Committee with the approval of the Alumni Board.
<b>Spoilt vote</b>	A ballot that is obliterated, indefinite and cannot be unequivocally determined to whom it was cast to.
<b>Statues</b>	The statues of the University of Embu.
<b>Member</b>	A person whose name appears in the register of the Alumni Association having met the requirements established under this Constitution.
<b>University</b>	University of Embu.
<b>Voting Member</b>	A member of the Association who is eligible to vote at a general meeting of the Alumni Association.

## **LIST OF ABBREVIATIONS**

<b>AGM</b>	Annual General Meeting.
<b>EUC</b>	Embu University College.
<b>SGM</b>	Special General Meeting
<b>UoEm</b>	University of Embu.
<b>UE-ALASS</b>	University of Embu Alumni Association.
<b>EAST College</b>	Embu Agricultural Staff Training College.

### **NOTE:**

For the purposes of this Constitution;

- Words stated in singular shall be interpreted to include those in the plural and vice versa.
- References made through the words “he”, “his” and “himself” shall be understood to include both the male and female genders.

## **PREAMBLE**

We, the Alumni of the University of Embu:

**ACKNOWLEDGING** the supremacy of the Almighty God of all creations:

**HONOURING** those who founded and established the University of Embu:

**PROUD** of being associated with the University of Embu:

**RESPECTFUL** of other universities, friends and institutions who are interested in identifying with the University of Embu.

**COMMITTED** to nurturing and protecting the well-being of the University of Embu, its Alumni and the surrounding communities:

**CONVINCED** of the need to promote socio-economic and intellectual interaction within the Alumni and with the University of Embu:

**HOPEFUL** to establish collaborative links with other Alumni bodies and organizations in Kenya and beyond:

**SUBMISSIVE** to the relevant provisions in the University Charter:

**RESOLVE** to form an Alumni Association and;

**ADOPT, ENACT** and **GIVE** this constitution to ourselves and to our future generations.

# 1 FUNDAMENTAL STATEMENTS

## 1.1 Supremacy of the Constitution

- i. This Constitution shall be the supreme law of the Association upon registration of the Association with the Registrar of Societies as provided by the laws of Kenya.
- ii. The Association shall be guided by this Constitution and any other regulations or by-laws formulated from time to time shall be consistent with this Constitution and otherwise shall be insignificant and invalid to the extent of that inconsistency.
- iii. This Constitution is subject to the Constitution of the Republic of Kenya, Acts of Parliament, Subsidiary Legislation, the University of Embu Charter and the University of Embu Statutes.

## 1.2 Interpretation of the Constitution

The interpretation of this Constitution shall be in a manner that:

- a. Upholds the Laws of Kenya, the preamble statement and the principles of this Constitution.
- b. Is not in any way are contrary to the purpose of this Constitution.
- c. Avoids the adoption of any other authority or law that does not emanate from this Constitution.

## 1.3 Name

- i. The name of the Alumni Association defined in this Constitution shall be the University of Embu Alumni Association herein after referred to as “the Association”. The abbreviation for which shall be “UE-ALASS”.
- ii. The Association shall have its registered offices within the premises of the University of Embu along the Embu- Meru Highway, Embu County within the Republic of Kenya, unless as may be otherwise determined by the Executive Committee with a written approval of the Board.

## 1.4 Vision

Be an active stakeholder in constructive engagements that mutually benefit the University, its Alumni and other key stakeholders



## **1.5 Mission**

To safeguard the interests of members by nurturing a permanent spirit of belonging and mobilizing resources to support the University achieve its mission and vision.

## **1.6 Objectives**

The Association is non-political and shall not be affiliated to any political divide.

The objectives of the Association are as stated below;

1. To safeguard the interests of the Alumni, promote the welfare of members and uphold the reputation of the University.
2. To contribute towards the growth of the University by participating in development projects and devising means of raising funds to promote collaborative projects with the University.
3. To expand the engagement of the University in community service and promote the progression of its socio- cultural and co- curricular activities.
4. To enhance social integration by networking with other Alumni bodies, organizations and institutions both locally and globally.
5. To encourage a spirit of loyalty and warm relationship between the University and the Association.
6. To participate in any other valuable activities that intend to improve the identity of the Association, the reputation of the University and the well-being of the Alumni.

## **2 MEMBERSHIP**

### **2.1 Qualifications of Membership**

The following shall be entitled to have their names entered in the Alumni Roll as members of UE-ALASS;

- a) All former student of the University who are holders of degrees, diplomas, certificates and honorary graduates.
- b) Full time and former members of the University staff who are not former students of the University of Embu but hold a degree, diploma or a certificate from other recognized institutions.

- c) Any other person as may be approved for by the Senate and the Association from time to time.

The membership of UE-ALASS shall be categorized in this Constitution as follows;

## **2.2 Ordinary Members**

- a) Ordinary members are members who are entitled to;
  - i. Hold Executive positions of the Association through Elections.
  - ii. Vote in an AGM or SGM.
  - iii. Engage in any other activities as may be determined by the Association from time to time.
- b) The following persons shall be eligible for ordinary membership.
  - i. All graduates of UoEm.
  - ii. Holders of honorary degrees from UoEm.
  - iii. Graduates of EAST College who are holders of certificates and diplomas.
  - iv. Former students of EUC who qualified for the conferment of degrees from the University of Nairobi and award of diplomas and certificates from EUC.
  - v. Such other persons as may be recommended by the Association.

## **2.3 Associate Members**

- a) Associate members shall;
  - i. Be entitled to membership through subscription.
  - ii. Be eligible to vote in an AGM or SGM.
  - iii. Not hold executive positions in the Association.
  - iv. Participate in any other duties and activities as may be determined from time to time by the Association.
- b) The following persons shall be eligible for the associate membership.
  - i. Current members of the University staff.
  - ii. Former members of the University staff provided they were not dismissed on grounds of incredibility, integrity or disciplinary grounds including The Chancellor, Vice- chancellors, Deputy Vice-chancellors, Principals, members of the University Council, Emeritus Professors, Professors, Lecturers, Research Fellows, Librarian, Registrars, Dean of students, Finance Officer and Administrative Officers who are graduates of recognized institutions.

## **2.4 Honorary Members**

- a) Honorary members shall;
  - i. Be entitled to membership through subscription upon contribution to the University advancements as may be determined by the Association.
  - ii. Attend meetings upon invitation.
  - iii. Not be eligible to hold executive positions in the Association.
- b) The following persons shall be eligible for honorary membership.
  - i. Any person who has contributed to the University advancement and upheld a close affiliation with the University or the Association.
  - ii. Persons who are on exchange programs or seconded from other institutions and have served with the University for at least two (2) years.
  - iii. Any other person or institution as the Association may from time to time advice.

## **2.5 Life Membership**

Persons who fulfill the requirements of membership as prescribed in this Constitution are eligible for life membership with the Association upon payment of the recommended fees in either of the categories (Gold, Silver and Bronze) as may be determined by the Association from time to time.

## **2.6 Termination of Membership**

- i. Any member who wishes to withdraw from the Association shall submit his withdrawal notice to the Secretary General. Such a notice will be effective on the date of submission. The Secretary General shall acknowledge receipt of such a notice and inform the Executive Committee within five (5) working days from the day of receiving the notice.
- ii. The Executive Committee may recommend withdrawal of membership. Such a decision shall take effect if at least two-thirds ( $2/3$ ) majority of members present in a general meeting resolve that such a member should be ousted on the grounds that the reputation of the Alumni has been adversely affected by his conduct or has contravened the provisions of this Constitution.
- iii. The Executive Committee may suspend membership of a member until the next general meeting of the Alumni. Following such suspension, a member whose suspension is proposed shall have the right to address a general meeting at which his expulsion shall be considered.

- iv. Membership may be withdrawn if a member of the Association falls into arrears with his annual subscriptions for three or more years. The name of such a member shall be struck off the register of the Alumni. However, a member whose membership is terminated under this clause may have his membership reinstated if he pays the total outstanding amount.
- v. Any person whose membership is withdrawn through a clause in this Constitution ceases to be a member and shall not be entitled to a vote and/or refund of his subscription or any part thereof or any moneys contributed by him at any time. Neither are such conditions transferrable.

## **2.7 Membership Fee**

1. The registration and annual subscription fee for all types of membership shall be reviewed by Executive Committee from time to time and shall be verified by the Board for motion at an AGM or SGM. A decision to approve the membership fee shall be determined by a resolution of two thirds of the members voting at a general meeting. The Executive Committee shall devise appropriate mechanisms for payment and advise members on such developments from time to time.
2. The members shall pay their dues as provided below:-
  - i. Ordinary members – Annual subscription fee Ksh 2,000
  - ii. Associate members – Annual subscription fee Ksh 5,000
  - iii. Honorary members – Onetime fee – Ksh 50,000
  - iv. Life membership;
    - a) Gold – Ksh 100,000
    - b) Silver – Ksh 50,000
    - c) Bronze – Ksh 25,000
3. All members are entitled to an Alumni Membership card upon payment of the prescribed membership and subscription fee. The Executive committee shall be mandated through legislation to develop policies to guide issuance of the cards.
4. The membership shall only be valid upon payment of the prescribed fee as appropriately advised.

## **2.8 Cessation of Membership**

The conditions listed below shall form the ground on which a person ceases to be a member of the Association;

- i. Membership is terminated as prescribed in this constitution.
- ii. Death.
- iii. Resignation or withdrawal of membership.
- iv. On disciplinary grounds as may be determined from time to time.
- v. In the event that a certificate of academic award is withdrawn.

## **2.9 Obligations, Rights and Privileges of Members**

### **2.9.1 Personal Conduct**

- i. All members of the Alumni, are expected to conduct themselves in a well-ordered and courteous manner that upholds unity, respect, harmony and trust.
- ii. All members are expected to respect the Association, the Board, the Executive Committee and any other organs, including decisions and actions that are legally taken by them as recognized in this Constitution.
- iii. A member of the Association, whether in public or private life, shall act in a manner that avoids:
  - (a) Conflict between personal interests, the public and Association's duties.
  - (b) Compromising any public or official interest in favor of a individual motive.
  - (c) Demeaning the reputation of the Association, any office or any officer
- iv. A member of the Association, shall not act in a manner signifying that he represents the Alumni without the express permission of the Executive Committee unless otherwise authorized in this constitution.
- v. Every member shall respect the property owned by the Association and the University. Any member who causes malicious damage to such property shall be subject to disciplinary action.

### **2.9.2 Financial Obligations**

- i. Every member shall be encouraged to honor his financial commitments at all times.
- ii. Any member may make financial contribution to the University or the Association in person whether solicited by the University or the Alumni.
- iii. The Executive Committee shall encourage all members to participate in financial mobilizations that benefit the University or the Association.

### **2.9.3 Rights and Privileges**

- i. Every member shall have a right to be heard, provided such a right does not encroach on the rights of others.
- ii. Every member is entitled to receive the services of the Association or the University and may jointly or individually offer to improve such services.
- iii. The books of accounts, other documents of the Association and the members roll shall be availed to any member of the Association for inspection. Such a member shall give not less than ten days' notice in writing to the Executive Committee through the Treasurer.

### **2.9.4 General Obligations of Members**

- i. Members of the Association shall abide by this Constitution and any other regulations that may be formulated in accordance with this Constitution.
- ii. Members shall attend Alumni meetings at all times, except the Honorary Members who are expected to attend by invitation.

## **3 ASSOCIATION GOVERNANCE**

There is established the Alumni Board and the Executive Committee of the Association upon which the governance of the Association shall be bestowed.

- i. The Alumni Board herein after referred to as "the Board" shall enhance the relationship of the Association with the University.
- ii. The Executive Committee shall be the Supreme Authority of the Association.
- iii. Not more than two thirds members of the governing bodies shall be of the same Gender.
- iv. Decisions of the governing bodies shall be in writing and shall be communicated promptly.

### **3.1 The Alumni Board**

a) The role of the Board shall be:

- i. To provide oversight to the Executive Committee and shall be the link between the Association and the University.
- ii. To approve the payment of membership, registration and subscription fees as may be recommended by the Executive Committee.

- iii. To approve development agendas that may promote the well-being of the University as may be recommended by the Executive Committee.
  - iv. To request the University to offer financial or any other support to the Association and its members where need be.
  - v. To approve policies of the Association as may be recommended by the Executive Committee from time to time.
  - vi. To authorize the establishment of local and international chapters of the Association.
  - vii. To approve appointment and dismissal of special Committees and members of such Committees.
  - viii. To perform any other function of the Association without contradicting, overlapping or overriding the role of the Executive Committee.
- b) The Board shall be the advisory authority of the Alumni and shall be constituted of the following members:
- i. A chairperson appointed by the Vice Chancellor to serve for a period of five (5) years.
  - ii. The Alumni Chairperson who shall represent the Executive Committee and serve as the Vice Chairperson of the Board.
  - iii. Two (2) members other than the Chairperson of the board, appointed by the Vice Chancellor from among members of University staff to serve for a period of five (5) years.
  - iv. Three (3) Alumni ordinary members appointed by the Alumni Chairperson in consultation with the Executive Committee to serve for a period of five (5) years.
  - v. A secretariat to the board appointed by the office housing Alumni functions from among members of the University staff. The secretariat shall be an ex-offio member of the board.

### **3.2 The Executive Committee**

#### **a) Functions of the Executive Committee**

- i. Shall be responsible for the formulation of policies and organization of activities consistent with the objectives of the Association.

- ii. Formulate regulations to guide issuance of certificates of participation or award to dignified members of the Alumni as may be determined from time to time.
- iii. Shall account for every expenditure drawn from the Association's finances.
- iv. Shall publish an annual report of the Association one (1) month prior to an AGM or SGM and shall also include the annual accounts of the Alumni Association.
- v. Shall conduct the managerial and administrative business of the Association.
- vi. Shall Convene AGMs and SGMs.
- vii. Develop any other policies and regulations that will enhance the implementation of this constitution.

**b) Powers of the Executive Committee**

The Executive Committee shall be the supreme authority of the Alumni and shall exercise the following powers.

- i. With the approval of the Board appoint and/or dismiss Special Committees and/or its members for the proper administration of the Association and to exercise control over such Committees.
- ii. Delegate powers to such Committees as it may consider necessary.
- iii. Approve the application of any new members of the Alumni Association.
- iv. Ratify the withdrawal of any member from the Association.
- v. Confirm the resignation of any member of the Executive Committee and with the approval of the Board fill the position by appointment from among ordinary members of the Association.
- vi. Take disciplinary action against members who violate the Constitution of the Association.
- vii. Authorize publications or release of official statements on behalf of the Alumni Association, such publications and statements should be consistent with the objectives of the Association.
- viii. Advice on any matter consistent with the objectives of the Association but not provided for in this Constitution.
- ix. Prepare the Alumni budget and authorize expenditure of the Association's funds.

**c) Membership of the Executive Committee**

The Committee shall consist of the following persons:

- i. Chairperson.
- ii. Vice-Chairperson.



- iii. Secretary General.
- iv. Vice-Secretary General.
- v. Treasurer.
- vi. Vice-Treasurer.

## **4 DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

### **4.1 The Chairperson**

There is established the position of the Chairperson of the Association. The Chairperson shall;

- i. Be the Chief Executive Officer of the Association.
- ii. Chair the Executive Committee and all general meetings unless prevented by illness or other sufficient cause.
- iii. Chair the Elections Committee.
- iv. In consultation with the Executive Committee approve use of funds for the Association in accordance with the budget as approved in the AGM.
- v. In consultation with the Executive Committee and on behalf of the Association engage in contractual agreements that benefit the Alumni.
- vi. Manage the functions and activities of the Association and its Committees.
- vii. Authenticate issuance of certificates by the Association.
- viii. Serve as the Vice-Chairperson of the Board. In this capacity, the Chairperson shall inform the Executive Committee on the Board's counsel and report to the Board the deliberations of the Association and the Executive Committee.
- ix. With the approval of the Board and in consultation with the Executive Committee establish Special Committees to carry out the programs of the Association.
- x. Ensure that Alumni activities are run efficiently in accordance with this Constitution.
- xi. Convene general meetings in writing to the Secretary General
- xii. Be a signatory in all Bank transactions on behalf of the Alumni.
- xiii. Act in the best interests of the Association at all times.

### **4.2 The Vice-Chairperson**

There is established the position of the Vice-Chairperson of the Association. The Vice-Chairperson shall;

- i. Be the principal assistant to the Chairperson and in the absence of the Chairperson perform all duties of the Chairperson.
- ii. Plan and co-ordinate the recruitment of members of the Association.
- iii. Initiate the establishment and management of Alumni chapters.
- iv. Chair the Membership Committee.
- v. Perform any other duties as may be assigned to him.

#### **4.3 The Secretary General**

There is established the position of the Secretary General of the Association. The Secretary General shall;

- i. Be the spokesperson of the Association.
- ii. Maintain an accurate record of all Association meetings.
- iii. Serve as Secretary to the Executive Committee and manage the Alumni secretariat.
- iv. Organize and issue notices of all Alumni meetings and maintain the Association's calendar schedule of activities.
- v. Maintain and keep in safe custody all communications and records relating to the Association.
- vi. Chair the Disputes Committee.
- vii. Approve Special Committee meetings.
- viii. Present minutes of the previous meetings and maintain an attendance list of all meetings.
- ix. Implore input from members on Alumni matters and disseminate agendas prior to meetings.
- x. Chair the Fund raising Committee.
- xi. Coordinating events, plan income generating activities and enhance awareness of the Association.
- xii. Be a signatory in all bank transactions of the Association.
- xiii. Undertake other duties assigned by the Association or the Executive Committee.

#### **4.4 The Vice Secretary General**

There is established the position of the Vice-Secretary General of the Association. The Vice -Secretary General shall;

- i. Perform all the duties of the Secretary General in the absence of the Secretary General

- ii. Manage the issuance Alumni membership cards upon payment of the prescribed fees.
- iii. Coordinate and manage the release of newsletters and publications.
- iv. Chair the Public Relations and Publicity Committee.
- v. Perform other duties assigned by the Secretary General or the Executive Committee.

#### **4.5 The Treasurer**

There is established the position of the Treasurer of the Association. The Treasurer shall;

- i. Manage the funds of the Association prudently.
- ii. Maintain clear books of accounts and accurate records of all transactions.
- iii. Draft the budget estimates for the Association and ensure that the budget plan is complied with.
- iv. Ensure all financial regulations are met as prescribed by the Government.
- v. Collect the registration and subscription charges and maintain a list of all paid up members.
- vi. Be a signatory in all bank transactions.
- vii. Chair the Finance Committee.
- viii. Present quarterly and annual statements of accounts and financial reports of the Association.
- ix. Prepare members statements every quarter.
- x. Coordinate Special Committees' expenditure.
- xi. Perform any other duties assigned by the Executive Committee.

#### **4.6 The Vice-Treasurer**

There is established the position of the Vice-Treasurer of the Association. The Vice-Treasurer shall;

- i. Be a member and accounting officer to all Special Committees.
- ii. Advice Special Committees on matters of expenditure in accordance with the budget.
- iii. Perform the duties of the Treasurer in the absence of the Treasurer.
- xii. Perform any other duties assigned by the Treasurer or the Association.

### **5 SPECIAL COMMITTEES**

- a) The Alumni Chairperson through the Executive Committee shall establish Special Committees and appoint members of such Committees in accordance with the

stipulations of this Constitution. The appointment to the Special Committees shall observe gender parity.

- b) The appointment of such Committees shall be subject to the approval of the Board. The Board shall have powers to approve, reject or advise the Executive Committee accordingly on matters relating to Special Committees.
- c) Unless otherwise stated in this Constitution, each special Committee shall be obliged to elect a secretary from among its members during its first meeting.
- d) The Committee secretary shall be required to notify the Secretary General of any scheduled meetings for approval.
- e) The term of office for the Committees shall be as determined by the appointing authority or a provision in this Constitution and members of such Committees may be reappointed for a second term.
- f) The Committees through the Vice-Treasurer shall submit their expenditures to the Executive Committee for further review.
- g) The following shall be the Special Committees:

#### **5.1 Fundraising Committee**

This Committee will be responsible for all fundraising programs of the Alumni Association. It will develop different fundraising initiatives that support the Alumni and University activities. The Committee shall consist of the following persons;

- 1. The Alumni Secretary General who shall be the chairperson.
- 2. The Alumni Vice-Treasury who will be an accounting officer.
- 3. Two ordinary members of the Alumni appointed by the Executive Committee.
- 4. One person appointed by the Board.

#### **5.2 Membership Committee**

This Committee shall be responsible for reviewing all membership applications for approval, determining and collecting appropriate dues, and designing services and other benefits of membership. The Committee shall be constituted as follow;

- 1. The Alumni Vice-Chairperson who shall be the chair.
- 2. The Alumni Vice-Treasurer as the accounting officer.
- 3. One person appointed by the Board from among ordinary members of the Alumni.
- 4. Two persons appointed by the Executive Committee from among ordinary members of the Alumni.

### **5.3 Public Relations and Publicity Committee**

The Public Relations Committee shall be responsible for all the public relations matters of the Alumni Association. The Committee shall conduct all publication activities, social media engagement and other communications of the Alumni. The Committee shall be set up as follows;

1. The Alumni Vice-Secretary General who shall be the chair.
2. The Alumni Vice-Treasurer who shall be the accounting officer.
3. One member of the Board who shall represent the Board.
4. Two persons appointed by the Executive Committee from among ordinary members of the Alumni.

### **5.4 Electoral Committee**

a) The Committee shall conduct and formulate policies that will govern elections of the Alumni Association. The Committee shall be constituted as follows;

1. The Alumni Chairperson who shall be the Chair and Presiding Officer in all elections.
2. The Alumni Vice-Treasurer as an accounting officer.
3. The Board Chairperson who shall be the Secretary.
4. Two members of the Executive Committee other than the Chairperson.
5. Two members of the Board other than the chairperson.
6. Two persons appointed by the Executive Committee from either category of membership.

b) The Electoral Committee shall be constituted at least six months before the date set for election. The committee will be mandated to:

- i. Prepare electoral voter lists.
- ii. Formulate election rules and regulations
- iii. Conduct elections.
- iv. Announce election results.

### **5.5 Dispute Committee**

The Committee shall be mandated to resolve all conflicts, disagreements and any discontent that arises within the Association. This mandate shall include but not limited to election disputes, disciplinary actions and any other matters that as may be prescribed by the Association or its organs. The dispute Committee shall be required to formulate policies, regulations and guidelines that will govern its mandate. The Committee shall be constituted as follows;

1. The Alumni Secretary General as the Chairperson.
2. The Alumni Vice-Treasury
3. The Elections Committee chairperson who shall be the secretary.
4. The Board Secretariat.
5. Two ordinary members of the Association appointed by the Executive Committee.
6. A representative of each party involved in the dispute.

## **6 MEETINGS**

### **6.1 Types of Meetings**

Meetings shall be categorized as:

- i. Annual General Meetings (AGM).
- ii. Special General Meetings (SGM).
- iii. Alumni Board Meetings.
- iv. Executive Committee meetings.
- v. Special Committee meetings.

### **6.2 Annual General Meeting.**

- a) An AGM shall be convened by the Chairperson and organized by the Secretary General. Such a meeting shall be communicated and notice issued to all members not less than two (2) months before the appointed day. Any member may forward a statement in writing to the Secretary General setting forth the subject/ business proposed for consideration. Such statements shall be lodged with the Secretary General at least fourteen (14) days before the date of the meeting.
- b) Annual statement of Accounts and the agenda for the AGM shall be attached with the notice of such a meeting at all times
- c) The agenda for any AGM shall be circulated to all members at least 14 days before the day appointed to hold such a meeting and shall consist the following:
  - Key notes by the Chairperson on the deliberations of the Association.
  - Reading and endorsement of the previous Annual General Meeting minutes.
  - Presentation of the statements and reports of accounts.
  - Election of the Executive Committee members (Whenever applicable).
  - Approval of accounts by the auditor.

- Such other subjects as may be decided or as to which a statement shall have been issued by a member in writing to the Secretary General.
- Any other business with the approval of the Chairperson.

### **6.3 Special General Meeting**

- a) The Executive Committee shall convene a Special General Meeting for any purpose as the business of the Alumni may demand. Notice of such a meeting shall be sent to members at least fourteen (14) days before the date set for the meeting.
- b) A member may request for an SGM in writing to the Secretary General. Such a request shall be proposed and signed by at least a third of the registered members. The Chairperson shall approve the request and an SGM held within 21 days.

### **6.4 Alumni Board Meetings.**

- a) The Board shall meet at the request of the Executive Committee. Such a request shall be in writing by the Secretary General to the Board's secretariat.
- b) Upon such a request, the Board Chairperson shall convene a meeting within 14 days.
- c) Such meetings, shall be held more often as the business of the Association may dictate but utmost twice in every three months.
- d) The Board may convene a meeting of urgency at any other time as it shall find appropriate. Such a meeting shall only be convened to discuss and deliberate on matters prescribed in articles 7.5, 8.2 and 8.3.
- e) At least three quarters of the Board members shall constitute a quorum.

### **6.5 Executive Committee Meetings**

- a) The Executive Committee shall meet regularly at the registered offices of the Association. Such meetings shall be held utmost twice in every three months.
- b) The Secretary General shall give notice of such meetings at least seven (7) days before the date set for the meeting.
- c) At least three quarters of the Executive Committee members shall constitute a quorum.

## **6.6 Special Committee Meetings**

- a) Special Committees shall meet at such times as may be specified by the Committee secretary.
- b) The Committee Secretary shall be obliged to inform the Alumni Secretary General of such meetings for approval.
- c) The Executive Committee shall formulate terms for the Committees comprising of the conformation, obligations, period of service and quorum requirements for each Committee so established.

## **6.7 Procedure at Meetings**

- a) The Chairperson or in his absence, the Vice-Chairperson or in the absence of both these officers, a member selected by the Executive Committee shall chair all meetings of the Association.
- b) The Chair may limit the number of people permitted to speak in favor of and or against any motion.
- c) Resolutions shall be decided by simple majority voting through a secret ballot. In the case of equality of votes in any motion, the motion shall be lost and set for a second consideration.

## **6.8 Additional Provisions for Meetings**

### **6.8.1 Attendance**

Those entitled shall be:

- a. All members are entitled to attend all meetings of the Association either in person or by proxy.
- b. The Chairperson may invite any number of observers at the meetings of the Association but shall not be allowed to vote.

### **6.8.2 Quorum**

- a) The quorum at all general meetings shall be at least a third (1/3) of registered members, including members attending by proxy, or such other criteria as may be determined from time to time and approved at a general meeting.
- b) If quorum is not achieved at any scheduled general meeting, a second meeting shall be convened within 60 days from the date of the first general meeting.
- c) Notice of the second general meeting shall be given to all Members at least 15 days before the date of the meeting.



- d) The quorum for the second meeting shall be the number of registered members present, including those by proxy, and who are present at the commencement of the meeting.

### **6.8.3 Voting at General Meeting**

- a) At any AGM or SGM only registered members of the Association shall be entitled to vote.
- b) Every Member is entitled to one vote for each resolution.
- c) Voting on each agenda, including elections, shall be through a secret ballot. Another voting criteria may be adopted provided the system is simple, precise, certifiable, safe, accountable and transparent. The method adopted shall take into account persons with disabilities or special needs.
- d) Resolutions in an AGM or SGM shall be by a simple majority, unless otherwise stated by a clause or article in this Constitution. In the case of an equality of votes, Executive members shall have a second casting vote.

### **6.8.4 Minutes of Meeting**

- All matters discussed and decisions made at the AGM or SGM shall be documented in the minutes book which shall be signed by the Chairperson and the Secretary General once they are confirmed at a general meeting.

### **6.8.5 Procedure for Special Resolutions**

- i. A voting member may give notice to the Executive Committee with an intention to recommend a special resolution at a general meeting.
- ii. Every special resolution shall be signed by the Chairperson and Secretary General. A duly executed Special Resolution shall be forwarded to the Elections Committee for further review.

### **6.8.6 Letters of Proxy and Representation**

- i. Members of the Association shall be entitled to letters of proxy, and letters of representation. However, only duly registered members of the Association qualify to be a proxy.
- ii. Letters of proxies, and letters of representation shall be deposited with the Secretary General at least 48 hours before the meeting and shall be in the form prescribed by the Executive Committee as valid.

- iii. Letters of proxy and representation shall be valid in all meetings until otherwise advised.
- iv. A proxy may name more than one individual. In such a scenario the person present at the meeting whose name appears first in the letter shall be the proxy or representative.

## **7 ELECTIONS AND BY-ELECTIONS**

### **7.1 Elections**

1. The Elections of the Association shall, be held at an Annual General Meeting every two (2) years.
2. Only ordinary members of the Association shall be eligible for Election to any one of the vacant positions provided one is fully paid up.
3. The Elections Committee shall develop and formulate rules, policies, guidelines and regulations that will govern the Election of the Association. Such provisions once approved shall be circulated to all members for acquaintance.

### **7.2 Procedure for the Elections**

- i. All the Elections shall be by secret ballot and by a simple majority vote
- ii. The Elections shall be organized by a Returning Officer who is the Chairperson of the electoral Committee.
- iii. The nomination papers to be filled by interested candidate must contain the names and signatures of at least a proposer and a seconder who must be current ordinary and paid-up members of the Association.
- iv. Each candidate shall be issued with the nomination papers by the returning officer. The nomination papers shall be availed at least fourteen (14) days and returned at least two (2) days before the election date.
- v. If only one candidate is nominated for a particular position, that candidate shall be declared as being validly elected to hold office.
- vi. In case two or more candidates vie for the same position, the elections committee shall be obliged to conduct an election in line with the provisions of this Constitution. The winning candidate shall be the one who acquires at least half of the votes cast in an AGM or SGM. In the event this condition is not met, the voting process shall be repeated and the candidate who attains a simple majority of the votes cast shall be declared the winner.

- vii. In case candidates tie in an election, members shall vote for utmost three rounds in search of a candidate who receives a simple majority. If a tie persists, all parties shall be required to reach a consensus in the most fair and transparent manner.
- viii. Votes that shall be declared spoilt by the returning officer shall not be counted during the tallying of votes.

### **7.3 Nomination of Executive Committee Office Bearers**

1. Only ordinary members are eligible to vie for any elective positions of the Association.
2. Candidates shall be nominated by completing the official nomination forms. Each candidate shall be required to collect the nomination papers from the Electoral Committee at least 14 days before the election date and returned at least 2 days before the Election date.
3. The Elections Committee shall be mandated to formulate other regulations, requirements and qualification for each position.

### **7.4 Eligibility and Tenure of office**

- i. All members of Executive Committee shall hold office for a one two year term and may be eligible for re-election for two consecutive terms after which such a person must retire for at least two calendar years before becoming eligible for re-election.
- ii. Only Kenyan citizens and permanent residents of the Republic of Kenya are eligible to vie for the Executive Committee positions.
- iii. Only persons who qualify for ordinary and associate membership are eligible for election in the positions of the Executive Committee.
- iv. An officer whose membership is terminated under this Constitution shall cease to hold office.

### **7.5 By Elections**

A by-election shall be called under the following circumstances

- i. Where at least two thirds (2/3) of the fully paid up members in an AGM or SGM by a vote of no confidence choose to disband the entire Executive Committee. In such an event, the Board shall appoint an interim Election Committee to conduct elections within 60 days after the date of the vote.

- ii. Where an entire Executive Committee resigns. In such a scenario the Board shall appoint interim officials to run the Association. Thereafter, an SGM shall be called within sixty (60) days to fill the positions of Executive Committee. The interim chairperson shall not be eligible for election in any position.
- iii. As may be provided for in any other article or clause in this constitution.

## **7.6 Tallying of Votes**

During the counting of ballots papers:

- A vote declared spoilt shall not be tallied to any of the candidates
- A candidate may voluntarily and personally be represented and shall not be barred from observing the counting of ballot papers.

## **7.7 Election Malpractices**

- a) An election offence shall disqualify a candidate
- b) For purposes of this Constitution, the following shall constitute an election offence;
  - i. Rigging
  - ii. Harassment
  - iii. Use of forceful means for self-interest during the election period.
  - iv. Giving false information during the nomination.
  - v. Placing campaign posters in prohibited areas.
  - vi. Campaigning on the polling day.
  - vii. Any other act of omission that conquests the doctrine of free and fair elections.
  - viii. Intimidation of members and other candidates.

## **7.8 Principles of the Elections Committee**

- i. In case there is no election petition against the declared results, the elections committee shall stand dissolved.
- ii. In case of an electoral petition, the Committee members shall hold office until such a time when the petitions are determined by the dispute committee.
- iii. The Returning Officer shall prepare a report showing persons who have been validly elected and forward the election returns to the Board for authentication.
- iv. Any decision as to what shall be considered as a spoilt vote shall be made by the Returning Officer in consultation with members of the Elections Committee whose decision shall be final.

- v. The Returning Officer shall announce the results of the elections after the counting of the ballot paper before the end of an AGM or SGM.

### **7.9 Elections Dispute Resolution**

- i. A member of the Association discontented with the election results, shall be required to lodge with the Dispute Committee an election petition or appeal within fourteen days after the results are declared.
- ii. The complainant shall clearly indicate the grounds of discontent and attach a valid evidence. In addition the parties required to respond in such a dispute shall be mentioned.
- iii. The Dispute Committee shall within seven days inform all the parties involved with whom a response shall be filed within two days.
- iv. The committee upon receipt of all the relevant information shall be required to listen to all parties and make a resolution within seven days.
- v. The verdict of the Dispute Committee shall be legally binding.

## **8 REMOVAL FROM OFFICE**

### **8.1 Removal from Office**

The Association has the right to remove any officer(s) that neglects his required duties and/or any officer(s) that promotes behavior that negatively affects the objectives and purpose of the Alumni. Any conduct, which would bring ill repute, damage, or injury to the reputation of the University and/or the Alumni would serve as grounds for removal.

### **8.2 Procedure for Removal from Office**

The procedure shall be as follows:

- a) A written notice shall be sent to the Board explaining the circumstances leading to recommendation for removal.
- b) Within 10 days the chair of the Board shall write to the officer acknowledging receipt of such a notice. The officer in question shall be required to respond in writing to the Board within 30 days after receiving the notification
- c) The Board shall within 10 days after receiving the notice inform the Executive Committee of such a complaint and advise the former to suspend the officer until a decision is made.

- d) After receiving the response, the Board shall convene a meeting within 30 days to deliberate on the next course of action. A decision to oust or reinstate the officer shall be communicated by the Board.
- e) The decision shall be communicated to the Executive Committee within 10 days. In case the officer is ousted, the Executive Committee with the approval of the Board shall appoint an officer to temporarily act in that position until the next AGM.

### **8.3 Filling of Vacancies**

- i. A vacancy in any office, except that of Chairman, occurring for any reason may be filled by the Executive Committee with the approval of the Board for the unexpired portion of the term.
- ii. In case the office of the Chairperson falls vacant on any circumstances, the person serving as Vice Chairperson with the approval of the Board shall serve as the Chairperson until the next General Meeting when a by-election shall be held to fill the said position.
- iii. In an event the Vice Chairperson is unable to serve as the Chairperson, the Board shall appointed a member of either category to serve as the Chairperson until the next AGM.

## **9 FINANCE AND INVESTMENTS**

### **9.1 Source of Funds**

The sources of finance for the Association include:

- a) Membership and subscription fee which shall be reviewed regularly by the Executive Committee.
- b) Members' contributions as may be resolved in a general meeting.
- c) Fees charged for participation in Alumni events organized by the Executive Committee.
- d) Donations, grants and contributions from friends and well-wishers.
- e) Revenues that may be earned from an investments, interest, shares and bills.
- f) A loan borrowed by the Association.

### **9.2 Expenditure**

The expenditure of Alumni funds shall be guided by the following principles;

- a) Any expenditure in excess of the provisions of the approved budget must be sanctioned by the Executive Committee with minutes of the meeting that approved the variation.
- b) All moneys of the Association must be used prudently in a manner that provides maximum benefit to the Association.
- c) The funds of the Association shall be austere used on activities that promote the objectives of the Association.
- d) All monies paid or received by the Association shall be deposited into the Association's bank account(s).
- e) All financial transactions of the Association shall be recorded into the books of account that shall be availed to the auditor.
- f) All payments that exceed Ten Thousand Shillings (Ksh. 10,000) shall be paid by cheque.
- g) Payments made out of the Association's bank account shall be supported by minutes of the Executive Committee that passed such a resolution or its constituent management organ authorizing such payment.
- h) A petty cash account shall be maintained by the Treasurer for disbursement. The petty cash amount is limited to Ksh 20, 000 or a figure that will be determined by the management organs of the Association.
- i) The Treasurer shall submit audited financial reports of the Association to the Executive Committee for examination and approval and finally to the AGM for adoption.

### **9.3 Bank Signatories**

The bank signatories of the Association shall be the:

- a) Alumni Chairperson.
- b) Treasurer.
- c) Secretary General.
- d) The Board Chairperson.

### **9.4 Books, Registers and Records**

The Association shall maintain the following documents:

- a) A record of all persons registered as members of the Association (with details such as names, addresses, date of admission as a member of the Association, and date of termination of membership).
- b) Books of accounts showing financial transactions of the Association.
- c) A minute book.
- d) A contributions ledger clearly indicating the contributions of each member.
- e) Any other relevant books that the Executive Committee may deem necessary.

#### **9.5 Auditing of Account Books**

- a) The books of accounts shall be audited by the appointed internal and external Auditors at least 30 days before the AGM.
- b) The Treasurer shall always provide the Auditor with a set of the books of accounts and other documents necessary for the audit.
- c) The financial records shall be approved by the Executive Committee and published at least 21 days before the AGM.
- d) The audited records along with the Auditors report shall be circulated to the members at least 14 days before the AGM.

#### **9.6 Auditors and Audit**

- a) An auditor shall be appointed by the Association at every AGM. The appointed auditor is eligible for re-appointment in successive years.
- b) The auditors shall be mandated to audit the financial records of the Association and to present an audit report to the Executive Committee for approval.
- c) The books of accounts, financial statements and any other documents shall be available to the Auditor at any time.
- d) The Treasurer shall furnish the Auditors with a full account of the income and expenditure of the Association, a statement of its assets, liabilities and related financial records, at least three months (3) before the AGM.
- e) The auditor shall examine such annual accounts and statements in accordance with the generally accepted auditing practices in Kenya.
- f) A copy of the Auditor's report on the accounts and statements shall be sent to all Members with the notice convening the AGM. The reports shall be tabled at the AGM by the Treasurer for motion.
- g) The Auditors may be paid such allowances for their duties as may be resolved at the AGM.



- h) No office-bearer, director, proprietor, employee or a member of the Association may be appointed as an Auditor.

## **10 DISCIPLINARY ACTIONS**

### **10.1 Discipline and Enforcement**

- i. For purposes of this constitution, discipline shall be deemed to as the compliance with the principles embodied in this constitution, by-laws and any other rules or provisions as shall be formulated from time to time by the Association and its organs.
- ii. The Association shall enforce discipline among members in the conduct of the affairs and operations of the Association.
- iii. The Association shall appoint a Dispute Committee constituted as stipulated in this Constitution to investigate and recommend measures to be taken against an errant member.

### **10.2 Suspension of Member**

The Executive Committee upon the recommendation of the Dispute Committee shall suspend a Member of the Association on disciplinary grounds until the next General Meeting of the Association. The suspension shall be in accordance with this Constitution.

### **10.3 Expulsion of Member**

- i. Following the recommendation of the Executive Committee, an Alumni may be expelled from the Association. The expulsion shall be effective if a General Meeting so resolves by a two-thirds (2/3) majority vote that the conduct of the member has contravened the provisions of this Constitution and rules so established.
- ii. A member whose expulsion is proposed shall have the right to address the General Meeting at which his expulsion is considered, but shall have no voting right.

### **10.4 Removal through a Vote of No Confidence**

- i. A motion of no confidence in an office bearer shall originate from a fully paid up member who shall table the motion at an AGM or SGM, after a written notice of not less than fourteen (14) days to the Secretary General. The member shall state the grounds of such a motion. The person who is the subject of the motion shall be given an opportunity to respond to the motion in an AGM or SGM. For the motion to succeed it should be supported by more than half of the members present.

- ii. A motion of no confidence pertaining to any official shall only be moved under any of the following circumstances:
  - (a) Blatant violation of the provisions of this constitution
  - (b) Gross misconduct
  - (c) Persistent inability to execute the duties as provided for in this constitution
  - (d) Financial mismanagement.
- iii. If a vote of no confidence succeeds, then that official loses his position and a by election is to be held as stipulated in this Constitution.

### **10.5 Offences**

The following shall constitute offences:

- a) Failure to attend three consecutive meetings without reasonable cause.
- b) Disruptive or unruly behavior during meetings.
- c) Conduct likely to bring the Alumni, its members or the University into disrepute.
- d) Conducts likely to disrupt the activities or services of the Association.
- e) Destruction and/or damage to the assets of the Association
- f) Embezzlement, withholding or misappropriation of Alumni funds.

### **10.6 Right of Appeal**

A member shall have the right to appeal, within 14 days, to the Executive Committee against any disciplinary action taken against him by the Dispute Committee. The said member shall be given an opportunity to be heard. The decision of the Executive Committee shall be tabled in the next AGM or SGM and may be upheld, reversed or varied.

### **10.7 Notices**

Notices may be served on any member or official as provided below;

- a) By post at his last known address and shall be deemed duly served three working days after posting, and proof of posting shall be proof of service.
- b) By hand delivery or by courier when the notice shall be deemed received.
- c) By fax, or email when the notice shall be deemed received.

### **10.8 Protection against Personal Liability**

Every office bearer of the Association and employee of the Association, and any person acting on the lawful direction of the Association, shall be indemnified and shall be deemed always to have been indemnified since the date of the Association's registration

out of the funds of the Association, or, to the extent of such funds are insufficient, by the members of the Association who were members at the date on which the claim was made against such person, against all damages, costs and expenses awarded against or incurred by any such person as a result of any claim made against him personally for anything done or omitted to be done by him bona fide for the purpose of carrying out any of his functions, powers or duties as provided by the constitution and rules of the Association as in force when such act or omission occurred or is alleged to have occurred. PROVIDED THAT no payment shall be made under this indemnity unless the person against whom any such claim is made;

- a) Has given notice in writing to the Executive Committee within thirty (30) days of the claim being made against him in respect of which he proposes to rely on this indemnity
- b) Acts in response to such claim on the directions, if any, reasonably given to him by the Association.

## **11 REVIEW**

### **11.1 Amendments**

Proposed amendments to this Constitution must be submitted in writing to the Executive Committee through the Secretary General and approved by a two-thirds vote of the Executive Committee. The motion shall then be forwarded to the Board for review before being presented at an AGM or SGM. A two-thirds vote of the paid up members present shall be necessary for the adoption of such proposed amendments.

### **11.2 Dissolution**

- i. The Association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be two thirds of the registered members.
- ii. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date appointed for the meeting. The quorum for this second meeting shall be the number of members present.
- iii. However, no dissolution shall be effected without prior permission in writing to the Vice Chancellor. The request to dissolve the Alumni shall be signed by at least four

members of the Executive Committee and at least passed by two thirds of the members of the Alumni Board.

- iv. When the dissolution of the Association has been approved by the Vice Chancellor, no further action shall be taken by the Executive Committee of the Association in connection with the aims of the Association other than to liquidate all the assets of the Association, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

### **11.3 Transitional clause**

- i. The transitional clause outlined in Article 11.3 will take effect from the day of ratification of the Constitution in the first Annual General Meeting to be organized by bodies recognized in the transitional clause.
- ii. The Executive Committee shall constitute a Transition Committee of the Alumni at least thirty (30) days before the date set for the election.
- iii. Members of the Transition Committee shall be appointed by the governing bodies of the Association as per the procedures to be established from time to time.
- iv. The Signatories referred in Article 9.3 will take over the account of the Association upon election on the effective date of this Constitution.
- v. All persons eligible for ordinary and associate membership before the enactment of this Constitution shall be deemed to be members of the Association during the first vote and shall be entitled to their rights during the first vote of the Association.
- vi. Persons referred in (v) above shall be required to register with the Association before the next AGM.

### **11.4 Endorsement of the constitution**

- i. This constitution will come into force once approved by the Senate, endorsed by the University Council and adopted by the Association through a majority vote in the first AGM.
- ii. All the rights, duties, obligations, assets and liabilities of the Association existing immediately before the adoption of this Constitution shall be deemed to be transferred to the Association upon adoption of this Constitution. .
- iii. The Executive Committee, shall by legislation provide policies and strategies for the implementation of this constitution after the first vote.