

*2<sup>st</sup> March 2019*



# **MOI UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION**

# **Moi University Alumni Association Constitution**

***March, 2019***

**Published:  
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## MOI UNIVERSITY ALUMNI ASSOCIATION (MUAA)

### PREAMBLE

We, the Alumni of Moi University,

**ACKNOWLEDGING** the supremacy of the Almighty God of all creation

**HONOURING** those who founded and established the institution of Moi University

**PROUD** of graduates of Moi University, graduates of other universities who are employees of Moi University with interest of identifying with Moi University, special members and honorary members

**RESPECTFUL** of our various schools/institutes/ sections and stakeholders

**RECOGNIZING** the need to promote socio-economic and intellectual interaction between Moi University and the Alumni and also within the Alumni

**COMMITTED** to establish collaborative links with other Alumni bodies and organizations in Kenya and the rest of the world

**ADOPT, ENACT** and **GIVE** this constitution to ourselves and to the future members as the constitution of Moi University Alumni Association (MUAA).

## **AMENDMENT OF THIS CONSTITUTION**

1. This constitution can only be amended by a resolution supported by sixty percent (60%) of paid up members voting in the MUAA Annual General Meeting.
2. In this section, references to the amendment of the constitution, by law schedule or rule are references to the amendment modification, suspension or repeal of any provision in this constitution, by-law, schedule or rule.

## **INTERPRETATION OF THE CONSTITUTION**

1. This constitution is based on the ultimate supremacy of the paid up members of MUAA, with regard herein and this constitution shall be interpreted in a manner that:
  - (a) Advances the preamble statement and the principles of intent of this constitution.
  - (b) Avoids the technicalities which defeat the purpose of this constitution.
2. No person shall arrogate any authority to oneself which does not emanate from this constitution.
3. A person or authority interpreting this constitution may refer to matters and facts, which will assist in the purposive interpretation of this constitution.

## DEFINITION OF TERMS

In this constitution, unless the context indicates otherwise,

<b>Alumni</b>	Refers to a group of male or female former students of Moi University. Article 4 of this constitution defines the various categories of membership.
<b>Alumnae</b>	A female graduate or former student of a particular school or college of Moi University.
<b>Alumnus</b>	A male graduate or former student of Moi University.
<b>Alumni Association</b>	Is an organization of a group of graduates, both male and female, who have graduated from Moi University and hold the university in high regard.
<b>Alumni Committee</b>	Is an organ of MUAA that oversees the activities of the Alumni within schools/chapter.
<b>Ad hoc Committee</b>	A committee appointed by MUAA to carry out a specific task assigned to it from time to time
<b>Budget Council</b>	A statement of the MUAA's revenue and expenditure, normally annual. Is a group of people appointed or elected to give advice, make rules, and manage affairs of Moi University as constituted in terms of the University Act, 1984.
<b>Convocation</b>	The convocation of the university established under section 15 of the Act.
<b>Coordinating Office</b>	An office (normally interim) set up outside the registered office of the association to carry out duties prescribed by the management board.
<b>Director</b>	An Officer of Moi University appointed by the Vice Chancellor of the university to be responsible for the alumni.
<b>Electoral Commission</b>	A team of people chosen to spearhead election of Management Board of the association.
<b>Management Board</b>	A board comprising The Chairperson, The Vice Chairperson, The Director, Three (3) Representatives of Alumni committees to the Board, Two Co-opted members and two (2) Ex officio Members of Moi University Management.
<b>Financial Year</b>	Means the financial year of the university determined under section 18 of the Moi University act.
<b>Graduate</b>	Means a person on whom a degree has been conferred by the university and includes a member of the convocation of the university.
<b>Newsletter</b>	The association's medium of expressing views, opinions and ideas
<b>Senate</b>	A governing academic body of Moi University established under the Universities Act of 2012.

## **ACRONYMS**

<b>MUAA</b>	- Moi University Alumni Association
<b>AGM</b>	- Annual General Meeting
<b>SGM</b>	- Special General Meeting
<b>MB</b>	- Management Board
<b>EC</b>	- Executive Committee
<b>DVC (SA)</b>	- Deputy Vice Chancellor (Students' Affairs)
<i>ISO</i>	- <i>International Organization for Standardization</i>
<b>CSR</b>	- Corporate Social Responsibility
<b>NGO</b>	- Non-Governmental Organization



## **ARTICLE 1: SUPREMACY OF THE CONSTITUTION**

This constitution shall be the supreme law of Moi University Alumni Association and shall only be subject to the Constitution and Laws of Kenya, the University Rules and Regulations, and the Universities Act, Moi University Charter and Moi University Statutes.

## **ARTICLE 2: THE NAME AND REGISTERED OFFICE**

- (a) The Association shall be known as “MOI UNIVERSITY ALUMNI ASSOCIATION”, here after, referred to as **MUAA**.
- (b) The Secretariat of the Association shall be the Directorate International Programmes, Linkages & Alumni a department in the Division of Deputy Vice Chancellor (Students’ Affairs), Moi University P.O. Box 3900 – 30100, Eldoret, Kenya.
- (c) The name and the logo of the association shall be registered with the Registrar of Societies of the Republic of Kenya and with University Council.

There may be Chapters of the Associations in each School, Campus and Regions provided that such shall be accountable to the Executive Committee. Chapter Committees shall operate within the confines provided in this constitution.

The Alumni Association shall be a welfare organization and will strive to promote excellence in scholarship, both undergraduate and post graduate, acceptable unique culture and academic identity of both members and Moi University and participate in development of higher education in Kenya. It shall be non-discriminative and impartial.

## **ARTICLE 3: VISION, MISSION, CORE VALUES & OBJECTIVES**

### **VISION**

To be a leader in promoting and developing the University in the community, nationally and internationally.

### **MISSION**

To enhance participation of alumni members in assisting the university in the promotion and development of curricula and co-curricular activities by using their talents and resources to achieve national and international image.

### **CORE VALUES**

Dedication and Patriotism  
Teamwork and Networking  
Effectiveness and Efficiency

## **MOTTO**

“Our Alumni, Our Pillar”.

## **OBJECTIVES**

The following shall be the aims and objectives of the Moi University Alumni Association:-

- (i) To promote the reputation and well-being of Moi University including fundraising for the development of the University.
- (ii) To promote socio-economic and intellectual interaction between Moi University and the Alumni.
- (iii) To contribute to the growth and advancement of Moi University by participating in development projects.
- (iv) To promote, improve and protect the interests of the MUAA members and the alumni’s welfare.
- (v) To establish collaborative links with other alumni bodies and organizations in Kenya and the rest of the world with similar interests.
- (vi) To devise ways and means of raising funds for the activities of MUAA.
- (vii) Subject to provisions of the Universities Act of 2012, the Moi University Service Charter, and the Moi University Statutes, the association will participate in the process of appointment of the chancellor.

## **ARTICLE 4: MEMBERSHIP**

### **4.1 Categories**

Membership shall consist of three categories

- i) Ordinary members
- ii) Associate members
- iii) Special members
- iv) Life members

### **4.2 Eligibility for members**

#### **4.2.1 Ordinary members**

Shall consist of all graduates of Moi University who shall be required to register and pay an annual subscription fee to be determined from time to time at the Annual General Meeting.

#### **4.2.2 Associate members**

- i) Shall comprise the Chancellor, the Council, Vice Chancellor, Deputy Vice Chancellors, Principals, Professors of Moi University; or
- ii) A graduate of other universities or institution who is an employee of Moi University

- iii) An associate member shall be required to pay an annual subscription fee to be determined at the Annual General Meeting.

#### **4.2.3 Special Membership**

- i) Any person who has been conferred a Honoris CAUSA degree by Moi University; or
- ii) Individuals who are highly placed in the society, well-wishers, friends and development partners of Moi University who shall register to be Special Members to the Alumni Association and pay an annual subscription fee.

#### **4.2.4 Life Members**

Shall comprise any member (Ordinary, Associate or Special) upon payment of registration fee in any of the categories below:

GOLD	- Ksh. 100,000.00
SILVER	- Ksh. 50,000.00
BRONZE	- Ksh. 20,000.00

### **4.3 Cessation of Membership**

Membership will cease to exist upon the following,

- i) Natural Attrition
- ii) Termination of employment by Moi University
- iii) When disciplinary measures result into an expulsion from the Association
- iv) Cessation to make subscription as provided for in this constitution
- v) Lack of interest in the university
- vi) Personal individual withdrawal from MUAA by way of writing.

Any member who ceases to be a MUAA member shall not be entitled to any refund of registration fee, subscription fee, or any monetary contribution by him or her.

## **ARTICLE 5: RIGHTS AND OBLIGATIONS OF MEMBERS**

### **Rights:-**

Every Paid up members shall;

- i. Get unlimited access to this constitution including (a copy in Braille to visually impaired members)
- ii. Inspect books of accounts upon issuing
- iii. Attend all General Meetings of the Alumni
- iv. Participate in activities of the alumni and give assistance in the actions undertaken by it
- v. Elect a person or be elected to any of the organs of the alumni
- vi. Be entitled to benefit from the activities, services and facilities of the alumni
- vii. Observe the constitution and all the decisions regularly taken by the organs of the Alumni and to express any ideas freely.

## **Obligations:-**

Every member shall:

1. Respect MUAA; (including decisions and actions legally made by MUAA) as established in this constitution.
2. Respect property owned by MUAA, Moi University and the general public. Any member who by malice causes damage to property owned by MUAA, the university or the public should be subject to the disciplinary provisions of MUAA and punishment by any other affected parties.
3. Be required to honour individual and financial obligation to MUAA, including and in particular, pay membership fee upon graduating and subsequently change the membership status provided for in the registration form and by contributing to the endowment fund.
4. Engage willingly in CSR projects: improving infrastructures in the University, Interventions in Education Sector (Donations to the Library), Health Sector, Social Services like provision of Borehole for water, Supporting NGOs such as Orphanage and correctional Facilities and interventional in Governance.

## **Benefits:-**

- (i) Be nominated or appointed as observers or representatives of the Alumni to any meetings, which the Alumni may be required to participate.
- (ii) Utilize networking opportunities to help others.
- (iii) Attend and participate in Alumni Sessions.
- (iv) Right to attend Alumnae dinner at a fee.
- (v) Free access to MUAA website.
- (vi) Alumni Member Plaque and Foot prints (At a fee)
- (vii) Career Development or Mentorship, Job Posting, Career progression and School Consultation.
- (viii) Access to Alumnae communication media such as, the Newsletters, Magazines and Cards

## **ARTICLE 6: PRINCIPAL ORGANS AND THEIR FUNCTIONS**

The principal organs of the Association shall be:

- 1) The Annual General Meeting – AGM
- 2) Special General Meeting – SGM
- 3) The Alumni Board – AB
- 4) Alumni Committees

### **6.1 Annual General Meeting (AGM)**

Shall be empowered to:

- i. Hold elections of Management Board (MB) and appoint members of any other committees.
- ii. Amend the constitution.
- iii. Review the policies of the Alumni.

- iv. Declare a vote of no-confidence on any official.
- v. Approve the budget.
- vi. Deliberate on any other matters referred to the board

## **6.2 Special General Meeting (SGM)**

Shall be convened to:

- i. Discuss only the agenda for which the meeting was called.
- ii. Amend the constitution.
- iii. Enact disciplinary steps against errant members and officials.
- iv. Execute and participate in projects.

## **6.3 Role of the Alumni Board**

The Alumni Board shall meet at such times and places as it shall resolve but shall meet not less than two times in a calendar year. The quorum for Alumni Board meetings shall not be less than one half of the members.

The Board shall be authorized to:-

- (i) To oversee the management of the Association.
- (ii) Make policies for the Association.
- (iii) Co-opt two members in line with the requirements of the Kenya constitution on gender, regional balance and expertise.
- (iv) Constitute committees and ad hoc committees.
- (v) Discuss and execute policy matters on behalf of the Annual General Meeting.
- (vi) Stipulate regulations for day to day activities of the Alumni.
- (vii) Maintain discipline within the Alumni.
- (viii) Prepare budget of the Alumni for the Annual General Meeting.
- (ix) Award scholarships to potential beneficiaries.
- (x) Disburse finances.
- (xi) Form any other Sub-Committee.
- (xii) Elect Trustees of the association.
- (xiii) Discuss Any Other Business referred to it by the Annual General Meeting.

# **ARTICLE 7: ALUMNI BOARD MEMBERSHIP & RESPONSIBILITIES**

## **7.1 Board Membership**

The Alumni Board shall comprise eleven members as follows:

- 1. Chairperson
- 2. Vice Chairperson
- 3. Director / Secretary
- 4. Treasurer
- 5. Three (3) officials from Alumni Executive Committee
- 6. Two (2) Co-opted members
- 7. Two ex-officio members;

- a). Vice Chancellor,
- b). MUAA Patron

The term of alumni board members shall be three years after which the Board shall be dissolved and elections held. A Board member shall be eligible to serve for two- three-year- terms. A member who has served for two terms can be ineligible for election after expiry of two terms. Any Board Member who ceases to be a member of the Association shall automatically cease to be a member of the board, thereof. Any board member may be removed from office under regulations to be determined by the **Article 12** referred to as “Discipline”. Any Alumni Board member can resign by tendering written resignation to the Secretary or the Chairperson. Such resignation shall be effective with the ratification either from the Alumni Board, or the Annual General Meeting. Offices falling vacant due to resignations shall be filled by the Alumni Board for such period until an Annual General Meeting is called and positions filled.

## **7.2 Responsibilities of the Chairperson**

The Chairperson shall:-

- a) Preside over and conduct Annual General Meeting and Special General Meetings of the Alumni, Alumni Board Meetings and any other meetings or committees.
- b) Be the official spokesman of the alumni.
- c) Be an ex-officio member of all committees.
- d) Be a signatory to all Alumni financial transactions.
- e) Mobilize resources to contribute to the growth and advancement of Moi University by participating in development projects.
- f) Convene an emergency meeting in consultation with the secretary.
- g) Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- h) Shall exercise general supervision over the management of the Association.
- i) Report on the operations of the Association to the members at the annual general meeting.
- j) Shall be expected to act in the best interests of the Association at all times.

## **7.3 The Vice Chairperson**

The Vice Chairperson shall:-

- a) Act as Chairman in case of absence of the Chairman.
- b) Plan and co-ordinate the membership program of the Alumni.
- c) Perform any other assignment as may be assigned by the board.

## **7.4 The Director/ Secretariat**

The Director shall:-

- a) Be an Officer of Moi University appointed by the Vice chancellor of the University and will be responsible for the Alumni.
- b) Be responsible for the administration and implementation of all programs, services and activities of the Association.

- c) Be responsible for alumni outreach programs locally, nationally and internationally to engage alumni and to strengthen their connection with the University.
- d) Prepare the strategic plans, fundraising, donor activities and relationship programs.
- e) Prepare alumni sensitization programs for MU students and registration of graduating students into the alumni.
- f) Be responsible for preparation of the Alumni budget, annual report and accounts in consultation with the MUAA Officials.
- g) Be the custodian of the Alumni movable and immovable assets.
- h) Be the secretary to the board and alumni committee meetings.
- i) Represent the alumni in the Moi University Senate/Council.

## **7.5 The Treasurer**

The Treasurer shall:-

- a) Devise ways and means of raising funds for the projects and activities of the Alumni.
- b) Prepare financial plan for proposed projects of the Alumni
- c) Ensure all reports and financial forms prescribed by the government are filed and submitted as required.
- d) Prepare and present quarterly accounts and reports of the Association.
- e) Present audited financial reports at the Annual General Meeting.
- f) Perform any other lawful assignments as may be directed by the Chairperson.

## **ARTICLE 8: ALUMNI COMMITTEES**

The Alumni Committees shall:-

- a) Be subsidiary to the MUAA Management Board and shall submit annual reports to the Management Board.

### **8.1 Types of Committees**

All the Alumni Committees shall be formed with the approval of the Executive Board. The Committees shall use this constitution for their operation and not to be ultra-vires to contradict the operation of MUAA Executive Board.

There will be three types of committees: Alumni Executive committee; School/college Alumni committees; chapter committees and ad hoc committees that will be established in different regions from time to time.

### **8.2 Alumni Executive Committee**

This committee will comprise a representative from each of the Moi University schools and representatives from the regional committees. The officials of the Alumni Executive Committee shall be elected by the members as follows:

- a) Chairperson/ Director
- b) The Vice Chairperson
- c) The Secretary

d) The Treasurer

The duties and Functions of Alumni Executive Committees are to:-

- a) Hold Committee meetings at least three times in a calendar year.
- b) Solicit for scholarships and bursaries on behalf of MUAA.
- c) Recommend potential beneficiaries for awards to the Alumni Board.
- d) Implement the resolutions of the Alumni Board.
- e) Carry out alumni events, activities and communications.
- f) Carry out the projects with approval of Alumni Board.

### **8.3 School/College/Chapter Alumni Committee**

This committee shall be appointed by the Alumni members from each school/college or chapter. The alumni members of the school or college comprise the graduates from the particular school. The members of a regional chapter shall be graduates of Moi University working or residing in a particular region.

The officials of the committees shall be:-

- a) The Chairperson
- b) The Vice Chairperson
- c) The Secretary (faculty member of MU)
- d) Project Coordinator

The School/College/Chapter committees shall:-

- a) Hold Committee meetings at least three times in a calendar year.
- b) Assist in recruitment of Alumni members.
- c) Plan and carry out Alumni activities in consultation with the executive committee.
- d) Solicit for placement of graduates of Moi University.
- e) Solicit for scholarships and bursaries within the confines of the Alumni Board.

### **8.4 Ad-hoc Committees**

Other Committees shall be formed by the Management Board to address specific issues with specified terms of reference when the need arises.

## **ARTICLE 9: MEETINGS**

### **Types of meetings**

There shall be three types of meetings-

1. The Annual General Meeting
2. The Special General Meeting
3. The Alumni Board Meeting
4. Committee Meetings



## **9.1 Annual General Meeting**

- a) The Annual General Meeting shall be convened by the Secretary at the request of the Chairman every calendar year. Notice in writing of such Annual General Meeting, accompanied with the agenda for the meeting shall be published in the Alumni website and sent to all members emails not less than two months before the date of the meeting and where practicable by National press not less than 14 days before the date of the meeting.
- b) The agenda for the Annual General Meeting shall consist of the following:-
  - Confirmation of the minutes of the previous annual general meeting.
  - Hold election of Alumni Board Members.
  - Approval of the annual budget and projects.
  - Approval of accounts audited by the Moi University auditors.
  - Such other matters as the executive committee may decide or as to which notice shall have been given by member(s) provided such notice shall reach the secretary at least four weeks before the date of the meeting.

## **9.2 Special General Meeting**

- i. A Special General Meeting shall be called for any specific purpose by the Alumni Board. Notices in writing of such meeting shall be sent to all members and where practicable in press advertisement not less than seven days before the date of such meeting.
- ii. A Special General Meeting may also be requested for a specific purpose in writing to the Secretary by not less than a third of the members and such meetings shall be held within 21 days.

## **9.3 Alumni Board Meetings**

- i. The Alumni Board shall meet at such times and places as it shall resolve but shall meet not less than two times in a calendar year.
- ii. The quorum for Alumni Board meetings shall be at least one half of the members.
- iii. Notice and Agenda of such meetings shall be given at least 14 days before the date of the meeting.

## **9.4 Procedures at General Meetings**

These shall be as follows:-

- (i) The Chairman of the Alumni shall chair all the meetings.
- (ii) The Secretary shall take the minutes of all meetings
- (iii) The chairman shall decide the number of persons permitted to speak in favour or against any motion.
- (iv) Resolution shall be decided by simple voting or by a show of hands. In the case of a tie of vote, the chairman shall have a casting vote.

- (v) Meetings shall normally start on time with a provision for 30 minute to attain quorum.

## **ARTICLE 10: ELECTIONS OF ALUMNI OFFICE BEARERS**

### **10.1 Electoral Commission**

- a) There shall be an Electoral Commission appointed one month before the elections by the patron in consultation with the Executive Committee comprising five (5) members as follows:-
  - i. One (1) member of the Academic Staff at level of a Senior Lecturer and above who shall be the returning officer.
  - ii. One (1) Senior Administrator of Moi University.
  - iii. Three members from different satellite campuses of Moi University that may be created from time to time or from the Alumni Chapters.
- b) The returning officer shall be the secretary to the electoral commission.
- c) Officials from the Independent Electoral & Boundaries (IEBC) may be invited to serve as election observers.

### **10.2 Nominations and Elections**

- a) The general elections of the Alumni Board shall, in normal circumstances, be held at the Annual General Meeting on expiry of the board's term.
- b) Any ordinary member of the Alumni shall be eligible for an election to any one of the vacant positions provided the candidate is a fully paid up member.
- c) Procedure for nomination of candidates
  - (i) Each prospective candidate shall collect the nomination papers from the Secretariat on or 45 days before the election date and returned at least 30 days before the date together with a payment of a non-refundable nomination fee to be decided by the Executive Committee.
  - (ii) The nomination papers for the proposed candidate must be filled and signed by fifteen (15) proposers who must be current ordinary paid-up members of the Alumni.
  - (iii) Campaigns shall cease 10 days before the AGM.
- d) Procedure for the elections shall be as follows:-
  - (i) All elections shall be by secret ballot or through online voting.
  - (ii) Online voting shall be open 10 days before the AGM for 7 days.
  - (iii) In an event of a tie between/among the top candidates, the ballot shall be repeated until a candidate receives a clear win with a simple majority.
  - (iv) In an event that no candidate expresses interest for any of the positions, the members shall nominate an interim office bearer to serve in that capacity until elections are held during the next AGM.
  - (v) The elections shall be organized by the Alumni Election Commission.
  - (vi) The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot papers.
  - (vii) The Returning Officer shall prepare and publicize a statement showing persons who have been validly nominated.

### **10.2.1 Spoilt Votes**

- a) For purposes of this section a spoilt vote shall mean that which is obliterated, or damaged or ambiguous or illegible and it cannot be deciphered which candidate for whom it was cast.
- b) During the counting of cast ballots papers, a spoilt vote shall not be tallied on to any of the candidates.
- c) Any decision as to what shall be taken as spoilt vote shall be taken by the Returning Officer whose decision shall be final.

### **10.2.2 Election Offences**

For the purposes of this constitution, and election offence shall mean a breach of a law or rule; or an illegal act in relation to election:

- a) The offences relating to voting shall comprise;
  - ✓ Voting more than once for the same position in one election.
  - ✓ Carrying out campaigns out of stipulated time.
  - ✓ Hate speech targeting an opponent or Election Commission.
  - ✓ Use of another person's membership card to vote.
  - ✓ Prevention, obstructing or barring of a member from voting.
- b) The offences relating to elections shall include:
  - ✓ Making/ publishing any false statement of withdrawal of any other candidate at such an election
  - ✓ Directly or indirectly printing, manufacturing or supplying or procuring the printing of any election materials in connection with the election.
  - ✓ Delivering to a returning officer any forged ballot papers.
- c) Any candidate found to have committed the above offences shall be disqualified;

## **10.3 Dissolution of the Electoral Commission Committee**

- a) The Electoral Commission shall be dissolved two weeks after elections if there is no election petition against election results and the outgoing commission shall hand over their returns to the Alumni Secretariat.
- b) In the event of a petition against an election result by any person, the electoral Commission shall wait to act on the resolution reached by the elections appeals committee on the said petition before it stands dissolved.

## **10.4 Appeals Committee**

There shall be an Appeals Committee to determine appeals arising out of elections. The appeals Committee shall be nominated by the Patron in consultation with the Executive Committee. The committee shall consist of five members as specified for the commission in clause 10.1 above.

The appeals committee shall be established one month before elections and shall be terminated one month after the determination of all appeals if any.

Any person aggrieved with the outcome of the elections may appeal in writing to the Appeals Committee within 2 days from the date of declaration of the elections results.

In case of a successful appeal and elections being nullified, a by-election shall be held online within one month from the date the appeal is determined on the contested elections.

## **ARTICLE 11: FUNDRAISING AND INVESTMENTS**

### **11.1 Sources of the Alumni Finances**

The sources of the Alumni Finances shall be:

- i. Convocation fee that shall be decided by Senate and Council from time to time before graduation.
- ii. Subscription fees payable annually to be determined by the Annual General Meeting.
- iii. Registration fees for participation in the annual events to be determined by the Executive Committee.
- iv. Donations and contributions from friends and well-wishers.
- v. Revenues earned from investments, fundraising grants, advertisements, interest in stocks, shares bills and other business.

### **11.2 Expenditure**

- i. All moneys received by MUAA shall be used as per the approved budget.
- ii. Any expenditure of funds in excess of the provisions of the budget approved by the committee shall have to be approved by the Patron.
- iii. The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.
- iv. A petty cash account shall be maintained by the Alumni Officer for disbursement.
- v. Indemnification of executive committee members' and employees from costs, liabilities and expenses incurred while exercising their mandate

### **11.3 Signatories of the MUAA account**

MUAA shall maintain a bank account in one of the main commercial banks subject to the approval by Moi University Council and the National Treasury. The signatories of the account shall be:

- i) MUAA Chairman (Mandatory signature)
- ii) Moi University Vice Chancellor
- iii) Moi University Finance Officer
- iv) Secretary/ Director International Programmes, Linkages & Alumni.

### **11.4 Auditing of Books of Accounts**

- (i) The accounts of MUAA shall be audited at the end of each financial year.
- (ii) Audited financial report shall be submitted in writing by the Treasurer to the Executive Board for examination and finally to the Annual General Meeting for approval.
- (iii) The books of account shall be approved by the Executive Committee and presented to the auditor who shall make a report for consideration by the Alumni Board.
- (iv) The audited accounts shall be published after approval by the Alumni Board not later than seven calendar days before the A.G.M.

- (v) The audited accounts along with the Auditors report will be presented to the members of the Alumni during the Annual General Meeting.
- (vi) The financial year of the Alumni shall be from 1st July, to 30th June.

### **11.5 Honoraria Financial Benefits to Alumni Board**

The honoraria, allowances and benefits shall be determined by the Board provided; that such determination are approved by the AGM and such determination are based on evidence of sustainability of MUAA.

## **ARTICLE 12: DISCIPLINE**

- (i) Discipline among members of MUAA and in the conduct of the affairs and operations of MUAA shall be enforced by a Disciplinary Committee.
- (ii) The Disciplinary Committee shall determine measures to be taken against errant members.
- (iii) The Disciplinary Committee shall serve for two years.

### **12.1 Composition of the Disciplinary Committee**

The Disciplinary Committee shall consist of;

- i. Two Alumni Board Members
- ii. Three Alumni Members

### **12.2 Offences**

The following shall constitute offences

- i. Withholding or embezzling or misappropriation of the Alumni funds.
- ii. Conduct likely to bring the Alumni into disrepute or prejudice the well-being of the Alumni activities, services or facilities.
- iii. Portrayal of disruptive or unruly behaviour in meetings.
- iv. Any other conduct that contradicts the MUAA constitution.

### **12.3 Vote of No Confidence in the Alumni Board or its Member(s)**

- i. Any motion proposing a vote of no confidence in the Alumni Board or its member(s) shall originate from only paid up members.
- ii. Vote of no confidence shall be tabled at an Annual General Meeting, after a written notice of not less than fourteen (14) days.
- iii. The notice shall be written through the Alumni Officer to the member who is the subject of the motion, copied to the Chairperson or the Secretary, stating the grounds of such motion.
- iv. The person who is the subject of the motion shall be given an opportunity to respond to the allegations in an Annual General Meeting.

- v. If the motion is supported by not less than half of paid up member present, the Alumni Board shall convene a SGM within seven (7) days to approve such resolution by half of the members present in support of all paid up MUAA members at the SGM.
- vi. A motion of no confidence in any Alumni Board member shall only be moved for:
  - a. Blatant violation of the provisions of this constitution; or
  - b. Gross misconduct; or
  - c. Persistent inability to execute the duties of office as provided in the constitution; or
  - d. Financial mismanagement; or
  - e. Desertion of duty.
- vii. If a vote of no confidence succeeds, then the Alumni Board or its member(s) lose(s) his/ their position(s) and a fresh election is held in that AGM.
- viii. These rules shall apply to any Board Members of the various schools, institutes, sections, stakeholders or coordinating offices.

### **ARTICLE 13: TRANSITIONAL ARRANGEMENTS**

- (i) All rights, duties, obligations assets and liabilities of MUAA EXISTING IMMEDIATELY BEFORE the adoption of this constitution shall be deemed to be transferred to MUAA upon adoption of this constitution.
- (ii) This constitution will come into force immediately it is approved subject to the provisions of these arrangements.

### **ARTICLE 14: TRUSTEES & PATRON**

- a) All land, buildings and other movable property and all investments and securities acquired by the association shall be vested in the names of not less than Three (3) trustees who are members of the Association and serving as members of the Alumni Board.
- b) The trustees shall pay all income received from property vested in the trustees to the treasurer. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported to the Committee in charge.
- c) The trustees shall be elected during the Annual General Meeting.
- d) The patron shall be nominated by the Moi University Council.

### **ARTICLE 15: AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution of the association must be approved by at least a two thirds majority of members present at an AGM of the association.

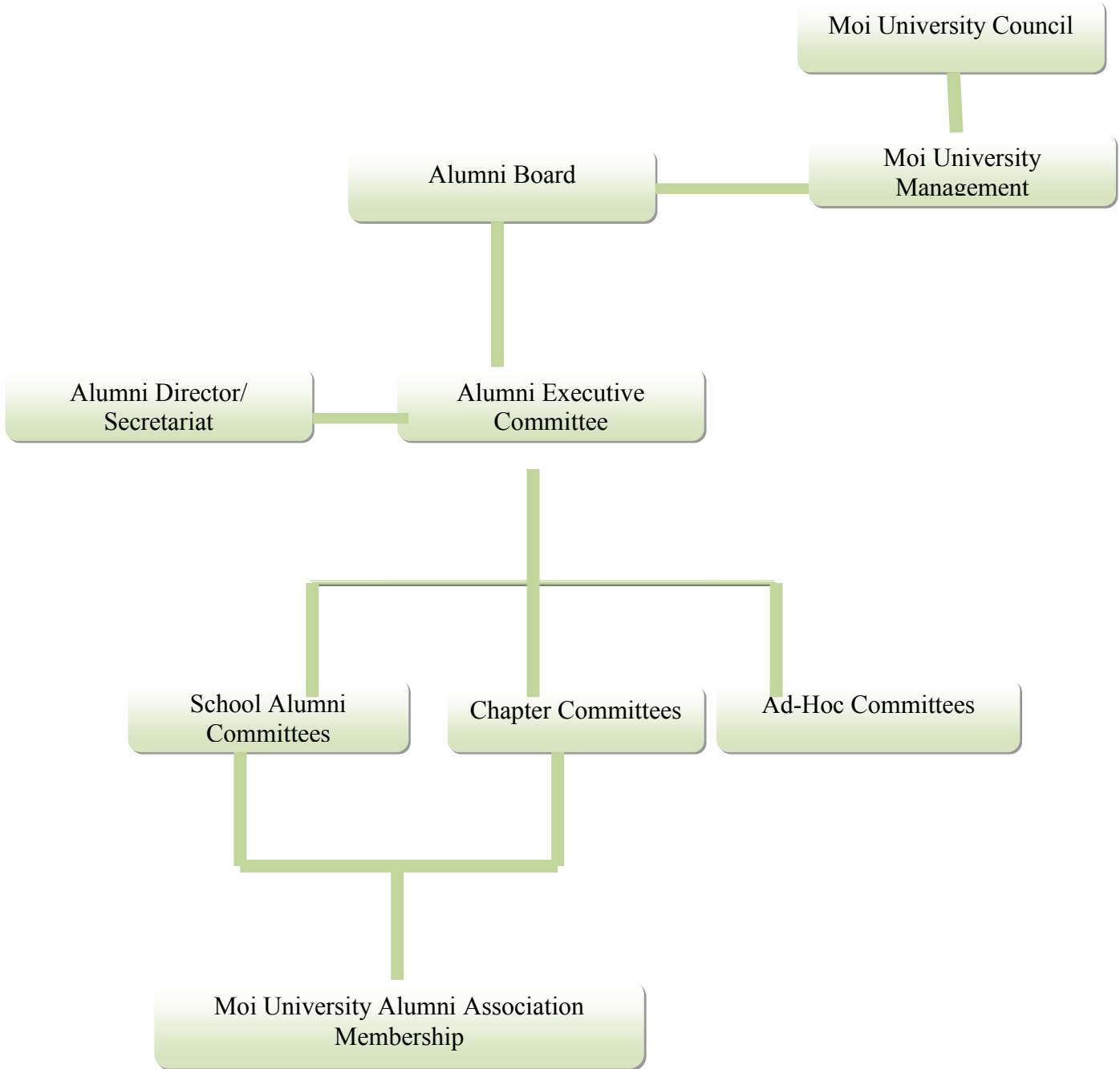
The constitution shall be revised after two terms of three years and approved by at least a two thirds majority of members present at an AGM of the Association.

## **ARTICLE 16: DISSOLUTION OF THE ASSOCIATION**

- a) The Association shall not be dissolved except by a resolution at an Annual General Meeting of members by a vote of two thirds of the members present and voting. If no quorum is obtained, the proposal to dissolve the association shall be submitted to a general meeting which shall be held one month later.
- b) No dissolution shall take effect without prior permission in writing to the Registrar of Societies obtained upon application in writing and signed by three of the office bearers.
- c) When the dissolution of the Association has been approved by the Registrar, further action shall be taken by the Committee or any other office bearers with the aims of the Association's assets subject to the payment of all distributed assets in a manner as may be resolved by the members of which the resolution for dissolution is passed.

# APPENDIX

## Organizational Structure



=====END=====