



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

## **CONSTITUTION**



MOI UNIVERSITY

MU/DVC-(R&E)/OP/05-PROCEDURE FOR DEPUTY VICE CHANCELLOR, R&E

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# **Moi University Alumni Association**

(MUAA)

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## TABLE OF CONTENTS

1. PREAMBLE .....	1
2. SUPREMACY OF THE CONSTITUTION.....	1
3. AMENDMENT OF THE CONSTITUTION.....	1
4. INTERPRETATION OF THE CONSTITUTION .....	2
5. DEFINITION OF TERMS.....	2
6. ARTICLES:	
ARTICLE 1: NAME .....	3
ARTICLE 2: AIMS AND OBJECTIVES.....	3
ARTICLE 3: (a) CATEGORIES OF MEMBERSHIP.....	4
(i) <i>Ordinary membership</i> .....	4
(ii) <i>Associate membership</i> .....	4
(iii) <i>Affiliate membership</i> .....	5
(iv) <i>Special membership</i> .....	5
(v) <i>Honorary membership</i> .....	5
(b) CESSATION OF MEMBERSHIP.....	5
ARTICLE 4: RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS OF MEMBERS.....	5
ARTICLE 5: PRINCIPLE ORGANS AND THEIR FUNCTIONS..	6
(i) <i>Annual general meeting</i> .....	6
(ii) <i>Special General meeting</i> .....	7
(iii) <i>Executive committee</i> .....	7
(iv) <i>Newsletter</i> .....	7
ARTICLE 6: MANAGEMENT BOARD.....	7
ARTICLE 7: DUTIES OF MANAGEMENT BOARD.....	8
(i) <i>The Chairperson</i> .....	8
(ii) <i>The Vice chairperson</i> .....	8
(iii) <i>The secretary</i> .....	8
(iv) <i>The treasurer</i> .....	8
(v) <i>The vice treasurer</i> .....	9
ARTICLE 8: THE EXECUTIVE COMMITTEE.....	9
ARTICLE 9: SCHOOL COMMITTEES.....	9
(i) <i>Management of the school committees</i> .....	9
(ii) <i>Duties and functions of school committees</i> .....	9
(iii) <i>Powers of the school committees</i> .....	10
(iv) <i>Projects coordination</i> .....	10
(v) <i>Coordination of Alumni Nairobi and other regions</i>	10
ARTICLE 10: REPRESENTATION IN THE GOVERNANCE OF THE UNIVERSITY.....	10

ARTICLE 11: MEETINGS.....	10
Types of meetings.....	10
(i) <i>Annual general meeting</i> .....	10
(ii) <i>Special general meeting</i> .....	11
(iii) <i>The Executive committee meetings</i> .....	11
ARTICLE 12: ELECTORAL COMMISSION.....	12
ARTICLE 13: APPEALS COMMITTEE .....	12
ARTICLE 14: ELECTIONS AND BY-ELECTIONS.....	12
(i) <i>Spoilt votes</i> .....	12
(ii) <i>Election offences</i> .....	13
(iii) <i>Dissolution of the electoral commission</i> .....	13
ARTICLE 15: FINANCE AND INVESTMENTS.....	13
(i) <i>The sources of the Alumni finance</i> .....	13
(ii) <i>Expenditure</i> .....	14
(iii) <i>Signatories of the MUAA account</i> .....	14
(iv) <i>Books of account</i> .....	14
(v) <i>Auditing of books of accounts</i> .....	14
(vi) <i>Financial benefits to management board</i> .....	14
ARTICLE 16: DISCIPLINE.....	15
(i) <i>Completion of the disciplinary committee</i> .....	15
(ii) <i>Offences</i> .....	15
(iii) <i>Resignations</i> .....	15
(iv) <i>Vote of no confidence in management board</i> <i>or its members</i> .....	15
ARTICLE 17: TRANSITIONAL ARRANGEMENTS.....	16
ARTICLE 18: TRUSTEES.....	16
ARTICLE 19: AMENDMENTS TO THE CONSTITUTION.....	16
ARTICLE 20: INTERPRETATION .....	17
ARTICLE 21: DISSOLUTION OF THE ASSOCIATION .....	17





## **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 our 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 our future generations as the constitution of Moi University Alumni Association (MUAA) on this .....the day of ..... 2006.

### **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 Moi university Act and Statutes.

### **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 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>	Normally refers to a group of male or female former students. Article 3 of this constitution comprises of various categories of membership.
<b>Alumni Association</b>	Is a group of graduates both male and female who have graduated from the same institution and hold their school in high regard.
<b>Budget</b>	A statement of the association's revenue and expenditure, normally annual.
<b>Council</b>	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>Electoral Commission</b>	A team of people chosen to elect office bearers of the association.
<b>Executive Committee</b>	A committee comprising alumni management board, co-opted members and one nominee from each of the thirteen (13) schools.
<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 organ of expressing views, opinions and ideas
<b>School Committee</b>	Oversees the activities of the Alumni within school as per the strategic plan 2005-2015
<b>Senate</b>	A governing academic body of the university established under the Moi University Act
<b>Standing Committee</b>	A committee appointed to carryout a specific duty assigned to it from time to time

#### **ARTICLE 1: NAME**

- (a) The association constituted by these rules shall be known as "THE MOI UNIVERSITY ALUMNI ASSOCIATION", here after, referred to as **MUAA** or **Alumni**. 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.
- (b) The registered office of the association shall be based in the office of Deputy Vice Chancellor (Research & Extension), Alumni Office, Moi University P.O. Box 3900 – 30100, Eldoret, Kenya.
- (c) The association shall be registered at the Registrar of Societies of Kenya in Nairobi.

There shall be created in each school or institute branch committees as may be directed from time to time, provided that such committees shall be accountable to the executive committee. School 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, a 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 2: AIMS AND OBJECTIVES**

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

- (a) To establish an efficient alumni governance
- (b) Subject to provisions of Moi University Act, 1984 and other relevant statutes, seek representation in the organs of the university.



- (c) To promote socio-economic and intellectual interaction between Moi University and the Alumni and also within the alumni.
- (d) To contribute to the growth and advancement of Moi University by participating in development projects.
- (e) To form committees of the alumni within the schools so as to reach out to the members of a specified specialty.
- (f) To form coordination offices of the alumni within the country and the rest of the world so as to reach out to the members.
- (g) To promote, improve and protect the interests of the members and the alumni's welfare.
- (h) To support and recognize scholarship and academic excellence of Moi University and of the members.
- (i) To encourage, develop and maintain academic and social traditions unique to Moi University.
- (j) To establish collaborative links with other alumni bodies and organizations in Kenya and the rest of the world with similar interests.
- (k) To participate in the deliberations of the senate and council and any other meetings in the interest of the alumni and the university.
- (l) To participate in any other worthwhile national development activities.
- (m) To devise ways and means of raising funds for the activities of the alumni.
- (n) To pursue these aims and objectives independent of political, religious, gender, racial, tribal and personal bias or any other attribute of discrimination.

### **ARTICLE 3: MEMBERSHIP**

There are five categories of membership

- Ordinary membership
- Associate membership
- Affiliate membership
- Special membership
- Honorary membership

#### **(a) Ordinary Membership**

Shall be open to all graduates of Moi University upon payment of membership and subscription fees which shall be set by the executive council and approved by the members from time to time.

#### **(b) Associate Membership**

Shall comprise graduates of other universities or institutions who are employees of Moi University with common interest in the association and must apply and pay upon acceptance of membership and subscription fees which shall be determined by the executive committee and approved by the Annual General Meeting from time to time.



**(c) Affiliate Membership**

Shall comprise graduates from other universities with interest of identifying with Moi University upon payment of registration fee to be determined by the Annual General Meeting.

**(d) Special Membership**

Shall consist of parents of past/present students, well wishers/friends, and development partners with interest of and growth/development of Moi University.

**(e) Honorary Membership**

Shall comprise highly placed individuals in society and distinguished for their work which the association can identify itself to meet some objectives of the association. Honorary Members of the alumni shall be:-Chancellor, Council, Chairperson, Vice- Chancellor, Deputy Vice – Chancellor (Research & Extension), Deputy Vice-Chancellor (Planning and Development) Principals of constituent colleges and campuses, Professors, all present and past members of the teaching staff of Moi University (including for this purpose, emeritus professors, honorary professors) The Chief Academic Officer and the Chief Administrative officer upon payment of registration fee as determined from time to time by the Annual General Meeting provided such members shall not belong to some category of other membership.

**CESSATION OF MEMBERSHIP**

A member will cease to exist upon the following,

- Death
- Termination of employment by Moi University
- When disciplinary measures result into an expulsion
- Cessation to make subscription as provided for in this constitution
- Lack of interest in the university

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

No refund of registration fee will be made to such members and membership will not be transferable.

**ARTICLE 4: RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS OF MEMBERS**

1. Every member shall respect MUAA (including decisions and actions legally made by them) as established in this constitution;
2. Every member shall respect property owned by MUAA, University and the public. Any member who malices or causes damage to property owned by MUAA, university or the public should be subject to the disciplinary provisions of MUAA and punishment by any other affected parties.



3. Every member shall 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.

**(a) Ordinary Members**

Shall have the following rights, duties and obligations:-

- (i) Paid up members who shall get unlimited access to this constitution including (a copy in Braille to blind members)
- (ii) To inspect books of accounts upon issuing
- (iii) To attend all General Meetings of the Alumni
- (iv) To 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 nominated or appointed as observers or representatives of the Alumni to any meetings, which the Alumni may be required to participate.
- (vii) To observe the constitution and all the decisions regularly taken by the organs of the Alumni and to express any ideas freely.
- (viii) All paid-up members shall be entitled to benefit from the activities, services and facilities of the alumni; provided that such benefits shall not be by forceful means, misuse of MUAA facilities, or any other unlawful means breach of which disciplinary actions will be considered.

**(c) Associate, Honorary, Affiliate, Special Members and Life Members not originally Ordinary members**

Shall have the same rights, privileges, duties and obligations of ordinary members with the exception of section (a) (v) of this article.

**ARTICLE 5: PRINCIPLE ORGANS AND THEIR FUNCTIONS**

These shall be:

- (i) Annual General Meeting – AGM
- (ii) Special General Meeting – SGM
- (iii) Executive Committee – EC
- (iv) Newsletter – NL

**1. ANNUAL GENERAL MEETING (AGM)**

Shall be empowered to:

- (i) Hold election of management board of the Executive Committee (EC) and any other committees.
- (ii) Create standing committees
- (iii) Amend and ratify the constitution
- (iv) Review the policies of the Alumni
- (v) Declare a vote of no-confidence on any official.
- (vi) Approve the budget
- (vii) Deliberate on any other matters referred to the assembly

## **2. SPECIAL GENERAL MEETING (SGM)**

Shall be convened to:

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

## **3. EXECUTIVE COMMITTEE**

Shall be authorized to:-

- (i) Discuss and executive policy matters on behalf of the Annual General Meeting.
- (ii) Stipulate regulations for day to day activities of the Alumni
- (iii) Maintain discipline within the Alumni
- (iv) Prepare budget of the Alumni for annual General Meeting.
- (v) Award scholarships to potential beneficiaries.
- (vi) Disburse finances.
- (vii) Form any other Ad-hoc Committee
- (viii) Discuss Any Other Business referred to it by the Annual General Meeting.

## **4. NEWSLETTER**

This shall be the mouthpiece of the Alumni and shall carry the views and news of the Alumni.

## **ARTICLE 6: MANAGEMENT BOARD**

(a) The Management Board shall comprise of the following:

- (i) The Chairperson
- (ii) The Vice Chairperson
- (iii) The Treasurer
- (iv) The Vice Treasurer
- (v) Alumni Officer

All of whom shall be fully paid up members of the Alumni and shall be elected at the Annual General Meeting after Three years, except the Alumni Officer.

The Deputy Vice Chancellor (Research and Extension) shall be the Secretary to Alumni as provided for by the statutes.

(b) The Management Board shall normally be dissolved every three years.



- (c) Any management board member who ceases to be a member of the association shall automatically cease to be a member of the board, thereof.
- (d) Any management board member may be removed from office under regulations to be determined by the Article referred to as "Discipline".

## **ARTICLE 7: DUTIES OF MANAGEMENT BOARD**

### **(a) The Chairperson shall:-**

- (i) Be the Executive head of the Alumni
- (ii) Preside over and conduct Annual General Meeting and Special General Meetings of the Alumni, Executive Committee Meetings and any other meetings or committees unless prevented by illness and other cause.
- (iii) Be an ex-officio member of all committees
- (iv) Be a signatory to all Alumni financial transactions.
- (v) Be the official spokesman of the alumni
- (vi) Convene an emergency meeting in consultation with the secretary
- (vii) Represent the alumni in Senate and University council
- (viii) Be the custodian of the Alumni movable and immovable assets.

### **(b) The Vice Chairperson shall:**

Act as Chairman in case of absence, incapacitation or resignation of the Chairman or otherwise, delegated to do so by the chairman or entire executive committee subject to article on elections and by-elections.

### **(c) The Secretary shall:-**

- (i) Deal with all correspondence to the Alumni
- (ii) Issue notices of meetings of both the Executive Committee and General Meetings
- (iii) Prepare and circulate the agenda for Executive Committee Meetings and General Meetings.
- (iv) Keep records and minutes of all meetings.
- (v) Receive items of agenda from the members in the form of motions to be considered in the Annual General meetings.
- (vi) Be a signatory to the Alumni financial transactions.
- (vii) Play the role of the public relations officer.

### **(d) The Treasurer shall:-**

- (i) Receive and bank under the directions of the Committee all money belonging to the alumni
- (ii) Maintain and keep financial records of the Alumni
- (iii) With the approval of the Executive Committee, make payments
- (iv) Prepare and present annual audited records to the Annual General Meeting
- (v) Be a signatory to Alumni financial transactions.

- (vi) Represent Alumni in the university council

**(e) The Vice Treasurer shall:-**

- (i) Perform such duties as may be specifically assigned by the Treasurer or by the Executive Committee relating to financial matters.
- (ii) Perform the duties of the Treasurer in the absence of the Treasurer.

**ARTICLE 8: THE EXECUTIVE COMMITTEE**

**(a) The Executive Committee shall consist of:**

- (i) Management board of the Alumni
- (ii) One nominee from each of the thirteen (13) schools
- (iii) Three Co-opted members

- (b) The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months. The quorum for Executive Committee meetings shall not be less than one half of the members.

**(c) The Executive Committee shall be responsible to the Alumni members for:-**

- (i) Appointing Ad-hoc Committees
- (ii) Making rules and regulations for the caring of the Association's property and general efficient running of the association's affairs.

**ARTICLE 9: SCHOOL COMMITTEES**

School Committee of the Alumni shall be formed with the approval of the Executive Committee. The School Committee shall use this constitution for their operation and not to be ultra-vires to contradict the operation of MUAA executive committee.

**(A) MANAGEMENT OF THE SCHOOL COMMITTEES**

These shall be:-

- (i) The Chairperson
- (ii) The Vice Chairperson
- (iii) The Secretary
- (iv) The Treasurer

**(B) DUTIES AND FUNCTIONS OF SCHOOL COMMITTEES**

- (i) Hold school committee meetings
- (ii) Assist in recruitment of new members
- (iii) Solicit for funds, scholarships and bursaries within the confines of the executive committee
- (iv) Solicit for placement of graduates of Moi University
- (v) To implement the resolutions of the Executive Committee
- (vi) To recommend to the Executive committee potential beneficiaries for awards and prizes.



- (vii) To carry out the projects within their specialization with consultation and approval of the executive committee.

### **(C) POWERS OF THE SCHOOL COMMITTEE**

The School Committee shall:-

- (i) Be subsidiary to the Executive Committee and they shall submit annual reports at the Annual General Meeting through the management board.
- (ii) Submit annual reports through the secretary on their financial transactions to the executive committee.

### **(D) PROJECTS COORDINATION**

There will be a projects officer to coordinate all the projects of the association. The coordinator shall report to the management board.

### **(E) COORDINATION OF ALUMNI IN NAIROBI AND OTHER REGIONS**

There shall be a coordinating office in Nairobi under the alumni officer based in Nairobi to oversee the association's activities and its objectives in Nairobi and other adjoining regions. Other coordinating offices shall be created when and as need arises. The offices shall use this constitution for their operation.

## **ARTICLE 10: REPRESENTATION IN THE GOVERNANCE OF THE UNIVERSITY**

The Chairperson shall represent the Alumni in University council.

The Chairman and the Alumni Officer shall attend the Moi University Graduation Ceremonies Committee.

## **ARTICLE 11: MEETINGS**

### **1. Types of meetings**

There shall be three types of meetings-

- (i) The Annual General Meeting
- (ii) The Special General Meeting
- (iii) The Executive Committee Meeting

#### **(a) Annual General Meeting**

- (i) The Annual General Meeting shall be convened by the Secretary at the request of the Chairman annually. Notice in writing of such Annual General Meeting, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 14 days before the date of

the meeting and where practicable by press not less than 7 days before the date of the meeting.

(ii) The agenda for the Annual General Meeting shall consist of the following:-

- Confirmation of the minutes of the previous annual general meeting
- Consideration of the account
- Election of management board members and the committee members and trustees.
- Approval of accounts by the 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 atleast four weeks before the date of the meeting.

#### **(b) Special General Meeting**

- (i) A Special General Meeting shall be called for any specific purpose by the Executive Committee. 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.

#### **(c) The Executive Committee Meetings**

- (i) The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.

The quorum for Executive Committee meetings shall not be less than one half of the members.

- (ii) Notice and Agenda of such meetings shall be given atleast 14 days before the date of the meeting.

#### **2. 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 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 12: ELECTORAL COMMISSION**

- (a) There shall be an electoral commission comprising five (5) non-alumni association members: two (2) senior administrators of Moi university, one (1) member from any school at the level of a head of department, two (2) members from the three campuses, Main, Town and Chepkoilel.
- (b) A returning officer shall be chosen from among the five members in Article 11 (a) above.

## **ARTICLE 13: APPEALS COMMITTEE**

There shall be an appeals committee made up of members as in Article 12 above EXCEPT they will not have participated in the election and the member at the level of a head of department shall be from the school of law.

## **ARTICLE 14: ELECTIONS AND BY-ELECTIONS**

- (a) The general elections of the management board shall, in normal circumstances, be held at the Annual General Meeting every three years.
- (b) Any ordinary member of the Alumni shall be eligible for election to any one of the vacant posts provided one is fully paid up.
- (c) Procedure for the elections shall be:-
  - (i) All the elections shall be by secret ballot and by majority vote
  - (ii) In the event of a tie between candidates the ballot shall be repeated until a candidate receives a simple majority
  - (iii) The elections shall be organized by a Returning Officer who is the Secretary of the Executive Committee
  - (iv) The nomination papers for the proposed candidate must contain the names and signatures of at least fifteen (15) proposers who must be current ordinary paid-up members of the Alumni.
  - (v) Each candidate shall collect the nomination papers from the Secretariat on payment of a non-refundable nomination fee to be decided by the Executive Committee on or at least seven days before the election date and returned at least two days before the date.

## **SPOILT VOTES**

- (i) During the counting of ballots papers;
  - (a) A spoilt vote shall not be tallied on to any of the candidates
  - (b) A candidate may voluntarily be personally present and at no time shall a candidate be barred from witnessing the counting of ballot papers.

- (ii) 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.

#### **ELECTION OFFENCES**

- (i) An election offence shall disqualify a candidate
- (ii) For purposes of this section, an election offence shall include:-
  - (a) Rigging
  - (b) Harassment
  - (c) Use of forceful means
  - (d) Intimidation
  - (e) Giving false information
  - (f) Campaigning on the polling day and or any other act omission which defeats the tenets of free and fair elections.

#### **DISSOLUTION OF THE ELECTORAL COMMISSION COMMITTEE**

1. The Electoral Commission shall stand dissolved if there is no election petition against election results and hand over their returns to the Alumni Officer, when new officials are inaugurated into office.
  2. In the event of a petition against 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.
- (iii) The Returning Officer shall prepare and publicize a statement showing persons who have been validly nominated
  - (iv) Any decision as to what shall be taken as spoilt shall be taken by the Returning Officer whose decision shall be final.
  - (v) The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot paper.

#### **ARTICLE 15: FINANCE AND INVESTMENTS**

##### **(a) The sources of the Alumni Finance shall be from:**

- (i) Membership (Alumni) fee to be decided by Senate and Council from time to time at the time of graduation.
- (ii) Subscription fees payable annually to be determined by the Annual General Meeting from time to time.
- (iii) Registration fees for participation in the annual events to be determined by the Executive committee from time to time.
- (iv) Donations and contributions from friends and well-wishers.
- (v) Revenues earned from investments e.g. fundraising (harambees) grants, advertisements, interest in stocks, shares and bills and business.



**(b) Expenditure**

- (i) Any expenditure of funds in excess of the provisions of the budget approved by the committee shall have to be approved by the DVC (R&E).
- (ii) All moneys received for the purpose of MUAA must be applied with thrift and stewardship to provide maximum benefit to MUAA.
- (iii) The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.
- (iv) All monies shall be received by and paid to the Alumni Officer who shall deposit to any of the bank(s) and accounts approved by the committee.
- (v) All financial transaction shall be entered into the books of account that shall be availed to the auditor.
- (vi) No payment shall be made out of the bank account without a resolution of the Management Board authorizing such payment and all cheques on such bank account.
- (vii) A petty cash account shall be maintained by the Alumni Officer for disbursement.
- (viii) Audited financial report shall be submitted in writing by the Treasurer to the Executive Committee for examination and finally to the Annual General Meeting for approval.

**Signatories of the MUAA account:**

MUAA account may, subject to approval by the finance and investments committee, operate any type of bank account for convenience and profitability, but in any event the signatories shall be: 1) Chairman 2) Treasurer 3) Secretary.

**BOOKS OF ACCOUNT**

All financial transactions shall be entered into books of account that shall be availed to the Moi University Auditor.

**AUDITING OF BOOKS OF ACCOUNTS**

1. The accounts of MUAA shall be audited by the Moi University Internal Auditor at least four weeks before the A.G.M
2. The books of account and balance sheet shall be approved by the finance and investment committee and presented to the auditor who shall make a report for consideration by the executive committee
3. The audited accounts and balance sheet shall be published after approval by the executive committee not later than seven calendar days before the A.G.M.

**FINANCIAL BENEFITS TO MANAGEMENT BOARD**

The financial allowances and benefits to the Management Board shall be determined by the board provided, however, that such determination shall be approved by the DVC (R&E) and such determination is based on evidence of sustainability of MUAA.



- (ix) The audited accounts along with the Auditors report will be circulated to the members of the Alumni not later than two weeks before the Annual General Meeting.
- (x) The financial year of the Alumni shall be from 1<sup>st</sup> July, to 30<sup>th</sup> June.

#### **ARTICLE 16: DISCIPLINE**

- (i) For purposes of this constitution, discipline shall mean compliance to the rules of proper conduct as embodied in this constitution, by-laws and any other rules as shall be formulated from time to time by the relevant authority and the Moi University Act.
- (ii) Discipline among members in the conduct of the affairs and operations of MUAA shall be enforced by the Disciplinary Committee.

##### **(a) Composition of the Disciplinary Committee**

The Disciplinary Committee shall be made up of 1) Five members from senior administration of Moi university and schools heads of department, and 2) Two ordinary members, to determine measures to be taken against errant members.

##### **(b) Offences**

The following shall constitute offences

- (i) Negligently refusing to attend meetings.
- (ii) Portrayal of disruptive or unruly behaviour in meetings.
- (iii) Conduct likely to bring the Alumni into disrepute or prejudice the well being of the Alumni activities, services or facilities.
- (iv) Withholding or embezzling or misappropriation of Alumni funds.

##### **(c) Resignations**

Any office bearers can resign by tendering written resignation to the Secretary and such resignation shall be effective with effect from ratification either from the Executive Board or the Annual General Meeting.

Offices falling vacant due to resignations shall be filled by the Executive Committee for such period until an Annual General Meeting is called.

##### **(d) Vote of No Confidence in Management Board or its Member(s)**

1. Any motion proposing a vote of no confidence in the Management Board or member(s) shall originate from only paid up members who shall table it at an Annual General Meeting, after a written notice of not less than fourteen (14) days, to the member who is the subject of the motion, through the alumni officer, stating the grounds of such motion, and if after the person who is the subject of the motion is given opportunity to respond to it in Annual General Meeting the motion is supported by not less than half of paid up member present. The executive committee 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.
2. A motion of no confidence in any management 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 his or her office as provided in this constitution or
    - (d) Financial mismanagement
    - (e) Desertion
  3. If a vote of no confidence succeeds, then the management board member(s) lose(s) his/her/their position(s) and a fresh election is to be held in that AGM.
  4. These rules shall apply to any office bearers of our various schools, institutes, sections, stakeholders or coordinating office.

#### **ARTICLE 17: 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 18: TRUSTEES**

- (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 appointed at the AGM.
- (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.

#### **ARTICLE 19: AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution of the association must be approved by at least a two thirds majority of members at an AGM of the association.. They can, however, be implemented without prior consent in writing of the Registrar, obtained upon application to him in writing and signed by three officials.

## ARTICLE 20: INTERPRETATION

If any part of this constitution is in dispute, the Chairman shall appoint a committee of three members excluding the Executive Committee officials to help to read and interpret and propose the adoption. In case the dispute is not dissolved, the Vice Chancellor shall appoint a Committee of not less than three and not more than five to constitute an arbitration panel.

## ARTICLE 21: DISSOLUTION OF THE ASSOCIATION

- (a) The association shall not be dissolved except by a resolution at a 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 be effected without prior permission in writing of the Registrar of societies obtained upon application to him made in writing and signed by three of the Management Board.
- (c) When the dissolution of the association has been approved by the Registrar, further action shall be taken by the Committee or any other Management Board 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.

=====END=====



41

**MOI UNIVERSITY**  
**COUNCIL SECRETARIAT**

**INTERNAL MEMO**

**FROM:** Principal Administrative Officer  
(Council Secretariat)

**DATE:** 15<sup>th</sup> April 2008

**TO:** ✓ Deputy Vice Chancellor (Research & Extension)

**REF:** MU/CADMO/UCC/6

**RE:** MOI UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION

The Research, Training, Statutes, Sealing and Honorary Degrees Committee during its 6<sup>th</sup> Meeting held on 28<sup>th</sup> February 2008, considered and approved the Moi University Alumni Association (MUAA).

It was further agreed under Article 10:-

- a) That only one member of Alumni be appointed to represent the Association in Council.
- b) That no membership to Senate is required.

Please take necessary action on the same.

  
M.K. SING'OEI  
PRINCIPAL ADMINISTRATIVE OFFICER  
COUNCIL SECRETARIAT

cc. Chief Administrative Officer

JBC/nk

① Mr. Tuiyot  
for your action

DIC-RIG  
15/04/08

