



DRAFT

(For Members' Input)

THE CONSTITUTION

OF

KIBABII UNIVERSITY ALUMNI ASSOCIATION

(KIBUAA)

Dated _____ day of _____ 2020

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Definition of Terms

In this constitution, unless the context indicates otherwise,

Act	-The Universities Act 2012 as amended in 2014, 2016 and 2019
Alumni	- A group of former students of an institution.
Alumni Association	-An establishment under section 42 of University Act, 2012 and 21 of the Charter.
Alumni Committees	-An organ of KIBUAA that oversees the activities of the Alumni within chapter.
Ad-hoc Committee	-A committee appointed by KIBUAA to carry out a specific task assigned to it from time to time.
Budget	-A statement of the KIBUAA's annual revenue and expenditure.
University Council	-The council of the University established under section 18 of the Charter.
Convocation	-The convocation of the University established under section 15 of the Act.
Coordinating Office	-The Office of Career Services
Director	-A person appointed by the Vice Chancellor as head of a unit in the University.
Electoral Commission	-A team of people chosen to spearhead election of Alumni officials.
Alumni Council	-The Alumni Council shall be the supreme management organ of the Association.
Financial Year	-Means the financial year of the University determined under section 50 of the Act, 2012 and section 26 of the Charter.
Graduate	-A person whom a degree of the University has been conferred or to whom a qualification of the University has been awarded as determined by Senate.
Newsletter	-The association's print/electronic medium of expressing views, opinions and ideas.
Senate	-A governing academic body of Kibabii University established under the Universities Act of 2012. Borrow from charter.
University	-Means the Kibabii University established by section 3 of the Charter.
University Management Board	- Means the Management Board of the University provided by section 22 of the charter.

Acronyms

OCS	-	Office of Career Services
KIBUAA	-	Kibabii University Alumni Association
DAM	-	Delegates Assembly Meeting.
AGM	-	Annual General Meeting
SGM	-	Special General Meeting
CSR	-	Corporate Social Responsibility



Preamble

We, the Alumni of Kibabii University,

ACKNOWLEDGING the supremacy of the Almighty God of all creation

HONOURING those who founded and established the institution of Kibabii University

PROUD of graduates of Kibabii University, graduates of other universities who are employees of Kibabii University with interest of identifying with Kibabii University, and all members as prescribed in this Constitution.

RESPECTFUL of our various schools/institutes/ sections and stakeholders

RECOGNIZING the need to promote socio-economic and intellectual interaction between Kibabii University, 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 Kibabii University Alumni Association hereafter referred to as KIBUAA.



Article 1: Preliminary

Subject to the provision of the University Act, 2012 sections 42 and section 21 of the Charter 2015 hereby establish an association to be known as Kibabii University Alumni Association. This Constitution is subject to the provision and the laws of Kenya, the University Rules and Regulations, Universities Act, Kibabii University Charter and Kibabii University Statutes.

Article 2: The Name, Logo and Registered Office

The Association shall be known as “KIBABII UNIVERSITY ALUMNI ASSOCIATION”, hereafter, referred to as KIBUAA.

Kibabii University P.O. Box 1699 – 50200, Bungoma, Kenya.

The name and the logo of the association shall be registered with the University Council.

Article 3: Vision, Mission, Core Values & Objectives

3.1 Vision

To be a premier Alumni Association in networking and empowerment of Kibabii University Community.

3.2 Mission

To reach and engage Kibabii University Alumni, students and community by promoting philanthropy and fostering sustainable linkages and partnerships with the industry for prosperity.

3.3 Core Values

- i. Dedication
- ii. Patriotism
- iii. Teamwork
- iv. Networking
- v. Effectiveness
- vi. Efficiency
- vii. Transparency
- viii. Team Spirit
- ix. Quality leadership
- x. Integrity

3.4 Objectives

The following shall be the aims and objectives of the KIBUAA: -

- i. Promote the reputation and well-being of the University by being good ambassadors.
- ii. Promote, improve and protect the interests of the KIBUAA members and the Alumni's welfare.
- iii. Sensitize Alumni diverse academic, professional, social, and economic opportunities available from time to time.
- iv. Foster mutual linkages between Alumni and Alma Mata.
- v. Identify and acknowledge exemplary Alumni contribution to the society.
- vi. Establish collaborative links with other Alumni bodies and organizations in Kenya and internationally with similar interests.
- vii. Mobilize resources for the development of KIBUAA and KIBU, through donation, funds drive, gifts, grants, sponsorships, proposal writing, linkages and partnership.
- viii. Promote socio-economic and intellectual interaction between Kibabii University and the Alumni.
- ix. Promote good governance by participating in the process of appointment of the University Chancellor.

Article 4: Membership

4.1 Categories

Membership shall consist of four categories

- i. Ordinary members
- ii. Associate members
- iii. Honorary members
- iv. Life members

4.2 Eligibility for members

4.2.1 Ordinary members

Shall consist of all graduates of Kibabii University and shall be categorized into two:

- i. **Passive members** who shall be required to pay membership fee set by the University as advised by Council from time to time.

- ii. **Active members** who shall be required to pay an annual subscription fee to be determined from time to time at the Annual General Meeting.

4.2.2 Associate members

Shall comprise the Chancellor, the Council, Vice Chancellor, Deputy Vice Chancellors, Principals, Professors of Kibabii University; or A graduate of other Universities or institution who is an employee of Kibabii University.

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

4.2.3 Honorary Membership

- i. Any person who has been conferred a *Honoris Causa* degree by Kibabii University
- ii. Individuals who are highly placed in the society, well-wishers, friends and development partners of Kibabii University who shall register to be Special Members to the Alumni Association and pay an annual subscription fee of not less than Ksh. 10,000 or as shall be reviewed from time to time at AGM.

4.2.4 Life Members

Shall comprise any member (Ordinary, Associate or Honorary) upon payment of registration fee in any of the categories below or as may be reviewed from time to time:

- i. Platinum - Ksh. 100,000.00
- ii. Gold - Ksh. 50,000.00
- iii. Silver - Ksh. 25,000.00
- iv. Bronze - Ksh. 10,000.00
- v. Aluminium -Ksh. 2,000.00

Article 5: Cessation of Membership

5.1 Membership shall cease to exist upon the following:

- i. Death
- ii. When disciplinary measures result into an expulsion from the Association.
- iii. Cessation to make subscription as provided for in this constitution.
- iv. Withdrawal from KIBUAA by away of writing.
- v. Guilty of gross misconduct.

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

5.2 Re-Admission to the Alumni

Failure of a member to pay subscription fee will attract a penalty of 50% upon readmission

Article 6: Rights and Obligations of Members

6.1 Rights: -

Every Active member shall;

- i. Get unlimited access to this constitution.
- ii. Inspect books of accounts upon issuing by the Treasurer.
- 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

6.2 Obligations: -

Every member shall:

- i. Respect decisions and actions of KIBUAA as established in this constitution.
- ii. Respect property owned by KIBUAA, KIBU and the general public.
- iii. Be required to honor individual and financial obligation to KIBUAA, 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.
- iv. Engage willingly in Community Social Responsibility (CSR) projects: improving infrastructures in the University, Interventions in Education Sector (Donations to the Library), Health Sector, and interventional in Governance.
- v. Observe the Constitution and all the decisions regularly taken by the organs of the Alumni and to express any ideas freely.

6.3 Benefits: -

- i. Be nominated or appointed as observers or representatives of the Alumni to any meetings, which the Alumni may be required to participate in.
- ii. Utilize networking opportunities to assist members of KIBUAA.
- iii. Attend and participate in Alumni Sessions.
- iv. Career development, mentorship, job posting, career progression and school consultation.
- v. Access to Alumni communication media such as, the Newsletters and Magazines.

Article 7:Principal Organs and their Functions

The principal organs of the Association shall be:

- i. The Alumni Council
- ii. The Alumni Delegates Assembly
- iii. The Alumni Regional Chapters

7.1 The Alumni Council

7.1.1 Mandate

The Alumni Council shall be the supreme management organ of the Association. It shall have the mandate to:

- i. Coordinate and provide policy guidelines to the Association, in accordance with the delegated authority of the University Council.
- ii. Recommend to the University Council, through the Senate, the creation of the various regional chapters of the Alumni Council may deem necessary.
- iii. Establish management organs necessary to achieve the aims and objectives of the Association
- iv. Prepare strategic plans and annual budgets of the Association
- v. Source funds to finance projects and other affairs of the Association
- vi. Manage the Association funds in line with the University fiscal policy.
- vii. Award scholarships to potential beneficiaries.
- viii. Assist needy students as per University policy.
- ix. Recommend to the University Council, through the Senate, persons to be appointed honorary degrees.

7.1.2 Composition

The Alumni Council shall be elected in accordance with the University Act and its membership shall reflect national diversity.

The Alumni Council shall be composed of elected officials as follows:

- i. A Chairperson
- ii. A Vice-Chairperson who shall be of opposite gender with the chairperson.
- iii. A Treasurer
- iv. A Secretary General
- v. Deputy Secretary General who shall be of the opposite gender with the secretary general.
- vi. Special Interest
- vii. Resource Mobilization Officer.

7.1.3 Operations

- i. The Alumni Council shall meet at such times and places as it shall resolve but shall meet at least twice a year.
- ii. The Alumni Council shall be governed in accordance with policy decisions of the University Council.

7.1.4 Responsibilities

a) Responsibilities of the Chairperson

The Chairperson shall: -

- i. Preside over and conduct AGM and SGM of the Alumni
- ii. Be an ex-officio member of all committees.
- iii. Be a signatory to all Alumni financial transactions.
- iv. Mobilize resources to contribute to the growth and advancement of Kibabii University by participating in development projects.
- v. Convene an SGM in consultation with the Secretary General.
- vi. Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.

- vii. Shall exercise general supervision over the management of the Association.
- viii. Report on the operations of the Association to the members at the AGM.
- ix. Shall be expected to act in the best interests of the Association at all times.
- x. Have a casting vote to break a tie in case there is equity in votes.
- xi. Represents the Alumni in Senate and University Council meetings as when need be.

b) Responsibilities of the Vice Chairperson

The Vice Chairperson shall: -

- i. Act as Chairperson in the absence of the Chairperson.
- ii. Plan and co-ordinate the membership program of the Alumni.
- iii. Perform any other assignment as may be assigned by the Alumni Chairperson from time to time.

c) Responsibilities of the Secretary General

The Secretary General shall: -

- i. Be responsible for the administration and implementation of all programs, services and activities of the Association.
- ii. Be the official spokesperson of the Alumni.
- iii. Maintain accurate records of all the Alumni Association.
- iv. Deal with all correspondence of the Association.
- v. Prepare an annual report for submission to all members of the association during the AGM.
- vi. Prepare and circulate the agenda of Alumni Council and general meetings.
- vii. Receive proposed agenda items from the members to be considered at general meetings
- viii. Issue notices of meetings for both the Alumni council and general meetings.
- ix. Keep minutes.

d) Responsibilities of the Deputy Secretary General

The Deputy Secretary General shall: -

- i. Perform duties as may be specifically assigned by the Secretary General or by the Alumni Council.
- ii. In the absence the Secretary General, the deputy secretary will perform the duties of the Secretary General.
- iii. General.
- iv. Upload and maintain database of the alumni.

e) Responsibilities of the Treasurer

The Treasurer shall: -

- i. Prepare financial plan for proposed projects of the Alumni
- ii. Ensure all reports and financial forms prescribed by the government are filed and submitted as required.
- iii. Prepare and present quarterly accounts and reports of the Association.
- iv. Present audited financial reports at the Annual General Meeting.
- v. Perform any other lawful assignments as may be directed by the Chairperson.
- vi. Be a signatory to all Alumni association financial transactions
- vii. Receive and bank all monies belonging to the association.
- viii. Make payments with the approval of the Alumni Council.

f) Responsibilities of Resource Mobilization Officer

The Resource Mobilization officer shall: -

- i. Liaise with University for Linkages.
- ii. Resource Mobilization.

g) Responsibilities of Special Interest

The Special Interest person shall: -

- i. Promote welfare of people with special needs.
- ii. Link and Mobilize resource for special needs

7.2 Alumni Regional Chapters

7.2.1 Mandate

There shall be created in each region (9) an Alumni Regional Chapter, namely:



- i. Coast
- ii. Eastern
- iii. Nairobi
- iv. Western
- v. Nyanza

- vi. North Eastern
- vii. Rift Valley
- viii. Central
- ix. International

Which shall have the mandate to, in consultation with the Alumni Council:

- i. Stipulates regulations for day to day activities of the Alumni.
- ii. Disseminate reports and progress of Alumni association activities.
- iii. To collect views on the viable projects ta regional levels.
- iv. To source for internship, fellowship, networks and employment for members at regional levels and to enhance career progression
- v. Oversee management of the Alumni Association at the regional levels.
- vi. To stipulate regulations for day to day activities of the Alumni Association at respective regions.
- vii. To recommend scholarship to potential beneficiaries to the Alumni Council.
- viii. Resource mobilization at regional levels.

7.2.2 Composition

The Alumni Regional Chapter at each region shall comprise the following:

- i. Regional Chairperson.
- ii. Regional Secretary shall be of opposite gender as the chairperson.
- iii. Regional Projects/Welfare Coordinator.

7.3 Alumni Delegates Assembly

7.3.1 Mandate

The Alumni delegate assembly shall have the following mandate:

- i. To monitor and evaluate the activaties of the Alumni Council.
- ii. To check excesses of the Alumni Council.
- iii. To provide oversight over Alumni funds and expenditure.

- iv. To deliberate on and resolve issues concerning members of the Alumni Council.
- v. To ratify the appropriation of funds for expenditure by the Alumni Association.
- vi. To determine the allocation of funds for approved Alumni projects and activities.
- vii. To foster career progressions internship, fellowship, networks and employment for members.
- viii. To establish and run IGUs.
- ix. To constitute ad hoc committees as shall be prescribed from time to time.
- x. May formulate rules and regulations to effect or further the provisions of this Constitution, provided that such rules and regulations are ratified at a general meeting.

7.3.2 Role of the Alumni Delegates Assembly

The Alumni Delegates Assembly 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 Delegates Assembly meetings shall not be less than one half of the members.

The Delegates Assembly shall be authorized to: -

- i. Constitute ad hoc committees as shall be prescribed from time to time.
- ii. Discuss, execute policy matters on behalf of the Alumni members.
- iii. Stipulate regulations for day to day activities of the Alumni in their respective.
- iv. Recommend scholarships of potential beneficiaries for consideration to the Alumni Council.
- v. Form any other Sub-Committee as shall be prescribed from time to time.
- vi. Discuss Any Other Business referred to it by the Annual General Meeting.
- vii. Monitor and evaluate the activities of the meeting.

7.3.3 Composition

- i. The Alumni Delegates Assembly shall comprise the entire members of the Alumni Council and the 9 chairpersons of the Regional Chapters.
- ii. Upon assumption of office, they shall elect the Chairperson and the secretary of the Delegates Assembly.

7.3.4 Procedure of Removal from Delegates Assembly

- a) Any motion proposing a vote of no confidence in the Alumni Delegates Assembly or its member(s) shall originate from only Active members.
- b) Vote of no confidence shall be tabled at an Annual General Meeting, after a written notice of not less than fourteen (14) days.
- c) The notice shall be written through the Director OCS to the member who is the subject of the motion, copied to the Chairperson and the Secretary General, stating the grounds of such motion.
- d) The person who is the subject of the motion shall be given an opportunity to respond to the allegations in an Annual General Meeting in writing.
- e) If the motion is supported by NOT less than half of Active Ordinary members present, the Alumni Delegates Assembly shall convene a SGM within seven (7) days to approve such resolution.
- f) A motion of no confidence in any Alumni Delegates Assembly member shall only be moved for:
 - i. Blatant violation of the provisions of this constitution
 - ii. Gross misconduct.
 - iii. Persistent inability to execute the duties of office as provided in the constitution.
 - iv. Financial mismanagement.
 - v. Desertion of duty.
- g) If a vote of no confidence succeeds, then the Alumni Delegates Assembly or its member(s) lose(s) his/ their position(s) a fresh election shall be held (21) days SGM.

These rules shall apply to any Delegate Members of the various regional assemblies, the Alumni Council.

Article 8: Meetings

There shall be three types of meetings-

- i. The Annual General Meeting
- ii. The Special General Meeting
- iii. The Alumni Delegates Assembly Meeting

8.1 Annual General Meeting

The Annual General Meeting shall be convened by the Secretary General at the request of the Chairperson every calendar year. Notice in writing of such Annual General Meeting, accompanied with the agenda for the meeting shall be published in the KIBUAA website, relevant media platforms and sent to members' not less than two months before the date of the meeting.

8.1.1 Agenda for Annual General Meeting

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

- i. Confirmation of the minutes of the previous annual general meeting.
- ii. Confirmation of annual subscription and renewal of membership.
- iii. Ratification of the annual budget and projects.
- iv. Approval of accounts audited by the Kibabii University auditors.
- v. Such other matters as the Alumni Council may decide or as to which notice shall have been given by member(s) provided such notice shall reach the Secretary General at least four weeks before the date of the meeting.

8.1.2 Procedures at Annual General Meeting

The procedures at annual general meeting shall be as follows: -

- i. The Chairperson of the Alumni shall chair the AGM.
- ii. The Secretary General shall take the minutes of AGM.
- iii. The chairperson shall decide the number of persons permitted to speak in favor 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.

8.2 Special General Meeting

A Special General Meeting shall be called for any specific purpose by the Alumni Council. Notices in writing of such meeting shall be sent to members and where practicable in KIBUAA website and any other means that the Alumni Council may deem appropriate.

A Special General Meeting maybe petitioned by at least two thirds (2/3) of Active registered members in writing to the Secretary General and such meetings shall be held within 21 days.

8.2.1 Procedures at Special General Meeting

These shall be as follows: -

- i. The Chairperson of the Alumni shall chair the SGM.
- ii. The Secretary General shall take the minutes of SGM.
- iii. The chairperson shall decide the number of persons permitted to speak in favor 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.

8.3 Alumni Delegates Meeting(s)

- i. The Alumni Delegates Assembly shall meet at such times and places as it shall resolve but shall meet at least two times in a calendar year.
- ii. The quorum for Alumni Delegates meetings shall be at least two thirds (2/3) of the members.
- iii. Notice and Agenda of such meetings shall be given at least 14 days before the date of the meeting.
- iv. Upon assumption of office the Delegates Assembly shall elect the chairperson and the secretary from the 9 chairperson(s) of the Regional Chapters.

8.3.1 Procedures at Delegates Assembly Meeting

These shall be as follows: -

- i. The Chairperson of the Delegates Assembly shall chair the DAM.
- ii. The Secretary shall take the minutes DAM
- iii. The chairperson shall decide the number of persons permitted to speak in favor 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 9: Dissolution of the Alumni Council and Regional Chapters.

Dissolution of Alumni Council and the regional Chapters shall take place in the last 30 days in office before the AGM. The leaders will hand over the official report to the trustees through the OCS.

Article 10: Elections

10.1 Electoral Commission

There shall be an Electoral Commission constituted one month before the elections by the Vice Chancellor comprising seven (7) members as follows: -

- i. Returning Officer Who shall be the chairperson of the Commission.
- ii. Director OCS who shall be the deputy returning officer and secretary to the commission.
- iii. Security Officer.
- iv. 4 Alumni members who shall be nominated by the Delegates Assembly in liaison with the Director OCS and who are eligible and should not have held Alumni office.
- v. Officials from the Independent Electoral & Boundaries (IEBC) may be invited to serve as election observers.

The electoral commission shall declare specific positions vacant.

10.2 Nominations

The general elections of the Alumni Official shall, in normal circumstances, be held at the Annual General Meeting on expiry of the official term.

Any active ordinary member of the Alumni shall be eligible for an election to any one of the vacant positions provided the candidate meet requirements of Chapter 6 of Kenyan Constitution as revised from time to time.

A member shall serve in the Alumni Council for a maximum of 2 terms of 3 years each.

No member shall hold more than one (1) post in the Alumni Council and Regional Chapters.

10.2.1 Procedure for nomination of candidates

Procedures for nominations shall be as follows:-

- i. Every candidate is expected to produce evidence of payment of non-refundable nomination fee determined by Delegates Assembly from time to time.
- ii. Each prospective candidate shall collect and return the nomination papers from the OCS on or before 14 days to the election date.
- iii. The nomination papers for the proposed candidate must be filled and signed by fifteen (15) proposers who must be active ordinary members.
- iv. Campaigns shall cease 2 days before the AGM.

10.2.2 Procedure for elections

Procedure for the elections shall be as follows: -

- i. The elections shall be organized by the Alumni Electoral Commission.
- ii. All elections shall be by secret ballot.
- iii. In an event of a tie between/among the top candidates, the vote shall be repeated until a candidate receives a clear win with a simple majority.
- iv. The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot papers.
- v. The Returning Officer shall prepare and publish the election results showing persons who have been validly elected.

10.3 Spoilt Votes

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.

During the counting of cast ballots papers, a spoilt vote shall not be tallied on to any of the candidates.

Any decision as to what shall be considered as spoilt vote shall be made by the Returning Officer whose decision shall be final.

10.4 Election Offences

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

- i. The offences relating to voting shall comprise;
- ii. Voting more than once for the same position in one election.
- iii. Carrying out campaigns out of stipulated time.
- iv. Hate speech targeting an opponent or Electoral Commission.
- v. Use of another person's membership card to vote.
- vi. Preventing, obstructing or barring of a member from voting.
- vii. Rigging
- viii. Harassment
- ix. Intimidation
- x. Violence
- xi. Gross misconduct
- xii. Any other act of omission or commission which is criminal in nature.

The offences relating to elections shall include:

- i. Making/ publishing any false statement of withdrawal of any other candidate at such an election.
- ii. Directly or indirectly printing, manufacturing or supplying or procuring the printing of any election materials in connection with the election.
- iii. Delivering to a returning officer any forged ballot papers.
- iv. Any candidate found to have committed any of the above offences shall be disqualified.

10.5 Appeals Committee

There shall be an Appeals Committee to determine appeals arising out of elections. The appeals Committee shall be constituted by the Vice Chancellor and the committee shall comprise of:

- i. DVC
- ii. Legal Officer
- iii. Senior member of staffs

- iv. 2 members from the Alumni Association.

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.

10.6 Swearing In

The duly elected officials and Alumni Council members shall be sworn into office immediately but shall take full charge of the office 30 days after their inauguration to allow for smooth transition.

10.7 Dissolution of the Electoral Commission Committee

The Electoral Commission shall be dissolved two weeks after elections if there is no election petition or any other arising matter against election results and the outgoing commission shall hand over their returns to the Director OCS.

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.

Article 11: Finances and Investments

11.1 Sources of the Alumni Finance

The sources of the Alumni Finances shall be:

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

vii. Nomination fees for aspirants which shall be determined by the electoral commission from time to time.

viii. Fundraising.

11.2 Expenditure

All monies received by KIBUAA shall be used as per the approved policy and budget.

Any expenditure of funds in excess of the provisions of the budget shall have to be approved through a supplementary budget.

The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.

A petty cash account shall be maintained by the Alumni Treasurer for disbursement.

11.3 Signatories of the KIBUAA account

Subject to the provision University Act 2012, Universities (Amendment) Act 2016, Kibabii University Charter and Statutes, KIBUAA may operate any type of bank account for convenience and profitability, as may be determined by the University Council.

In any event, four (4) signatories to the account shall be:

- i. The Treasurer, who shall be a mandatory signatory.
- ii. The University Finance Officer, who shall be a mandatory signatory.
- iii. Director OCS.
- iv. The Chairperson or in absence of Chairperson, the Secretary General

Funds shall be secured by Imprest through the Director OCS who shall immediately inform the Treasurer for disbursement.

11.4 Auditing of Books of Accounts

Auditing of books of accounts shall be conducted by the University auditor.

All financial transactions shall be entered into the books of account which shall be availed to the auditors.

The auditors shall be required to audit each year's account and the Treasurer shall present the report at the AGM, however, in the final third year the auditor shall present the report to the board of trustees through Director OCS.

The auditors may be required by the Alumni Council at any date to audit the accounts for any period within the tenure of office and make a report to the Alumni Council through the Treasurer.

The financial year of the Alumni shall be from 1st July, to 30th June.



11.5 Facilitation of Alumni Activities

The reimbursement and subsistence shall be determined and approved by the AGM and such determination are based on evidence of sustainability of KIBUAA account.

Article 12: Discipline

Discipline among all members of KIBUAA and in the conduct of the affairs and operations of KIBUAA shall be enforced by a Disciplinary Committee.

The Disciplinary Committee shall determine measures to be taken against errant members.

The Disciplinary Committee shall serve for three (3) years.

12.1 Composition

The Disciplinary Committee shall consist of;

- i. The Deputy Vice Chancellor.
- ii. The Dean of Students
- iii. Director OCS.
- iv. Legal Officer.
- v. Three Members of the Alumni nominated by the Delegates Assembly.

12.2 Disciplinary Procedure

The committee shall consider the conduct of the member concerned at the committee meeting. If, after deliberation the committee is of the opinion that there is sufficient evidence to justify any charge(s) of misconduct, 7 days' notice in writing shall be given to the said member, informing him/her of the charge(s) against him/her and calling upon him to respond to the said charge(s)/allegations and attend a disciplinary committee meeting on the date of notification with a representative/witness of his choice for the purpose of defending himself and to justify/explain his conduct. Such notice shall be delivered to the said member or sent by registered post to him using his last known address.

If the member fail to attend the disciplinary committee meeting without justifiable reason, the committee may nevertheless proceed in his absence and make a decision.

If the charge has been deemed to be serious, the committee shall have the power to warn, fine, suspend or expel such a person. In case of misappropriation of the funds the board shall execute legal mechanism with a view to recovering misused funds.

A member expelled from the Association shall forfeit all rights and privileges of membership and all rights against the committee and the Association with effect from the date of expulsion. His/her name shall be deregistered.

A suspended member shall cease to have the rights and privileges of membership for the period he/she is under suspension.

12.3 Offences

The following shall constitute offences:

- i. Withholding, 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 behavior in meetings.
- iv. Gross Misconduct
- v. Commission of criminal offences.
- vi. Obtaining information using falls pretense.
- vii. Any other conduct that contradicts the KIBUAA constitution.

Article 13: Transitional Arrangements

All rights, duties, obligations assets and liabilities of KIBUAA EXISTING IMMEDIATELY BEFORE the adoption of this Constitution shall be deemed to be transferred to KIBUAA upon adoption of this constitution.

This Constitution will come into force immediately it is approved subject to the provisions of these arrangements.

Article 14: KIBUAA Board of Trustees and Patron

The Alumni trustees shall consist of:

- | | |
|--------------------------------|----------------------------------|
| i. Patron | vi. The University Legal Officer |
| ii. Vice-Chancellor | vii. Director OCS |
| iii. Deputy Vice-Chancellor | viii. KIBUAA Chairperson |
| iv. Finance Officer | ix. KIBUAA Secretary General |
| v. Director, Quality Assurance | x. KIBUAA Treasurer. |

14.1 Mandate

The Board of Trustees shall:

- i. Provide advisory role to the Association and for that purpose shall give directions to Alumni Council as to the manner in which, within the law, they shall perform their duties.
- ii. Preside over a 14-day transition period during which exiting outgoing Office Bearers shall handover to incoming Office Bearers and provide them with all the necessary documentation and induction.
- iii. Safeguard the assets of the Association.
- iv. 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 Alumni Council in charge.

The patron shall be nominated by the Kibabii University Council in liaison with the Alumni Council.

Article 15: Amendments to the Constitution

Any amendment to this Constitution shall be subject to the following:

- i. Any proposal shall be forwarded to the Secretary General in writing and shall be signed by the proposer and seconder who both shall be Active members of the Association.
- ii. The Alumni Council shall consider the proposal, and shall include the proposal in the agenda of the AGM or an SGM convened for this purpose.
- iii. No decision to amend this Constitution shall be valid unless the proposal is approved by not less than two-thirds (2/3) of Active members present and voting at the AGM or an SGM convened for that purpose. If approved the amendment shall be forwarded to the University Senate within thirty (14) days after the meeting and the amendment shall not come into force until it has been approved by the University Council.
- iv. Any adopted amendment(s) to this constitution shall be binding to all members including those who voted against them.

Article 16: Interpretation this Constitution

In the event of any question or matter pertaining to the interpretation of this Constitution, the Alumni Council shall have the power to use their own discretion. The decision of the Alumni Council shall be final unless it is reversed at a General Meeting of the members in consultation with the Board of Trustees.

Article 17: Dissolution of the Association

The Association shall not be dissolved except by a resolution passed at a General Meeting of members by two third (2/3) majority of the entire membership voting. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further General Meeting which shall be held thirty (30) days later. Notice of the second General Meeting shall be given to members of the Association at least 14 days before the date of the meeting. The quorum for the second meeting shall be at least one-half (50%) of the entire membership.

If the Association is dissolved the assets of the Association, after payment of any debts subject to verification of the Association and defraying the expenses of dissolution, shall be transferred Kibabii University through the OCS under the custody of the Board of Trustees.

Notification to dissolve shall be communicated in writing to the University Council upon recommendation through the Senate and signed by at least three members of the Alumni Council.

When the dissolution of the Association has been granted by the University Council no further action shall be taken by any member of the Association or Alumni Council in connection with the aims of the Association other than to collect and hand over all the assets of the Association to the Auditor, who shall effect the dissolution as provided for in this Constitution and in accordance to the Laws of Kenya.

Article 18: Miscellaneous

No person may, except with the written consent of the Alumni Association use the word KIBUAA in furtherance of, or as, or in connection with any advertisement for any trade, business, calling or profession.

Whereas KIBUAA recognizes the constitutional guarantee for freedom of association and assembly and fully prescribed to that guarantee KIBUAA shall not permit its premises and other facilities to be used as an office or for the purpose of the management or promotion of any political party.

Unless specifically authorized to do so by the Alumni Association, no member of KIBUAA shall make public, political or policy statements on behalf of the KIBUAA and if made contrary to this clause, such statements shall be of no effect to the KIBUAA and the Association shall not take any responsibility.