

The  
Management  
University  
of Africa



Sponsored by the Kenya Institute of Management

**THE MANAGEMENT UNIVERISTY OF AFRICA**  
**ALUMNI ASSOCIATION (MUAAA)**  
**CONSTITUTION**

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## INTERPRETATION AND MEANINGS

The words and Acronyms in the first column shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or content:

<u>Word/Acronym</u>	<u>Meaning</u>
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MUA:	Management University of Africa
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University:	Management University of Africa
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MUAAA:	Management University of Africa Alumni Association
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Association:	Management University of Africa Alumni Association
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AGM:	Annual General Meeting
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SGM:	Special General Meeting
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General Meeting:	Annual General Meeting or Special General Meeting
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Board:	Management Board of the Management University of Africa Alumni Association
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Executive Committee:	A standing committee overseeing the management of MUAA by the Board
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## **PREAMBLE**

The Board of Trustees of the Management University of Africa recognizes the existing special relationship between the University and its Alumni and wishes to encourage and expand the contacts between the University and its Alumni. Furthermore, the Board of Trustees recognizes the importance of Alumni in assisting in fundraising for the University, in maintaining and raising the stature of the University worldwide, and supporting the recruitment efforts of qualified and deserving students to attend the University. In order to further the purposes of maintaining, fostering and expanding the unique and special relationship between the University and its Alumni, the Board of Trustees hereby adopts this Constitution for the governance of the Management University of Africa Alumni Association, as a unit of the University.

## **ARTICLE 1: NAME**

The name of the Association shall be the Management University of Africa Alumni Association – MUAAA (here also referred to as ‘the Association’)

## **ARTICLE 2: AUTHORITY**

- 2.0** The Association shall operate under the authority of the University as a unit of the University. In order to use the name of "the Management University of Africa" and receive benefits thereof, the Association shall not be separately incorporated.
- 2.1** The University shall provide a proper place for meetings of the Association and the services of a secretariat.
- 2.2** The Association at an ordinary meeting may discuss and pronounce an opinion on any matter whatsoever relating to the University, and shall do so upon any matter referred to the Association by the Senate.

## **2.3 LIMITATIONS:**

In order for the Association to fulfill its role as a subordinate organization to the University:

- 2.3.1** The Association shall remain subject to the authority of the University and the Board of Trustees.

2.3.2 The Association shall comply with any policies and procedures set forth by the University before entering into all contracts or agreements or incurring any liabilities or obligations.

2.3.3 The Association and its Constituent Units shall strictly adhere to all policies and procedures adopted by the University.

## **ARTICLE 3: PURPOSE**

### **3.0 VISION**

Promote the Management University of Africa's mandate to the industry, workplace, and society throughout Africa.

### **3.1 MISSION**

Mobilize the Alumni to support the advancement of the Management University of Africa financially, intellectually and socially and to maintain good relations between the management and the University.

### **3.2 OBJECTS**

- i) To raise and maintain the stature of MUA worldwide
- ii) To support the recruitment efforts of qualified and deserving students to attend MUA.
- iii) To create an environment where the Alumni can associate and or interact either socially and or professionally with each other and MUA
- iv) To assist MUA to raise funds needed for its smooth operation including but not limited to funds required for scholarships offered, various construction projects, equipment and study materials required and any other purpose as identified by MUA
- v) To support the academic departments and programs offered by MUA giving input on improvements areas to ensure that the same meet statutory, academic, industrial and societal needs and standards
- vi) To organise and or support various events aimed at fostering interactions between the Alumni, MUA and its student body including

but not limited to career fairs, mentorship programs, retreats, and professional forums

- vii) To form chapters of the Alumni in the schools established by MUA throughout the Country or as the case may be and to reach out to various professionals to mentor the students of such schools as deemed fit
- viii) To form coordination offices of the Alumni within the county and the rest of the world to reach its members
- ix) To promote, improve and protect the interest of the members and the Alumni's welfare
- x) To establish collaborative links with other Alumni associations of other Universities of Academic institutions and such other organisations with similar interests as shall be deemed fit in Kenya and throughout the world.
- xi) To participate in the deliberations of MUA's Senate and Council and any other meetings held in the interest of the Alumni and MUA
- xii) To pursue the above listed objectives independent of political, religious, gender, racial, tribal bias or any form of discrimination whatsoever
- xiii) To perform such other functions as maybe delegated or assigned by the Chancellor.
- xiv) To practice such other activities as deemed fit provided that they are lawful and acceptable to the Universities Act any other applicable law and the association.

## **ARTICLE 4 - MEMBERSHIP**

**4.0** Membership is open to all graduates, associate, affiliates of the Management University of Africa and such other members as may be provided for herein.

### **4.1 MEMBERSHIP FEES**

To be a member one shall be required to pay a non-refundable subscription fee and the annual membership fees which shall be set by the Executive Committee and

approved by the members in the Annual General Meeting (here after referred to as 'AGM') from time to time.

### **4.3 CATEGORIES OF MEMBERSHIP**

4.3.1 The following shall be the categories of membership:

- (i) Ordinary Membership
- (ii) Associate Membership
- (iii) Affiliate Membership
- (iv) Special Membership
- (v) Honorary Membership
- (vi) Ex- Officio Members

#### **4.3.2 Ordinary Membership**

This shall comprise all graduates of the University upon payment of membership and subscription fees.

#### **4.3.4 Associate Membership**

This shall comprise graduates of other Universities and Institutions who are non teaching employees of the University with common interest in Association. They shall apply for membership and upon acceptance of their application pay the membership and subscription fees.

#### **4.3.5 Affiliate Membership**

This shall comprise graduates from other Universities interested in identifying with the University upon payment of membership and subscription fees.

#### **4.3.6 Special membership**

This shall consist of parents of past and present students, well wishers, friends, and development partners interested with the growth and development of the University. This membership shall be given by the Executive Committee of the Association to persons who have made significant contribution to the University towards achieving its objectives.

#### **4.3.7 Honorary Membership**

Shall comprise highly placed individuals in the society, distinguished for their work which the Association can identify and associate with towards meeting its objectives. Honorary Members of the Alumni shall be:- Professors in the University, all present and past members of the teaching staff of the



University (including for this purpose: Emeritus Professors and honorary Professors) who upon payment of subscription fees and the membership fees as determined from time to time by the Association AGM shall be admitted to membership provided such members shall not belong to some other category of membership.

#### 4.3.8 Ex- Officio Members

The Chancellor, Council Members, Members of the Board of Trustees, Vice-Chancellor, Deputy Vice - Chancellors, and the appointed Secretary to the Association shall have Ex-Officio membership of the Association over and above any other type of membership of the Association such a member may have. Upon cessation of Ex-officio membership a member shall be eligible to resume his/her other type of membership or apply to be a member.

### 4.4 CESSATION OF MEMBERSHIP

4.4.1 A member shall cease membership voluntarily, upon death, when disciplinary measures result into expulsion, when he/she ceases to make annual membership renewals as provided for in this Constitution, or if he/she becomes mentally incapacitated.

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

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

4.4.4 Any member may be expelled or suspended from active membership as per Article 10 of the Association if he or she works contrary to its wellbeing or contrary to the mission and vision of the University. This clause shall not apply in the case of Ex- Officio members; instead such a matter shall be reported to the member's relevant superior office or organ by the Chair of the Association.

### 4.5 RIGHTS OF A MEMBER

#### 4.5.1 Ordinary Members

Ordinary members shall have the following rights, duties and obligations:-

- (i) Unlimited access to this Constitution including (a copy in Braille to blind members if they be)
- (ii) To inspect books of accounts upon issuance and before the general meeting.
- (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 Association facilities, or any other unlawful means of which disciplinary actions will be considered.

**4.5.2.1 Associate, Honorary, Affiliate, Ex-officio and Special Members not Originally Ordinary members**

They shall have the same rights, privileges, duties and obligations of ordinary members with the exception of section 4.5.1 (v) of this Article.

**ARTICLE 5 - GOVERNANCE**

**5.0 MUAAA MANAGEMENT BOARD**

- 5.0.1** The Association shall be governed by a Management Board (here after referred to as the 'Board').
- 5.0.2** The Board shall consist of at least five (5) but not more than fifteen (15) members, drawn from the Alumni membership in accordance to Article 4.
- 5.0.3** The members of the Board shall be in office for a three (3) year term, renewable once, i.e. a maximum of two (2) terms.
- 5.0.4** After two (2) terms a Board member must step down for three (3) years, but then will be eligible for re-election thereafter.
- 5.0.5** Each year one third of the elected board members, or the nearest number, shall retire in the AGM but shall be eligible for re-election subject to clause 5.0.3 of this Article.
- 5.0.6** The members to retire shall be the longest serving in office at the time and in case of a tie they shall agree among themselves who is to retire failure to which the decision shall be made by casting lot.
- 5.0.7** A vacancy in the Board falling vacant by the retirement of a member of the board according to the aforementioned manner shall be filled by way of

elections in the same AGM meeting unless the meeting passes a resolution not to fill the position.

- 5.0.8** The AGM may from time to time by way of ordinary resolution increase or reduce the number of members of the Association Management Board.
- 5.0.9** An elected member should have been Alumni for at least one year. Notwithstanding the foregoing, members should not be current students of any programs of the University.
- 5.0.10** Any Board member who ceases to be a member of the Alumni shall automatically cease to be a member of the Board, thereof.
- 5.0.11** The Board shall stand dissolved upon formal notification by the Vice Chancellor in consultation with the University Council.

## **5.1 FUNCTIONS OF THE BOARD**

The Board shall:

- (i) Provide overall oversight and leadership for the Association.
- (ii) Provide strategic thinking and direction for the Association in line with the University's strategic plan.
- (iii) Meet quarterly to transact business of the Association unless circumstances deem it fit to meet more frequently. In case of urgent matters where the full board cannot meet, the secretary shall consult with the Chair to convene a meeting with at least four (4) members of the board. The decisions reached at such a meeting shall be subject to ratification at the next full meeting of the board.
- (iv) Be responsible for resource mobilization from Association members, other people, organizations and corporate bodies of good will and other sources befitting the values, mission and vision of the University.
- (v) Guide the process of replacing outgoing members according to this Constitution

## **5.2 MANAGEMENT BOARD MEMBERS & OFFICES**

- 5.2.1** The board shall consist of the following elected members:
- (i) The Chairperson
  - (ii) Vice Chairperson
  - (iii) Treasurer
  - (iv) Organizing secretary
  - (v) Three elected members and the following appointed members
  - (vi) Alumni Coordinator/Secretary
  - (vii) Two nominees of the University Senate all of whom shall be fully paid up members of the Alumni.

### **5.3 DUTIES OF THE OFFICE BEARERS**

#### **5.3.1 The Chairperson shall:**

- (i) Preside over all meetings of the Board.
- (ii) Be charged with ensuring that the Constitution is upheld.
- (iii) Be the liaison person between the University Council and the Association.
- (iv) Represent the Alumni at the Senate and University Council
- (v) Preside over and conduct AGM and Special General Meetings (hereafter referred to as 'SGMs') of the Alumni, and any other meetings or committees unless prevented by illness and other cause.
- (vi) Be an ex-officio member of all Alumni committees
- (vii) Be a signatory to all Alumni financial transactions.
- (viii) Be the official spokesman of the Alumni
- (ix) Be the custodian of the Alumni movable and immovable assets

#### **5.3.2 The Vice Chairperson shall:**

- (i) Perform the duties of the Chair in, the event the latter is absent and while doing so have the same privileges as the Chair.
- (ii) Act as Chair in case of incapacitation, resignation or removal of the Chair as provided for in this Constitution.

#### **5.3.3 The Secretary shall:**

- (i) Deal with all correspondence of the Alumni.
- (ii) Issue notices of meetings.
- (iii) Prepare and circulate the agenda for meetings.
- (iv) Keep a roll containing the names of all persons who are members of Alumni and their membership status.
- (v) Keep records and minutes of all meetings of the Board, the Executive Committee and any other meetings.
- (vi) Receive items of the agenda from the members in the form of motions to be considered in the AGMs.
- (vii) Be in charge of publicity, Public Relations and Corporate Communication of the Board and the Association
- (viii) Head the Alumni Secretariat
- (ix) Be Secretary to the Executive Committee
- (x) As the Returning Officer, put in place an Elections Committee to conduct elections during the AGM

#### **5.3.4 The Organizing Secretary shall:**

- (i) Oversee Association projects as agreed upon by the board.
- (ii) Oversee the formation, development, and activities of the Association Chapters

- (iii) Manage resource mobilization efforts by the Association assisted by the Treasurer.
- (iv) Organize other events of the board other than meetings
- (v) Prepare the calendar of events of the board

**5.3.5** The Treasurer shall:

- (i) Receive and bank under the directions of the Board all monies of the Alumni.
- (ii) Maintain and keep proper books of accounts of the Alumni.
- (iii) With the approval of the Executive Committee, make payments.
- (iv) Prepare and present annual audited books of account to the AGM.
- (v) Be a signatory to Alumni financial transactions.
- (vi) Prepare a budget according to the Association's strategic plan and annual work plan for consideration and approval by the board.

**5.4 THE EXECUTIVE COMMITTEE**

**5.4.1** The Executive Committee shall consist of:

- (i) The Board of the Association
- (ii) One School nominee
- (iii) Three Co-opted members
- (iv) Deputy Vice Chancellors
- (v) The Vice Chancellor

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

5.4.3 The Executive Committee shall be chaired by the Vice Chancellor and in his absence the Deputy Vice Chancellor in charge of Alumni.

5.4.4 The Schools nominees and co-opted members shall serve for a term of three years but can be nominated or co-opted again after the expiry of their term respectively

5.4.5 In its first meeting, the Executive Committee shall co-opt three members from within the membership categories of the Alumni.

5.4.6 The Executive Committee shall be mandated by the Association members to:

- (i) Discuss and execute policy matters on behalf of the members.
- (ii) Stipulate regulations for day to day activities of the Alumni
- (iii) Maintain discipline within the Alumni

- (iv) Approve budgets and reports of the Alumni for AGM.
- (v) Award scholarships to potential beneficiaries.
- (vi) Disburse Alumni finances.
- (vii) Perform an oversight role on the Associations management
- (viii) Award honorary and special Alumni membership to deserving members
- (ix) Form ad-hoc Committees where necessary
- (x) Discuss any other business referred to it by the AGM or the University Council.

## **ARTICLE 6: SECRETARIAT AND CHAPTERS**

### **6.0 MUAA SECRETARIAT**

- 6.0.1 There shall be a Secretariat based at the University in Nairobi.
- 6.0.2 The head of the Secretariat shall be the University Alumni Coordinator who shall be a University employee.
- 6.0.3 The Secretariat staff shall comprise hired personnel, interns, work-study students, or volunteers.
- 6.0.4 The Secretariat shall facilitate the work of the Board.
- 6.0.5 The secretariat staff shall perform specific day to day tasks of the Association on behalf of the Board.
- 6.0.6 The Secretariat shall perform the following functions:
  - (i) Develop annual work plan based on the strategic plan of the Association.
  - (ii) Coordinate the work of MUAA Chapters.
  - (iii) Mobilize Alumni in specific Chapters.
  - (iv) Disseminate information about the University to the Alumni.
  - (v) Collect and collate information about Alumni and Alumni activities
  - (vi) Support the Board in coordinating the Associations events
  - (vii) Any other functions determined by the Board from time to time.

### **6.1 MUAAA CHAPTERS**

- 6.1.1 There shall be Chapters of the Association based on geographic location of schools established by the University.

- 6.1.2 These Chapters shall comply with the vision, mission, and core values in this Constitution.
- 6.1.3 The Chapters shall plan, implement and coordinate Chapter activities in liaison with the Association Board.
- 6.1.4 Members wishing to form a Chapter shall apply to the Association's Executive Committee through the Committee Secretary.
- 6.1.5 No Chapter shall operate without the approval of the Association Executive Committee.
- 6.1.6 The minimum membership for a Chapter shall be twenty (20) paid up members.
- 6.1.7 Each Chapter shall elect a Management Committee of not more than seven members. The Chair of the Management Committee shall liaise with the Association Board through the Secretary.
- 6.1.8 Functions of the Chapters shall be:
- (i) Hold Chapter meetings
  - (ii) Recruitment of Association members
  - (iii) Solicit for funds, scholarships and bursaries within the confines of the Executive Committee
  - (iv) Solicit for placement of graduates of MUA
  - (v) To implement the resolutions of the Executive Committee
  - (vi) To carry out the projects within their specialization with consultation and approval of the Executive Committee.
- 6.1.7 The School Chapters shall:
- (i) Submit quarterly reports to the Executive Committee, through the Association Treasurer, on the Chapter's financial transactions.
  - (ii) Be subsidiary to the Association Board and submit annual reports to the AGM through the Board.

## **ARTICLE 7: MEETINGS**

### **7.0. TYPES OF MEETINGS**

The following meetings shall be held:

- (i) The Annual General Meetings (AGMs)
- (ii) The Special General Meetings (SGMs)

- (iii) The Executive Committee Meetings
- (iv) Management Board Meetings
- (v) Ad hoc Committee Meetings

## **7.1. THE AGM**

7.1.1. The AGM shall be held not later than 31st March of each year. The notice and agenda shall be sent to all members not less than 21 days before the date of the meeting. The audited accounts and balance sheet shall also be circulated to all members alongside the notice or as per clause 9.4.2 of Article 9.

7.1.2. The agenda for the AGM shall consist of the following:

- (i) Reading of the Notice convening the Meeting
- (ii) Apologies for absence
- (iii) Adoption of the Agenda
- (iv) Confirmation of the minutes of the previous AGM
- (v) To receive and adopt the Chair's Report
- (vi) To receive and adopt the Treasurer's report
- (vii) To receive and adopt the Chapter reports
- (viii) Election of Board Members
- (ix) Such other matters as the Executive Committee may decide or as to which notice shall have been given in writing at least two weeks before the date of the meeting.
- (x) Any other business, which with the approval of the Chair, will be received for information.

## **7.2. THE SGM:**

- (i) May be called for a specific purpose by order in writing to the Secretary of not less than 200 members or one third of the members, whichever is lower. Such meeting will be held not less than 21 days from the date of request. No matter shall be discussed other than the stated request.
- (ii) May 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.

7.2.1. Quorum for meetings (7.1 and 7.2) shall be thirty (30) members



7.2.2. The Vice Chancellor or the Deputy Vice Chancellor in charge of Alumni shall be present to represent the University Management at the general meeting.

### **7.3. 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.
- (ii) The quorum for Executive Committee meetings shall not be less than one half of the members.
- (iii) Notice and Agenda of such meetings shall be given at least fourteen (14) days before the date of the meeting.

### **7.4. PROCEDURES AT AGM AND SGM**

The Association's AGM and SGM meetings shall be conducted under the following guidelines:

- (i) The Chair of the Alumni shall chair all the meetings and in his/her absence the Vice Chair.
- (ii) The Secretary shall take the minutes of all the meetings.
- (iii) The Chair 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 Chair shall have a casting vote except in the case of elections which shall be guided by Article 8.
- (v) Meetings shall normally start on the time stated in the notice with a provision of 30 minutes to attain quorum.

### **7.5. PROCEDURES AT BOARD AND EXECUTIVE COMMITTEE MEETINGS**

- (i) At all meetings of the Association, the Chair, or in his/her absence, the Vice Chair shall chair the meeting.
- (ii) The Chair may, at his/her discretion, limit the number of persons permitted to speak in favor for and against a motion.
- (iii) Resolutions shall be decided by a simple majority vote by a show of hands. In case of a tie the Chair shall have a casting vote.

## **ARTICLE 8: ELECTIONS**

8.0 The election of members of the Board shall be held at the AGM.

8.1 Any paid up ordinary member of the Alumni shall be eligible for election to any one of the vacant offices.

8.2 The Secretary shall prepare a roll containing the names of all persons who are members of Alumni according to the provisions Article 4, and the roll shall be conclusive evidence that any person whose name appears thereon at the time of his/her claiming to vote in an Alumni general meeting is entitled to vote and that any person whose name does not appear thereon is not entitled to vote.

### **8.3 ELECTIONS PROCEDURE:**

- (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 one candidate receives a simple majority
- (iii) The elections shall be organized by a Returning Officer who shall be the sitting Secretary to the Executive Committee
- (iv) The nomination papers for a candidate must contain the names and signatures of at least fifteen (15) proposers who must be current ordinary paid-up members of the Association.
- (v) Each candidate shall collect the nomination papers from the Secretariat on or at least seven (7) days before the election date and return at least two (2) days before the date of the election.
- (vi) The Returning Officer shall prepare and publicize a statement to the members of the Association showing persons who have been validly nominated

### **8.4 SPOILT VOTES**

8.4.1 During the counting of ballots papers:

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

8.4.2 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 for which candidate it was cast.

### **8.5 ELECTION OFFENCES**

8.5.1 An election offence shall disqualify a candidate from the election.

8.5.2 For purposes of this section, an election offence shall include:

- (i) Rigging
- (ii) Harassment
- (iii) Use of forceful means

- (iv) Intimidation
- (v) Giving false information
- (vi) Campaigning on the election day and or any other act or omission which defeats the tenets of free and fair elections in the view of the Executive Committee

8.6 The Electoral Committee shall stand dissolved, if there is no election petition against election results and the elected officials have assumed office.

8.7 In the event of a petition against election result by any person, the electoral committee shall wait to act on the resolution reached by the elections appeals committee constituted by the Deputy Vice Chancellor in charge of Alumni on the said petition before it stands dissolved.

8.8 Any decision as to what shall be taken as spoilt shall be taken by the Returning Officer in the presence of agents of the candidates. The decision shall be final.

8.9 The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot papers.

8.10 The Returning Officer shall prepare and publicize a statement to the members of the Association showing persons who have been elected to the Board.

## **ARTICLE 9: FUNDS**

### **9.0 INCOME**

9.0.1 All monies and funds shall be received by the Treasurer through the secretariat, receipted and deposited in the Association designated funds account.

9.0.2 Proper books of accounts shall be kept in accordance with accepted accounting practice.

9.0.3 The sources of funds for the Association shall include but not limited to the following:

- (i) Membership and subscription fees.
- (ii) Grants, donations and legacies accepted by the Board on behalf of the Association subject to clause 5.1 (iv)
- (iii) Registration fees for participation in the Association events.
- (iv) Net income from publication and sale of souvenirs and other materials approved by the Executive Committee.
- (v) Any other fund raising activities approved by the Executive Committee.

## **9.1 EXPENDITURE**

- 9.1.1** All moneys received must be applied with thrift and stewardship to provide maximum benefit to the Association.
- 9.1.2** Funds belonging or meant for the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.
- 9.1.3** The funds of the Association may only be accrued for the following purposes:
- (i) Petty cash for running the office, which must be approved by the Board
  - (ii) Funding of projects approved by the Board
  - (iii) Honoraria for Board and Executive Committee members as set from time to time by the University Council.
- 9.1.4** The treasurer shall ensure all financial transaction are entered into the books of account and availed to the Auditor at an appropriate time.
- 9.1.5** No payments shall be made out of the Association account outside the budget approved by the Executive Committee without approval of the Chair of the Executive Committee authorizing such payments.
- 9.1.6** All payments shall be made in following the payment procedures of the University and shall be approved by the Chair of the Executive Committee upon request of the Association Treasurer through the Alumni Coordinator.
- 9.1.7** Petty cash, in an amount to be decided by the Board, may be kept by the Alumni Coordinator for which proper accounts shall be kept.
- 9.1.8** Audited financial report shall be submitted in writing by the Treasurer to the Executive Committee for examination and finally to the AGM for approval.

## **9.2 SIGNATORIES OF THE ASSOCIATION ACCOUNT:**

- 9.2.1** The Association may, subject to approval by the University Council, operate a bank account.

The signatories shall be:

- (i) The Association Board Chair
- (ii) The Association Treasurer
- (iii) The Chair of the Executive Committee

## **9.3 BOOKS OF ACCOUNT**

All financial transactions shall be entered into books of account by the Treasurer and such books of accounts shall be availed to the University Auditor for verification.

#### **9.4 AUDITING OF BOOKS OF ACCOUNTS**

9.4.1 The accounts of the Association shall be audited by the University Internal Auditor at least four weeks before the AGM.

9.4.2 The audited accounts and balance sheet shall be circulated to the Association members after approval by the Executive Committee not later than fourteen (14) calendar days before the A.G.M.

#### **9.5 FINANCIAL BENEFITS FOR BOARD AND EXECUTIVE COMMITTEE**

9.5.1 The financial allowances and benefits of the members of the Board and Executive Committee shall be set and reviewed by the University Council. Their disbursement shall be approved by the Vice Chancellor based on evidence of sustainability of the Association.

9.5.2 The financial year of the Alumni shall be from 1st January, to 31st December

### **ARTICLE 10: DISCIPLINE**

10.0 For purposes of this Constitution, discipline shall mean compliance to the rules of proper conduct as embodied in the Constitution, University Statutes and such other policies of the University and Association rules passed in the General Meeting.

10.1 Discipline among members in the conduct of the affairs and operations of the Association shall be enforced by the Executive Committee.

#### **10.2 DISCIPLINARY COMMITTEE**

10.2.1 The Executive Committee shall appoint a disciplinary committee made up of at least three members of the Executive Committee and two ordinary members to determine measures to be taken against errant members.

Such measures may include:

- (i) A written warning to the member signed by the Chair of the Executive Committee

- (ii) Suspension of a member from the activities of the Association for a duration of three months to two years
- (iii) Withdrawal or cessation of membership

**10.2.2** The following shall constitute offences:

- (i) Negligently refusing to attend meetings in line with clause 11.2 of Article 11.
- (ii) Portrayal of disruptive or unruly behavior in meetings.
- (iii) Conduct likely to bring the Alumni into disrepute or prejudice the well being Alumni activities, services or facilities.
- (iv) Withholding, embezzling or misappropriation of Alumni funds
- (v) Committing electoral offence as in Article 8.

## **ARTICLE 11: REMOVAL OF A MEMBER OF THE BOARD**

11.0 An elected Board member may be removed from office under proceedings of Article 10

11.1 A Board member may also be suspended or expelled following a resolution to do so by a majority of at least 2/3 of the Board members.

11.2 Any Board member who is absent from four consecutive meetings of the Board for which he/she had been effectively notified as required in Article 7 and by the spirit of this Constitution without a legitimate apology shall forfeit his/her membership of the Board and will not be eligible for re-appointment.

11.3 An elected Board member may also be removed by a Vote of no Confidence in the AGM

11.3.1 Any motion proposing a vote of no confidence on an elected Board member shall originate from only paid up members who shall table it at an AGM, after a written notice of not less than fourteen (14) days, to the member who is the subject of the motion, through the Secretary, stating the grounds of such motion. The Executive Committee shall review the motion and the grounds given there of before it is tabled in the AGM. If after the person who is the subject of the motion is given an opportunity to respond to it in the meeting and after voting by show of hands, the motion is supported by not less than half of the paid up members present, the motion shall be carried and the member shall cease being a board member of the Association and a fresh election shall be held in that AGM to fill the position.

11.2 A motion of no confidence on any Board member shall only be moved for:

- (i) Blatant violation of the provisions of this Constitution or
- (ii) Gross misconduct or

- (iii) Persistent inability and failure to execute the duties of his or her office as provided in this Constitution or
- (iv) Financial mismanagement

## **ARTICLE 12: AMMENDMENTS OF THE CONSTITUTION**

Once adopted, amendments to this Constitution of the Management University of Africa Alumni Association shall be approved by at least two-thirds majority of the paid up members of the Association in a General meeting.

## **ARTICLE 13: DISSOLUTION**

The Association is recognized by the Council of the Management University of Africa and the University Statutes and thus can only be dissolved by the University Council.

## **ARTICLE 14: TRANSITIONAL CLAUSES**

- 14.0 This Constitution shall take effect immediately it is approved at an SGM of the Association.
- 14.1 For the purposes of conducting nominations for Board members, an interim ad hoc committee shall be constituted by the Vice Chancellor and have the powers as specified in the Constitution to conduct nominations, vet the nominees, and conduct elections.
- 14.2 The interim ad hoc committee shall stand dissolved within one month after the installation and handing over to the elected Board of the Association.
- 14.3 Once the Board is duly constituted, this transition statement shall be deleted from this Constitution.