

Kenya Methodist
University Alumni
Association
(KeMUAA)

**Constitution and
Election Process By
laws**

Revised April 2017

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CHAPTER I: PREAMBLE

The Kenya Methodist University (KeMU) Alumni Association (KeMUAA) is a recognized governance organ of the Kenya Methodist University (University Act 2014, IV.34). The Association is constituted to operate in accordance with the University Policies, By-laws, and University Charter and the relevant Acts of parliament of Kenya.

It is envisaged to foster the mutual interaction of all the graduating students of the University towards the development of the University in accordance to its values and stipulated frameworks. KeMU Alumni Association will endeavor to increase the awareness of the University Alumni through its member services, programmes and special events.

This document is the Constitution of the KeMU Alumni Association (hereafter referred to as KeMUAA or Alumni Association, the provision for which is stipulated under the Statutes of the University constitution. The document includes regulations for the internal Management and administration of the Alumni Association.

ARTICLE I: NAME

Section 1: The official name of this organization shall be the Kenya Methodist University Alumni Association, hereafter referred to as the KeMUAA.

ARTICLE II: PURPOSE

Section 2: **Mission:** To Connect, Engage, Succeed and Celebrate the Alma mater as well as the University

Section 3: **Goals:**

- i. To mobilize all the graduates of the KeMU from different years to actively participate in the mission of KeMUAA as active members, elected officers and ambassadors of KeMU.
- ii. To promote active involvement and mutual interactions of the present Alumni and Continuing Students along with the University vision, values and mandate.

Section 4: **Vision:** To be an association that is made up of both dynamic and holistic members who are a valuable resource to the University and the Community at large.

Section 5: Objectives

The association's objectives are

- i) To nurture, maintain and support a mutually beneficial relationship between alumni and the University.
- ii) To partner effectively with the Alumni members by offering programs/initiatives that foster campus traditions and perpetuate a passion for a life-long involvement with the University.
- iii) To build relationships and a sense of companionship among continuing students and alumni
- iv) To engage alumni and students through the continuation of University tradition
- v) To recruit alumni who will actively promote KeMU and showcase the Alumni Association as an essential partner of the University
- vi) To inspire the global alumni community to feel connected and supported through programs and services designed to promote the spirit of lifelong success and alma mater pride.
- vii) To promote the interests of the University and to aid its development.
- viii) To fundraise for important University projects.
- ix) To promote, strengthen and leverage continuing students for their viable industrial attachments and placements after graduation.
- x) To liaise with other alumni associations of other institutions of higher learning both locally and internationally for the collaborative advantages to its members.
- xi) To recognize and appraise significant contributions of the Alumni members to the KeMUAA Endowment Fund

ARTICLE III: MEMBERSHIP AND BENEFITS

For the purpose of this constitution the members of the association shall be:

Section 1: Active Members and benefit:

- i. All graduates of Kenya Methodist University who have fully paid their Annual Subscription to the association.
- ii. Members who in addition to clause i) proactively participate in more than a third of regular Alumni activities.

- iii. Members who proactively promote the mission and goals of the Alumni.

Benefits

- i. Eligible for election into the Executive Committee of the Association.
- ii. Eligible to vote in the meetings including the Alumni AGM.
- iii. Eligible for appointment into the Advisory Board of the Association.

Section 2: Associate Members and benefit

- i. All graduates of Kenya Methodist University who have defaulted on their Annual Subscription to the association for two consecutive fiscal years.
- ii. Members who have enlisted in the Alumni Chapters in their respective regions or professions.
- iii. Member who associate with Alumni Mission and Activities in a given calendar year but may not be active as prescribe in Section 1 of the membership article.
- iv. Members who proactively promote the mission and goals of the Alumni.

Benefits

- i. Shall be eligible to attend meetings and events but cannot participate as an official of the association neither can they vote in any Alumni program or event.

Section 3: Honorary Members and benefit

- i. University Chancellor, Council Members, Board of Trustees, Vice Chancellor, Deputy Vice Chancellor, Principals, Professors, fulltime staff members, friends of the alumni association and all recipients of the University's Honorary Awards, as may be nominated by the alumni advisory board.

Benefits

- i. Eligible for appointment into the Associations Advisory Board and for any special duties that require an expertise they have on behalf of the Association in pursuit of its Mission and Goals.
- ii. Can participate in the associations social events
- iii. Not eligible to vote or to be elected as an official of the executive team

Section 4: Life Members and Benefits

- i. The members who satisfy the requirements envisaged in sections 1, 2, 3 and 4 of this article for at least three consecutive Years and have paid the prescribed life membership fee.

Benefits

- i. Eligible for election into the Executive Committee of the Association.
- ii. Eligible to vote in the Associations meetings including the Alumni AGM.
- iii. Eligible for appointment into the Associations Advisory Board and for any special duties on behalf of the Association in pursuit of its Mission and Goals.
- iv. Eligible to attend/participate in the association's social meetings.

Section 5: Expulsion

- i. Any member may be expelled from active or life membership if the alumni advisory board so recommends and if a general meeting of the association shall uphold this advisory by a two-thirds majority of the members present.
- ii. The grounds for such expulsion which include but not limited to the said members gross conduct that has adversely affected the reputation or dignity of the association or proven punitive contravention of any of the by-laws of the association.
- iii. The member will be summoned, heard and duly advised on the recourse action by a majority seating Advisory Board and Executive Committee pending the next AGM ratification as may be so determined.

Section 6: Default on subscription

- i. Any active member who shall fall into arrears with his/her annual subscriptions for two or more consecutive years shall to be designated as an associate member of the association with benefits limited to this category as stipulated in Sections 2 of this Article.
- ii. The Association will reinstate such a member to the active member category six months after the payment of all the arrears up to the date of consideration.

Section 7: Non Discrimination

- i. Membership in this association shall not discriminate against any Alumni member regardless of their race, national origin, color, religion, sex, age so long as each member upholds the stipulated values and principles of the Association and KeMU.

Section 8: Register of Members

- ii. The Director of Alumni Affairs shall at all times maintain an up to date Register of members as at the beginning of the Alumni year. The Alumni year shall run from January to December.
- iii. The register will be verified and authenticated and members appraised on their status at every AGM.

Section 9: Membership Benefits

- i. The association shall from time to time determine and customized services and special privileges for members and shall have the absolute discretion to restrict these privileges to any member or category of members
- ii. Every active member will be duly issued with the association ID
- iii. Opportunity to be appraised and network with the massive number of Professional members from diverse sectors and fields.
- iv. Access to the University facilities, discounts and resources at preferential consideration.
- v. Due recognition by the University as may merit
- vi. Information appraisals and updates on KeMUAA and affiliate bodies for mutual benefits.

Section 10: Rights of members

Every member of the Association shall unless otherwise provided in the sections above, enjoy the following rights

- i. A right to participate in the affairs of the Association
- ii. A right to vote and be voted for
- iii. Freedom of speech and expression of opinion.
- iv. A right to inspect the books of accounts of the Association upon a written notice of at least seven (7) days.

Section 13: Limitations

Enjoyment of member's rights and privileges will be limited by the following

- i. None payment of annual membership fee
- ii. Abrogation of the provisions of the constitution

ARTICLE IV: MEMBERS SUBSCRIPTION

Section 1: Subscription Fee: Members shall pay an annual membership subscription fee as follows:-

- i. Ordinary membership per annum Ksh. 2,000/=
- ii. Life membership Ksh. 50,000 /=-

Section 2: Review of subscription Fee

- i. The KeMUAA Advisory Board and or Executive Committee will from time to time review and recommend the annual subscription to be paid by members of the association.
- ii. This will be approved by a resolution of two thirds of the members voting at an annual general meeting.

CHAPTER II: ORGANIZATION STRUCTURE

ARTICLE I: THE ALUMNI ADVISORY BOARD

The Association shall receive operational policy guidance, support and appropriate advice by the Alumni Advisory Board.

Section 1: Composition

The board shall comprise of the following:

- i. Chair of the KeMUAA Executive Committee.
- ii. 3 prominent Alumni members with a good standing in the country and internationally
- iii. 1 Representative of the University Management.
- iv. 1 Representative of a select professional association.

Section 2: Appraisal and Appointment

- i. The Executive Committee will recommend names of designated prospects of Board membership for appointment by the AGM of the Association by a simple majority of more than 50% of participating members. Eligible Alumni members shall be given preferential consideration in this appraisal.
- ii. The Executive Committee shall appraise for appointment to the AGM a Chairperson of the Advisory Board. The eligible members for appointment shall serve for one term of three years with a renewal of one more term of such duration by the AGM.
- iii. The Appointed and constituted members will elect a Chairman of the Board amongst themselves.
- iv. The Chair of KeMUAA shall NOT be Chair of the Advisory Board but a member.
- v. The AGM shall have the discretion to reappoint or otherwise determine the suitability of any Board member to continue serve in this capacity in the course of their 2 Year Term, renewable for only one more term of two years.

Section 3: Meetings

- i. The Advisory Board shall hold at least one meeting per annum and hold further meetings as may be deemed necessary.

Section 4: Terms of Reference

- ii. Subject to the laws of the University, The KeMUAA Advisory Board shall conduct its affairs and procedures as it deems fit. KeMUAA Advisory Board shall have general supervision of the affairs and efficient operations of KeMUAA in pursuit of its Strategic Plans and other enablers for its vision and mission.
- iii. In consultation with the Executive Committee, the Advisory Board will appraise Special Taskforces/Consultants for any specific assignments that are outside the mandate of the Executive Committee on behalf of the Association.
- iv. The Board shall receive an Annual status report for their input and appraisal for presentation to the AGM of the entire Associations membership.

ARTICLE II: EXECUTIVE COMMITTEE

The Association shall have an Executive Committee to oversee its day to day operations towards the realization of the Associations Vision, Mission, Goals Objectives as well as the AGM resolutions in accordance to the stipulations of this constitution within the confines of all attendant legal framework.

Section 1: Composition

The Executive Committee shall comprise of:-

- i) The Chair person
- ii) The Vice Chair-person
- iii) The Secretary General
- iv) Treasurer
- v) Chapter Secretary for each Campus of the University
- vi) A Representative of each school of the University
- vii) Director of Alumni Relations (Ex-Officio member)

Section 2: Appraisal and Appointment

- i. All office bearers shall have been duly elected as per the provisions of the electoral processes of this constitution except for the Director of Alumni affairs and the representatives from each school.
- ii. The elected officials shall be appointed to hold office for a term of 3 years.
- iii. The elected officials will be eligible for re-election for a second and final term of 3 years.
- iv. The Director of Alumni Relations will be a staff of the University seconded to the Alumni office to work with the Executive Committee.

Section 3 : Termination

The terms of service of any Office bearers will be terminated in lieu of completion under any of these circumstances:

- i. If expelled from the active membership of the Association for gross misconduct or punitive abrogation of the stipulations of this constitution.
- ii. If unable to completely serve by reason of life circumstances or health as well as personal considerations as will communicated to the Chairman, Advisory Board and or the Chairperson, Executive Committee.
- iii. Not resident in the Country on fulltime for a period exceeding 1 Year.

Section 4 : Term Limit

All elected office bearers shall be eligible to hold office for a maximum of two terms.

ARTICLE III: DUTIES OF THE OFFICE BEARERS AND THEIR QUALIFICATIONS

Section 1: Chair Person

- i. The chairperson shall unless by illness or other sufficient cause, preside over all Meetings of the association and at all general meetings.
- ii. Shall oversee all operations, functions and activities of the association committees
- iii. Appoint such committees as are necessary to carry out the programs of the alumni Association effectively.
- iv. Serve as an ex-officio member of all sub committees.
- v. Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in this constitution.
- vi. Shall exercise general supervision over the management of the association.
- vii. Report in details the operations and affairs of the association and also give updates to the members at the annual general meeting.
- viii. Shall be a signatory in all bank transactions on behalf of the association.
- ix. Shall be expected to act in the best interests of the association at all times.
- x. Shall be a member of the alumni advisory board.

- xi. Shall be a member of the University council.
- xii. Shall be present at all KeMUAA functions or assign a designated Executive Committee member to take his/her place.
- xiii. Shall attend any additional functions and perform the duties requested by the Executive Committee so as to show the face of the association, the Chairman should make all available appearances to help establish a strong and professional presence for the association on campus and in the community.
- xiv. Shall keep a detailed record of all duties performed during his/her term (including, but not limited to, emails, documents, notes, etc.) for the next officer that assumes office.
- xv. Shall continuously develop and implement new ideas to improve the Alumni Association, and to promote unity and active involvement in the organization.
- xvi. Shall meet with the KeMUAA Advisory Board Chairperson within every 3 months (quarterly) basis to discuss current activities of the association.

Minimum Qualifications

- Academic Master's Degree

Section 2: Vice Chair Person

- i. Perform any duties of the Chair Person in the temporary or prolonged absence of the chairperson.
- ii. Plan and co-ordinate the membership program of the alumni association.
- iii. Coordinate the elections of the association.
- iv. Shall always help the designated Legal Officer assigned to represent KeMUAA on any legal affair involving conflicts in or changes to the KeMUAA constitution or by-laws.
- v. Shall assist the Chairperson with his/her duties whenever possible.
- vi. Shall oversee the recruitment and registration process of active new members into the association.
- vii. Shall keep a detailed record of all duties performed during his/her term (including, but not limited to, emails, documents, notes, etc.) for the next officer that assumes office.
- viii. Shall continuously develop and implement new ideas to improve KeMUAA, and to promote unity and active involvement in the organization.

Minimum Qualifications

- Academic Master's Degree

Section 3: Secretary General

- i. Shall be present to take minutes at all meetings and maintain accurate records of all alumni association meetings.
- ii. Shall oversee, organize and make necessary arrangements and coordination needed for all events and meetings inclusive of all materials and stationeries.
- iii. Shall issue and maintain all the alumni association directory and also keep attendance at all meetings and events ensuring the Chairman of the Executive Committee and the Chair of the Advisory Board are updated on members status..
- iv. Shall issue notices of meetings and maintain all attendance logs of all meetings.
- v. Present minutes of the previous meetings.
- vi. Solicit input from members for meeting agendas and disseminating agendas prior to meetings.
- vii. Shall on behalf of the committee act as a press spokesperson.
- viii. Undertake any other duties as may be assigned by members in consultation with the chair person.
- ix. Shall in the absence of the chairperson represent the committee in the University Council
- x. Shall prepare a spreadsheet of meetings/events attendance also indicating important dates and information to be presented at Executive Committee board meetings
- xi. Shall work closely with the alumni director to create and distribute member's profile and membership cards and maintain file of all members.

Minimum Qualifications

- Academic Master's Degree

Section 4: Treasurer

- i. Receive and disburse the funds of the association in a prudent manner.
- ii. Shall maintain and record accurately all monies collected from members, events and activities, together with all records of the association's financial status.

- iii. Draft the budget for approval by the association and strive to ensure that the budget is comprehensive including the chapter's budgets.
- iv. Ensure all financial forms and reports prescribed by the government are compiled with as stipulated.
- v. The treasurer is also charged with the responsibility of collecting membership fee/dues and maintaining an updated status of all members' subscription.
- vi. Shall be a signatory in all bank accounts and reports of the association.
- vii. Ensure that all books of accounts are duly prepared and availed for the AGM and members access as provided in this constitution.
- viii. Perform any other assignment as may be directed by the Executive Committee.
- ix. May be allowed to keep a sum not exceeding Ksh 20,000 as petty cash for which proper accounts shall be maintained.
- x. Shall work closely with the alumni executive to seek sponsorships and other funding sources to support the KeMUAA initiatives including, but not limited to: Alumni Grants Program, Student Relations Grants, Endowment Fund, alumni donations, etc.
- xi. Shall be actively involved in all financial decisions concerning the Association in liaison with the KeMUAA executive team and the Advisory Board Chair.
- xii. Shall keep an accurate journal ledger of all financial transactions, and prepare a financial report for the next treasurer at the end of each election cycle.
- xiii. Shall report to the Executive Committee the current balance of KeMUAA account with detailed transactions at every Executive meeting or any other meeting in which the information is required.
- xiv. Shall attend committee meetings involving financial affairs of the KeMUAA as needed.
- xv. To keep a detailed record of all duties performed during his/her term (including, but not limited to, emails, documents, notes, etc.) for the next officer that assumes office.
- xvi. Can initiate fundraising activities and continuously develop and implement new fundraising ventures in conjunction with the Executive Committee.
- xvii. Can oversee operations for fundraising events of the year, and work closely with the Chapter Secretaries and the Alumni Director for Campuses and Faculties for these events.

- xviii. Should work closely with the alumni director for Special Events and Community Service as they organize the main fundraising events of the year in support of the Social responsibility to the University and Society as may deem necessary.
- xix. To keep a detailed record of all duties performed during his/her term (including, but not limited to, emails, documents, notes, etc.) for the next officer that assumes office.
- xx. To continuously develop and implement new ideas to improve the Alumni Association, and to promote unity and active involvement in the organization.

Minimum Qualifications

- Master's Degree
- Professional accounting certificate

Section 6: Chapter/Regional Secretaries and Schools Representatives

- i. Shall co-ordinate and follow up activities in consultation with the Executive committee that would enhance establishment and growth of the chapters
- ii. Shall in liaison with the Alumni Director report on the progress of activities of their respective chapters.
- iii. Keep the alumni association in contact with the community.
- iv. Organize Alumni members within his/her chapter (Region) for community related activities
- v. To organize and all KeMUAA special events and activities in his chapter/region
- vi. Attend all regular executive committee meetings.
- vii. Perform other activities as may be directed by the Executive Committee.
- viii. Draft the chapter budget for approval by the executive committee and strive to ensure that the budget is fully adhered to
- ix. To organize all fundraising activities within his chapter/region as he/she continuously develop and implement new fundraising ventures in conjunction with the Executive Committee.
- x. To continuously develop and implement new ideas to improve the Alumni Association, and to promote unity and active involvement in the organization.

Minimum Qualifications

- Bachelor's Degree

Section 7: Director for Alumni Affairs

- i. To organize all activities/events schedules for all events for which the Alumni Association involvement has been organized
- ii. To prepare summation reports of KeMUAA activities for inclusion in any/all Kenya Methodist University (KEMU) publications.
- iii. To schedule alumni speakers at Annual General Meeting.
- iv. To coordinate member involvement with local KeMUAA chapters and faculty in liaison with the Chapter Secretaries, and to continuously develop and implement new ideas to connect KeMU and KEMUAA.
- v. To arrange Alumni attendance of hallmark KeMU activities (i.e. University Open Days, Prayer Days, Career Days, Graduation, Public Lecturers, Fundraisers etc. etc.).
- vi. To Liaise with KeMU Management, KeMU student's leaders and Faculties regarding the efforts, successes, and needs of the University for support by the association.
- vii. Shall maintain and keep in safe custody all correspondences and records relating to alumni association.
- viii. To keep a detailed record of all duties performed during his/her term (including, but not limited to, emails, documents, notes, etc.) for the next officer that assumes office.
- ix. To continuously develop and implement new ideas to improve the Alumni Association, and to promote unity and active involvement in the Association in the life of the University.
- x. Serve the interests of the Alumni in any designate communities.
- xi. To initiate, organize and develop all new events and activities that relate to alumni service or fundraising throughout the academic year.
- xii. To coordinate members social and student-alumni networking events.
- xiii. Work closely with the executive team to seek sponsorships and other funding sources to support the KeMUAA initiatives including, but not limited to: Alumni Grants Program, Student Relations Grants, Endowment Fund, alumni donations, etc.
- xiv. To make sure the alumni community is aware of all alumni/university events by completing all necessary paperwork and utilizing all available marketing tools including,

but not limited to: Facebook, Twitter, emails, Senior Website, etc., University Events Calendar, etc.

- xv. To continuously develop and implement new ideas to improve the Alumni Association, and to promote unity and active involvement in the organization.
- xvi. To liaise with the vice chair and executive committee in the Coordination of the Electoral processes as stipulate in this constitution.
- xvii. Initiate the procedures of conducting any Alumni elections as stipulated under this constitution
- xviii. To maintain KeMUAA website and update it on a monthly basis. This includes, but is not limited to, posting meeting minutes, adding photo albums following an event in a timely manner, updating member information and adding new member information following recruitment in a timely manner, updating the calendar upon the creation of new events.
- xix. To distribute emails from the KeMUAA email account to the appropriate officers where applicable and appropriately.
- xx. Organize, initiate fundraising activities and attend all KeMUAA Meetings
- xxi. Will be an ex-official in the executive committee
- xxii. Be a member of all established KeMUAA sub-committees
- xxiii. Obligated to uphold the interest of all the stakeholders of KeMUAA
- xxiv. Oversee and work closely with the schools representatives to build and maintain the alumni data base
- xxv. Be a liaison person between the current students, alumni and the university management
- xxvi. Represent alumni interests in the university
- xxvii. Be a signatory to the alumni account
- xxviii. Shall work closely with the Secretary General to create and distribute member's profile and membership cards and maintain file of all members.

Minimum Qualifications

- Academic PhD Degree

ARTICLE IV: MEETINGS OF THE ASSOCIATION

There shall be two categories of meetings:-

- i) Annual general meetings
- ii) Special general meetings

Section 1: AGM

- i. The Annual General Meeting (AGM) shall be held not later than November each year.
- ii. Notice in writing of such an AGM accompanied by the annual statement of accounts and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting and where practicable by press advertisement not less than 14 days before the date of meeting.

Section 2: Agenda of the AGM.

- i. Devotion
- ii. Apologies and Introductions.
- iii. Reading and confirmation of the minutes of the previous Annual General Meeting.
- iv. Matters arising from the previous meeting.
- v. Consideration of Accounts, (income and expenditure statements and Balance Sheet).
- vi. Election of Office Bearers and committee members.
- vii. Appointment of Auditors.
- viii. Such other matters as the Committee may decide or as to which notice shall have been given by a member or members to the Secretary General as provided in this Constitution.
- ix. Any other Business with the approval of the committee chair-person.
- x. The purpose of the meeting shall be specified in the notice convening the meeting.

Section 3: Special AGM

- i. The committee may call a special GM for any specified purpose, with a notice in writing of such meeting not less than seven (7) days before the date thereof.
- ii. The purpose of the meeting shall be specified in the notice convening the meeting.

Section 4: Two Third SGM Notice

- i. A special G.M may also be requisitioned for a specific purpose by notice in writing to the secretary General by not less than two third (2/3) of the members of the Association and such meetings shall be held as shown in section 3 above.

Section 5: Quorum

- i. The Quorum for general meetings shall not be less than 1/3 of the registered members of KEMUAA.

ARTICLE V: PROCEEDINGS AT ALL MEETINGS

Section 1: Meeting Chair

- i. At all meetings of KEMUAA, the chairman or in his absence the Vice-chairman or in the absence of both officers, a member appointed by the meeting shall take the chair.

Section 2 : Permission to Speak

- i. The chairman at his/her discretion may limit the number of persons permitted to speak for or in favor of and against any matter. The person allowed to speak shall remain standing.
- ii. If the chairman rises to intervene in a debate or discussion, the person speaking shall take his/her seat and wait until the chairman permits him/her to proceed.
- iii. The chairman shall have the right, if he so chooses, to refuse any member an opportunity to speak a second time if he has already spoken on the subject under discussion.

Section 3 : Notice To Move a Resolution

- i. Unless the committee gives special permission, a member of the alumni who wishes to move a resolution in the meeting, shall give notice in writing to the secretary general, who will publish the motion to the general meeting 24 hours before the A.G.M.
- ii. The motion shall be signed by the proposer and seconded.
- iii. Where the general meetings permit a resolution to be proposed without a chance notice having been given the mover shall provide the secretary General with a written copy of his/her motion which he/she proposes.
- iv. All motions must be seconded before they can be discussed in the general meeting.
- v. Motions brought to the general meeting on behalf of the KEMUAA committee shall be moved by the person presenting the committees business (provided that he/she is a committee member) and seconded by another member of the annual general meeting.

- vi. No motion on any subject shall be presented until the one under discussion has been dealt with, except that a debate may be interrupted for any of the following questions, which have priority over all others:-
- vii. A member may interrupt a debate or raise a point of order if he/she thinks that the rules of debate or the regulations of the AGM have been broken.
- viii. When a point of order has been raised, the member addressing the general meeting shall sit down until the point has been decided.
- ix. The chairman of the meeting shall decide all points of order.
- x. The chairman shall call to order any speaker who departs from questions, or who violates the courtesies of the debates.
- xi. A question of right and privileges of the general meetings or of individual members, if any member thinks that these have been infringed, such questions shall be dealt with in the same way as a point of order.
- xii. A motion to postpone discussion of the resolution until a time later or to adjourn the debate of the meeting shall require the approval of clear majority of those members present and entitled to vote.
- xiii. A request for translation of a particular point or of the whole debate.
- xiv. A request for clarification of a point in a resolution or amendment which is not understood.

Section 4 : Passing of Resolutions

A resolution may be dealt with in one of the following ways:-

- i. It may be withdrawn by the proposer and seconder, if they both agree and the general meeting permits.
- ii. It may be put to vote and adopted or rejected.
- iii. It may be amended.
- iv. It may be referred to a committee.
- v. Discussion of the question may be postponed, or the debate, or the general meeting itself, may be adjourned.

ARTICLE VI: RULES CONCERNING AMENDMENTS

- i. An Amendment must change the original resolution by omitting a point of it, adding or altering its contents. A direct negative of the original resolution is not an amendment.
- ii. Every Amendment must have been proposed, seconded and a copy of the amendment must be handed to the secretary general.
- iii. Where advance notice of a motion is given to the (A.G.M) 24 hours before hand
- iv. The proposer and the seconder to move a second amendment will do so when the first has been dealt with.
- v. A motion to rescind any resolution of the AGM may be submitted only after 24 hours' notice has been given to a general meeting. Such a motion must obtain a majority of not less than two thirds of the present and voting members.
- vi. Notice of the proposed amendments or changes must be by at least thirty (30) days in advance of the Annual General Meeting, and be made available for review by the members. Amendments or changes may only be made at the Annual General Meeting and shall be adopted by a majority vote of those members of the Association in attendance at the Annual General Meeting.

ARTICLE VII: AUDITORS:

Section 1: Appointment

- i. An Auditor or Auditors shall be appointed for the following year by the Annual General Meeting. All the Associations accounts, records and documents shall be open to the inspection of the auditor at any time.
- ii. An Auditor may be paid such honorarium for his duties as may be resolved by the Annual General Meeting appointing him/her or them.

Section 2: Accounts

1. The treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to date, which shall not be less than six weeks and not more than three months before the date of the annual statements of accounts are correct ,duly vouched and in accordance with the law.
2. A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to KEMU financial controller, registrar general of societies, donor partners, press, and all members at the same time as the notice covering the annual general meeting is sent out.

3. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him /her.

ARTICLE VIII: FUNDS

Section 1: Contributions;

KEMUAA will raise funds through the following methods:-

- i. Registration fees collected from graduates during graduation clearance
- ii. Member's annual subscription fee.
- iii. Special Events Proceeds e.g. organizing community events, activities and luncheons.
- iv. Donations from KeMU, partners and affiliate organizations, the government as well as well-wishers.

Section 2: Expenditures:

The funds for KEMUAA may only be used for the following purposes:

- i. For running Alumni office and implementing the objectives of KEMUAA
- ii. Facilitation of travel and subsistence allowance for those tasked with extraneous tasks on behalf of KeMUAA.
- iii. Every such disbursement shall be at the rates approved by AGM.
- iv. All monies received on behalf of KeMUAA must be transacted through the official bank account of the Association and duly accounted for.
- v. Scholarship needs shall be addressed through the KeMUAA Endowment Fund as stipulated in its operational procedures.
- vi. Every payment on behalf of KeMUAA shall only be made out of the bank Account with a recorded resolution in the minutes of the respective Committee authorizing such payment.
- vii. All withdrawals on such bank shall be transacted by authorized signatories.
- viii. The committee shall have the power to discipline an office bearer whom it has reasonable ground to believe is not properly accountable and transparent to the funds and properties of KEMUAA and shall have power to appoint another person in his office in lieu of the AGMs approval.

- ix. Such suspension shall be reported to a general meeting to be approved on a date not later than two months from the date of suspension.
- x. The (AGM) shall have power to decide what further action shall be taken in the matter.
- xi. The financial year of KEMUAA shall be from January to December of each year.

Section 3: Special Funds

- i. Special funds may be established for the advancement of the Associations objectives within the stipulations of this constitution
- ii. The determination of this establishment will be made by the KeMUAA Executive and appraised to the members through the AGM for approval.
- iii. Proper accounting on the receipts and disbursements of such funds will be clearly stipulated and strictly adhered to by the designated managers.
- iv. The KeMUAA Treasurer will have general oversight of such funds for purposes of providing full accountability and prudence in line with the association's objectives.
- v. The KeMUAA shall establish and actively participate in the funding and holding to account the Executive Committee the operations of KeMU Endowment Fund according to its stipulated operational policy guidelines.

ARTICLE IX: CONSTITUTION

This Constitution is established subject to the laws of the University and supersedes all previous versions.

Alterations to the Constitution shall be determined through a motion of resolution in the Annual General Meeting or an Extraordinary General Meeting convened for this purpose, and with the agreement of the Alumni Advisory Board.

- i. The motion of amendment must be approved by a two third majority of the active members in the meeting by voting.
- ii. The evidence of such voting and resolutions must be adduced before the review amendment process is commenced.
- iii. A 5 or 7 member Review Team will be appraised by the AGM and duly appointed by Advisory Board in liaison with the Executive Committee.
- iv. Any deferment on the appointees will be adjudged and conclusively determined within 14 Working Days by the Advisory Board on behalf of the AGM.

- v. Upon appointment the Review Committee will present the final draft to the KeMUAA Executive on behalf of the AGM.
- vi. Members and key stakeholders will make their submissions to inform a final draft to be considered at the AGM for adoption and or with amendments.
- vii. The final draft will be approved by 50% of the active members in the Special General Meeting in this regard.
- viii. Evidence of this approval by signatures will be presented as an addendum to the approved Constitution to be in the custody of KeMUAA Chairman and Director of Alumni Affairs.

ARTICLE X: DISSOLUTION

- i. Should the Alumni Association formally vote to disband the Organization, and only in that circumstance, Kenya Methodist University shall be the beneficiary of all Association fixed assets. Any money in the Alumni Association treasury will be donated only to the Alumni Endowment Fund, to be regulated by the Foundation.

ARTICLE XI: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

- ii. The books of account and all documents relating thereto and a List of Members of the Association shall be available for inspection at the alumni directors' office of the association by any active member of the Association on giving not less than Seven (7) days.

CHAPTER III: ELECTION PROCESS BY-LAWS

ARTICLE I: ELECTORAL PROCESS

Section 1: Elective Positions

The following positions are elected to the Executive Council of KeMU Alumni Association.

- i) The Chair person.
- ii) The Vice Chair-person.
- iii) The Secretary General.
- iv) Treasurer
- v) A Chapter Secretary for each Campus of the University
- vi) A Representative of each School of the University

Section 2: Terms of Office

- i. The Elected officials shall serve for a term of office three years to begin immediately they are sworn in at the conclusion of the Election session. The term may be extended by re-election for another final term of three years. Elected members are only eligible for 2 two terms.

Section 4: Persons Eligible for Election

The following persons are eligible to be elected or to remain in the elected office of Executive Committee:

- i. A person who is an active member of the association as stipulated in Article 3 Section of1 this constitution

Section 4: Election Procedure

- i. The Director of Alumni Affairs will in liaison with the KeMUAA Advisory Board initiate the procedures of conducting any Alumni elections as stipulated under this constitution.
- ii. The Vice Chairman shall enter a declaration of the vacancy in the minutes of AGM as appropriate for any electoral procedures to be initiated.
- iii. Conclusive evidence of the vacancy will be adduced as may deem necessary to the AGM and or Advisory Board.

Section 5: Nominations

- i. A notice of the regular election as due and call for nominations shall be made at an Executive Committee and the KeMUAA Advisory Board in January.

- ii. Nominations will be open for three weeks from the time of calling.
- iii. If no candidates are nominated during the nomination period, the call will remain indefinitely extended until a nomination is filed.
- iv. Candidates must be nominated to a position by five persons entitled to vote in the election. These nominators must be active members of the association.
- v. Candidates will not be eligible for nominations for more than one position in the same election.
- vi. On behalf of the Election Coordinating Team The Director of Alumni Affairs will request that each candidate provide the following information:
 - 1. A certified copy of the candidate's certificate awarded upon graduating from KeMU.
 - 2. A certified copy of the Membership Card
 - 3. A Copy of the candidates profile indicating their professional or leadership proficiencies as well as academics.
 - 4. A completed nomination form reflecting the aspirations of this constitution for leaders of KeMUAA.
 - 5. A certified copy of candidates recent passport photograph

This information and the statement will be printed with the list of candidates and voting instructions. These will be posted on the alumni website not later than the week following nominations.

Section 6: Election Registers or Voters Lists

- i. The Director of Alumni Affairs will, upon a call for nominations, prepare an election register or voters list, which is an alphabetical list of the names and email addresses of the active members who are entitled to vote at an election.
- ii. The election register will be open at all reasonable hours for inspection on a written notice of not less than seven days to KeMUAA by all members entitled to vote or be voted for.
- iii. Voters for a representative of an area must be members of that area.
- iv. Only those persons whose names appear in the election registers are entitled to vote at an election.

Section 7: Campaigns

- i. Candidates may conduct an election campaign until 24 Hours to the voting session.
- ii. The candidates are responsible for removing all posters and campaign material within sight of any designated polling station prior to the start of voting session.

Section 8: Voting

- i. The voting will be held at least four weeks after the close of nominations at the AGM of the Association or as may be determined by the preceding AGM Minutes.
- ii. Balloting will take place over at least a three day, but preferably a four day, period. The registrar will determine an appropriate method for voting that maintains the confidentiality of the process but allows a maximum amount of voter participation.

Section 9: Section Declaration of the Poll

- i. As soon as the Returning Officer has completed the counting of the votes and has determined the results of the Elections, the Returning Officer shall prepare a notice of the results of the Elections (the **Declaration of the Poll**).
- ii. The Declaration of the Poll shall contain:
 - a. The results for all positions for which nominations were called in the Elections; and procedures and deadlines for the lodging of complaints or appeals.
 - b. The candidate with the highest number of votes will be declared the winner.
- iii. The Director of Alumni Affairs must report the results of the election to the KeMUAA Executive Committee at the first meeting following the election.
- iv. If there is a tie vote between two or more candidates for an office, the KeMUAA Advisory Board must cast the deciding vote.

Section 10: Appeals

- i. Any appeal of the contents or classifications in the voter's lists should be made to The Director of Alumni Affairs at least two weeks before voting session.
- ii. Any appeal of the conduct of the election shall first be made to a tripartite seating of The Director of Alumni Affairs, KeMUAA Executive and KeMUAA Advisory Board. If the matter is not resolved, then it may be referred to the KeMU Council under the auspices of the University Legal Office.

- iii. The **Senate** Elections Appeal Committee shall consist of four members of the Senate who shall consider any appeals of the conduct of elections. The decision of this committee will be final.

Section 11: By-Elections

The Director of Alumni Affairs will in liaison with the KeMUAA Advisory Board conduct the bi elections a timely manner.

- i. If three or fewer months are remaining in the term of office, the position will remain vacant until the regular annual elections take place.
- ii. A person elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was elected.

Section 12: Interpretation

In these Election Procedures, the following definitions apply in addition to the definitions contained in the Preamble:

- i. **Ballot paper** means the published list of candidates, either in printed or electronic form, against which each Elector may indicate a voting preference or preferences.
- ii. **By lot** means a determination through a random draw.
- iii. **Candidate** means a person who has validly nominated for a position in the Executive Council to be elected by ballot.
- iv. **Election material** means any written, printed or photographic material, lettering, voting guide, poster, sign, leaflet, audio or visual display (including any electronic audio or visual display) whether attached to any fixed or mobile structure or not, provided that such material directly or indirectly supports any candidate or has the purpose of causing or opposing the election of any
- v. Candidate or Group at the Elections or in relation to any matter to be determined at the Elections.
- vi. **Elections** means the General Elections as set out in clause 62(1) of the Constitution.
- vii. **Elector** is any person who is entitled to vote in the Elections.
- viii. **Eligible Members** means active members of the association.
- ix. **Returning Officer** means the person who has been appointed as Returning Officer in accordance with Article

- x. **University Rules** means the rules and bylaws of the University made under a University Statutes.
- xi. **University Statutes** means the statutes of the University made in accordance with the University Act 2014.

Section 13: Election timetable

- i. Following consultation with the KeMUAA Executive Committee and subject to these Election Procedures, the Returning Officer of the Election Coordinating Committee shall produce a timetable for the processes contemplated by these procedures for the conduct of the Elections.

Section 14: Notice of Elections

- i. At least three weeks before the close of nominations, a Notice of Elections prepared by the Returning Officer shall be published on the Associations' website.
- ii. The Notice of Elections shall include the following information:
 - (a) the positions for which nominations are invited;
 - (b) eligibility requirements for nominators and nominees as set out by these Election Procedures and the Constitution;
 - (c) the availability of nomination forms;
 - (d) the places and means of lodging nomination forms;
 - (e) the date and time of the closing of nominations;
 - (f) the date and time by which a nominee shall be required to submit any

Section 15: Ballot papers

- i. Every ballot paper shall:
 - (a) contain the names of all candidates arranged in an order determined by the Election Coordinating Team by lot; and
 - (b) Specify the method of voting.
- ii. Every ballot paper issued in printed form shall bear the initials of the Presiding Officer issuing the ballot paper.

- iii. The form of each candidate's name on the ballot paper shall include the candidate's surname and may include one or more of the candidate's given names in the form requested by the candidate prior to the close of nominations.

Section 16: Election materials and campaigning

- i. No Alumni resources shall be used by any candidate, or their agent of any candidate for the production of election materials.
- ii. All election materials shall bear the name and mobile number of the person under whose authority they are published.
- iii. Election materials shall be displayed only in the Prescribed Areas.
- iv. The Returning Officer and the Alumni Advisory representative nominated for this purpose shall determine the Prescribed Areas for each Election by agreement.
- v. The Returning Officer may remove any election materials displayed or distributed on a Campus which in the Returning Officers opinion are obscene, of a defamatory nature or which do not comply with these Election Procedures.
- vi. Subject to any contrary provision or requirement in the University Statutes, University Rules or University policies, no person other than the Returning Officer shall remove, alter, deface, obstruct or destroy election materials prior to the close of voting, unless such action has been authorized by the Returning Officer.
- vii. All candidates shall remain at least five meters from any polling booth, except when exercising a vote.
- viii. No person shall display or distribute election material within five meters of any polling booth.
- ix. The Returning Officer may issue a formal verbal or written warning to any person who the Returning Officer reasonably believes to be in contravention of one or more of the provisions in this Article

Section 17: Voting

- i. Voting shall be by secret ballot.
- ii. No Elector shall vote more than once at the Elections.
- iii. Subject to the determination by the AGM and the KeMUAA Executive ,Electors may vote:

- a. at any designated Polling Place or Mobile Polling Place if voting is conducted in person;
 - b. on-line if voting is conducted electronically; or
 - c. Within the timeframe specified by the Returning Officer.
- iv. If voting is conducted in person the Returning Officer shall obtain the full name and Alumni Membership number of each person who seeks to vote.
- v. If the Returning Officer is able to locate a person who seeks to vote as an Elector on the Roll of Electors and the Presiding Officer is satisfied that the person has not voted previously in the Elections and remains an enrolled student, the Returning Officer shall issue the ballot paper and indicate on the Roll of Electors that the person has exercised a vote in the Elections.
- vi. The completed ballot papers of Electors who are voting in person shall be placed in a locked or sealed ballot box.
- vii. If the Presiding Officer is not able to identify a person who seeks to vote as an Elector on the Roll of Electors or has reason to believe the person is not an enrolled an Active Member of the Alumni, the Returning Officer shall take the appropriate measure to ascertain the persons eligibility to vote, and shall admit or reject the vote accordingly.
- viii. If voting is to be conducted through in-person polling only and not electronically, postal voting shall be made available to Electors in accordance with provisions of this Constitution
- ix. An Elector who is exercising a postal vote shall place the completed ballot paper(s) in the ballot paper envelope, and shall, subject to any contrary directions from the Returning Officer, endorse name and signature on the reverse of the envelope prior to posting the envelope to the Returning Officer.
- x. No Elector shall be issued with more than one individual ballot paper or set of ballot papers for the Elections, except where the Returning Officer is satisfied that the Electors original ballot paper or set of ballot papers has been lost or destroyed.

Section 18: Method of voting

- i. For each position in the Elections being elected by ballot, the Elector shall insert the numeral "1" in the box opposite the name of the candidate who is the Electors first preference.
- ii. For a vote to be accepted as valid by the Returning Officer, the Elector shall indicate at least a first preference. It shall not be compulsory to rank all candidates.

- iii. Preferences shall be indicated by numerals, except that the Returning Officer may accept a mark where there is only one vacancy to be filled in the relevant position and only one box on the form has been marked.
- iv. The decision of the Returning Officer with respect to whether a mark is a clear indication of an Electors voting intentions shall be final.

Section 19: Counting of votes

- i. The counting of votes shall take place as soon as is practicable after the close of voting. The Returning Officers decision on the validity of any vote shall be final.
- ii. Each candidate may appoint a person who is an Elector (but not a candidate) to act as a scrutineer at the counting. Any candidate who wishes to appoint a scrutinizer shall notify the Returning Officer before the close of voting.
- iii. If votes are counted electronically, the Returning Officer shall provide at the request of any scrutineer a data file of voting data with all Electors' names and other personal information removed or redacted.

Section 20: Changes to the Procedures

- i. The Director Of Alumni Affairs in consultation with the KeMUAA Executive Committee will review the procedures after each election and make recommendations for changes to the KeMU AGM after the election year.