

MASENO UNIVERSITY  
MASENO UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION

JANUARY, 2016

MASENO UNIVERSITY

CONSTITUTION AND BY-LAWS OF MASENO UNIVERSITY ALUMNI ASSOCIATION

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## **ARTICLE 1: DEFINITIONS**

In this Constitution, unless the context otherwise requires, “Maseno University” means Maseno University established by the *University Act 2012* (Cap 42 of 2012) and the Charter for Maseno University of 1<sup>st</sup> March, 2013 and Maseno University Statutes, 2013.

“Alumni” means-

- a. all graduates of Maseno University;
- b. all academic staff and previous/current members of Council of Maseno University
- c. all persons that have studied at Maseno University for a minimum period of one academic year; and
- d. recipients of honorary degrees from Maseno University.

“MSU” refers to Maseno University

“MSU-AA” means Maseno University Alumni Association

“The Board” refers to Maseno University Alumni Association Management Board

## **ARTICLE 2: PREAMBLE**

We the Alumni of MSU, herein-after referred to as MSU-AA; Supporting the mission and vision of our distinguished Alma mater; Appreciating our Campuses, partners and stakeholders; Acknowledging our Alumni, alumni of other Colleges and Universities who are employees of MSU with interest of identifying with MSU, friends of MSU Alumni and honorary members; Committed to link MSU-AA alumni and their alma mater, the alumni and alumni of the wider community in tapping the full potential of all in realization of the highest common good in the society.

## **ARTICLE 3: NAME**

- a) The name of the Alumni Association shall be the Maseno University Alumni Association, hereafter referred to as “The Association”.
- b) The Association shall be a non-political and non-profit making organization.
- c) The Association’s mission, goals and objectives shall be to support the development of Maseno University thereby indirectly contributing to the development of Maseno University.
- d) The motto of the Association shall be “Networking through ‘Mama Maseno’”.
- e) The Association shall have a logo.

## **ARTICLE 4: VISION, MISSION STATEMENT, GOALS & OBJECTIVES OF THE ASSOCIATION**

- 1) **The vision of the Association** is excel in the promotion and development of Maseno University nationally and internationally.
- 2) **The Mission Statement of the Association shall be** “To contribute to the development of MSU and its alumni through improvement and development of curricula and programs, provision of financial and material support and enhancing networking and career development among the alumni”
- 3) **The goals of the Association shall be;-**
  - (a) To contribute towards the improvement of the current as well as the development of new curriculum and programs at MSU;

- (b) To raise financial and material resources for efficient and effective teaching and learning as well as the general well being of students and staff at MSU; and
- (c) To develop and help maintain active alumni interactions & enhance the image of MSU through self-enrichment, career development and role modeling in the wider society.

**4) The objectives of the Association shall be-**

- (a) To enhance and maintain links among members of the alumni and between alumni and Maseno University.
- (b) To assist needy Maseno University students by contributing to their academic requirements such as book allowances and financial scholarship support. To this end the Alumni will also support student access to successful programs of the University.
- (c) To provide support to Maseno University Library by donating and/or assisting the library access information resources;
- (d) To provide incentives such as rewards and prizes to the best student in academic performance, research and best alumni models with proven record of significant contribution to society and industry in Kenya;
- (e) To provide advice on the improvement of Maseno University academic programs and to support University academic mobility initiatives and programs.
- (f) To devise ways and means of raising funds for the Association and Maseno University; to initiate, organize and coordinate fundraising activities for the University.
- (g) To encourage alumni to develop their respective careers through use of college resources and support from academic staff of the University;
- (h) To support seminars, workshops, public lectures and other academic functions for the benefit of alumni and Maseno University;
- (i) To create and support projects deemed necessary at Maseno University;
- (j) To participate in any other worthwhile national development activities.
- (k) To enhance the image of Maseno University and promote Maseno University as a premier local, regional and international institution of excellence in training research and community development.
- (l) To participate in the deliberations of the Senate and Council and any other meetings in the interests of the Alumni and the University.
- (m) To make recommendations of those who can play leadership roles at MSU and;
- (n) To make recommendations on the appointment of the Chancellor as provided for in the University Charter.

**ARTICLE 5: POWERS AND FUNCTIONS OF THE ASSOCIATION**

In pursuance of its aims and objectives and for the better and proper performance of its functions under this Constitution, the Association shall have powers to-

- a) Engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the aims and objectives of the Association as set out in this Constitution;

- b) Solicit donations, gifts and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its aims and objectives;
- c) Exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by the Association for carrying out, or giving effect to, the purpose for which the Association is established; and
- d) Make rules prescribing –
  - i. the rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees,
  - ii. subscription fees, and other contributions/donations towards the funds of the Association;
  - iii. the circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
  - iv. such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honor and dignity of the Association as well as efficacy in its operations.

## **ARTICLE 6: MEMBERSHIP, RIGHTS, PRIVILEGES AND OBLIGATIONS**

1. For purposes of this Constitution, the members of the Association shall fall under the following categories:-
  - i. Founder members
  - ii. Full members
  - iii. Honorary members
  - iv. Life members
2. The following shall be eligible for Founder membership registration upon payment of the prescribed fee:-
  - a. The first 5,000 persons who satisfy the requirements stipulated under Section 3 or Section 4 of Article 6
3. The following shall be eligible for Full membership registration upon payment of the prescribed fee:-
  - a) All persons who have successfully completed their studies at the University (persons holding awards of the University),
  - b) Persons granted honorary degrees by the University,
  - c) Full time permanent staff members who are not former Maseno University students and who obtained a degree from another recognized institution, and
  - d) Current and past members of the Maseno University Council.
4. The following shall be eligible for honorary membership upon invitation by the Executive Committee and payment of the prescribed fee:-

- a) Any person who has executed a degree study program at Maseno University and has also maintained close Association with the University.
  - b) Persons with a degree who have completed at least one year of successful study at the University.
5. The members who satisfy the requirements envisaged in Section 2.3 and 4 of this Article shall be eligible for life membership upon payment of the life membership fee.
  6. Any member desiring to resign from the Alumni Association shall submit his resignation to the Secretary, which shall take effect from the date of receipt by the Secretary of such notice.
  7. Any member may be expelled from membership if the Board so recommends and if a general meeting of the Association shall resolve by two-thirds majority of the members present that such a member should be expelled on the grounds that his/her conduct has adversely affected the reputation or dignity of the Association, or that he/she has contravened any of the provisions of the Constitution of the Association. The Board shall have power to suspend a member from his membership until the next general meeting of the Association following such suspension but notwithstanding such suspension, a member whose expulsion is proposed shall have the right to address the general meeting at which his/her expulsion is to be considered.
  8. Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him/her at any time.
  9. Any member who falls into arrears with his annual subscription for two or more years shall automatically cease to be a member of the Association and his/her name shall be struck off the register of members. The Association Board may, however, at its discretion, reinstate such member on payment of the total amount of subscription outstanding.

**ARTICLE 7: DUES PAYABLE BY MEMEBRS OF THE ASSOCIATION**

1. The MSUAA Board shall fix the rate of dues to be paid by members of the Association, which may be revised by a resolution of two thirds of the members voting at a general meeting.
2. The members shall be bonafide/fully paid up upon payment of an annual fees stipulated below that is subject to change from time to time:-
  - a). Founder member- Kshs.20,000.00
  - b). Full member Annual subscription – Kshs.5, 000.00
  - c). Honorary member – Annual subscription- 2,000.00
  - d). Life membership
    - i) Gold – Kshs.50, 000.00
    - ii) Silver – Kshs.40, 000.00
    - iii) Bronze – Kshs.30, 000.00

3. Any member in arrears of the Association dues for 2 or more years shall not be in good standing and shall forfeit membership in the Association as provided in Article 6, Section 10.
4. The fully paid up members whose dues are not in arrears shall receive such journals, bulletin or other printed material as may be published by the Association or shall receive such other benefits as may pertain to membership in the Association.

#### **ARTICLE 8: SECRETARIAT OF THE ASSOCIATION**

1. The Secretariat of the Association shall be based at Maseno University, Main Campus and the postal address shall be Maseno University Alumni Association, P.O.BOX 333, Maseno.
2. The Office Administrator shall manage the Secretariat and new positions be created as deemed necessary by the Executive Committee.

#### **ARTICLE 9: DUTIES OF THE SECRETARIAT**

The duties of the Office Administrator shall be-

- (a) to coordinate the day to day affairs of the Secretariat;
- (b) to work in close collaboration with members of the Executive Committee(s) in the execution of their specific tasks; and
- (c) to perform such other duties as the Executive Committee (s) may deem necessary to be performed by the Office Administrator.

#### **ARTICLE 10: THE EXECUTIVE COMMITTEE**

1. The Association shall have an executive committee comprised of the following:-
  - i. Chairperson
  - ii. Vice-Chairperson
  - iii. Treasurer
  - iv. Secretary
  - v. Deputy Secretary
  - vi. Maseno University Management Representative
  - vii. Committee Member responsible for student programs
  - viii. Committee Member responsible for alumni programs and projects, and
  - ix. Newsletter Editor
2. All of who shall be fully paid –up members of the Association and shall be elected at the annual general meeting after a lapse of every 3 years.

3. All office bearers shall hold office for 3 years subject to the conditions contained in section 2 and 3 of this article but shall be eligible for re-election for an additional one second term.
4. Any office who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
5. Office bearers may be removed from office in the same way as is laid down for expulsion of members in article 3 Section 8 and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

## **ARTICLE 11: DUTIES OF THE EXECUTIVE COMMITTEE**

### **1. Chairperson**

- a. unless prevented by illness or other sufficient causes, preside over all meetings of the Board and at all general meetings.
- b. co-ordinate all the functions and activities of the Association committees.
- c. appoint such committees as are necessary to carry out the programmes of the Alumni Association effectively.
- d. serve as an ex-officio member of all committees
- e. ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- f. exercise general supervision over the management of the Association.
- g. report on the operations of the Association to the members at the Annual general meeting
- h. be a signatory in all Bank transactions on behalf of the Association.
- i. be expected to act in the best interests of the Association at all times.
- j. be an ex-officio member of the Alumni Association Management Board

### **2. Vice-Chairperson**

- a) plan and co-ordinate the membership programme of the Alumni Association.
- b) perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- c) coordinate the Elections/voting of the Association.

### **3. Secretary**

- a) maintain an accurate record of all Alumni Association meetings.
- b) issue the Alumni Association directory.
- c) maintain and keep safe custody all correspondences and records relating to the Alumni Association.
- d) in consultation with the Chairman, issue notice of meetings and maintain an attendance log of all meetings.
- e) present minutes of the previous meetings at meetings.



- f) solicitize input from members for meeting agenda and disseminating agenda prior to meetings.
- g) undertake any other duties as may be assigned by the members in consultation with the Chairperson.

#### **4. Deputy Secretary**

In the absence of the Secretary, the Deputy Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him/her by the Secretary or the Board whether the Secretary is present or not.

#### **5. Maseno University Management Representative**

- (a) observe key issues initiated by the alumni and relate them to the relevance of Maseno University.
- (b) convey to the Executive Committee proposals worth considering;
- (c) advise the Executive Committee on the policies and regulations of Maseno University.

#### **6. Committee Member responsible for student programs**

- (a) work in liaison with the Director, Student Affairs at Maseno University to develop projects addressing the needs of students;
- (b) coordinate student scholarships and awards sponsored by or through the Association;
- (c) report to the Executive Committee on programs of the Associations directly benefiting students; and
- (d) initiate student-alumni activities.

#### **7. Committee Member responsible for alumni programs and projects**

- (a) propose and develop projects for the improvement of Maseno University campus in collaboration with the administration of Maseno University;
- (b) coordinate alumni input on Maseno University curricula and programs; and
- (c) coordinate academic and self-enrichment programs for the alumni.

#### **8. Treasurer**

- a) Receive and disburse the funds of the Association in a prudent manner.
- b) Shall maintain all books of accounts and an accurate record of all Associations transactions.
- c) Draft the Budget for approval by the Association and strive to ensure that the Budgetplan is complied with.
- d) Ensure all financial forms and reports prescribed by the government are filed as required.

- e)The Treasurer is also charged with the responsibility of collecting membership fee/dues and maintaining a list of all paid up members.
- f)Shall be a signatory in all bank transactions on behalf of the Association.
- g) Prepare and present quarterly and annual accounts and reports of the Association.
- h) Prepare members statements every quarter.
- i) Perform any other assignment as may be directed by the Chairperson.
- j) May be allowed to keep a sum not exceeding Kshs.20,000/= as petty cash for which proper account shall be maintained.

## **9. Newsletter Editor**

- a) Provide timely information concerning activities of the Association to its members & friends
- b) Publicize the history of the Alumni Association when and where appropriate.

## **ARTICLE 12: MANAGEMENT BOARD**

The Alumni Management Board shall consist of

- i. The Chairperson
- ii. The Vice Chairperson
- iii. Secretary
- iv. The Treasurer

## **ARTICLE 13: MEETING OF THE ASSOCIATION**

1. There shall be two categories of meeting:-

- (i) Annual general meeting
- (ii)Special general meeting

2. The annual general meetings shall be held not later than November in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of Accounts and the agenda for the meeting and, where practicable, by press advertisement not less than 14 days before the date of the meeting.

3. The agenda for any annual general meeting shall consist of the following:

- a) Prayers
- b) Communication from the Chair (optional)
- c) Confirmation of the minutes of the previous Annual General Meeting.
- d) Considerations of the accounts.
- e) Election of office bearers and the Board Members.(when applicable)
- f) Such other matters as the Board may decide or as to which a member or members shall have given notice in writing to the Secretary at least four weeks before the date of the meeting.
- e) Any other business with the approval of the Chairperson.

4. A special General Meeting may be called for any specific purpose by the Board. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof and where practicable, by press advertisement not less than 7 days before the date of such meeting.
5. A special meeting may also be requisitioned for a specific purpose by petition order in writing to the Chairperson and Secretary of not less than 2/3 of the members and such meetings shall be held within 21 days of the date of the requisition. Notice in writing of such meeting shall be sent advertisement not less than 7 days before the date of such meeting. No matter shall be discussed other than stated in the requisition.
6. Quorum for general meetings shall normally be 50% plus one of the membership or at least hundred (100) of the registered members of the Association.
7. The quorum for meetings of the Executive Committee shall be not less than 50% plus 1 of the members. The quorum for MSU-AA shall be 5 members.

#### **ARTICLE 14: PROCEDURE AT MEETINGS OF THE ASSOCIATION**

1. At all meetings of the Association the Chairperson, or in his absence, the Vice-Chairperson or in the absence of both these officers, a member selected by the meeting shall take the chair.
2. The Chairperson may by discretion limit the number of person's permitted to speak in favor of and/or against any motion.
3. Resolutions shall be decided by simple voting by a show of hands. In the case of tie in votes; the Chairperson shall have a second casting vote.

#### **ARTICLE 15: FUNDS**

1. All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of the Association in any bank or banks approved by the Board.
2. No payments shall be made out of the bank account without a resolution of the Board and the executive committee authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Deputy Treasurer, the Chairman and one other office bearers of the Association, as shall be appointed by the executive committee.
3. A sum not exceeding Kshs.20,000/=, or as may be determined in the Association's AGM from time to time, may be kept by the Treasurer for petty disbursements of which proper account shall be kept.

4. The Board shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Association and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than 2 months from the date of such suspension. The general meeting shall have full power to decide what further action should be taken in the matter.

5. The financial year of the Association shall be in accordance with the Universities financial year.

#### **ARTICLE 16: AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution of the Association must be approved by at least a two-third majority of members at a general meeting of the Association. They cannot, however, be implemented without the prior consent in writing of the Registrar of Societies obtained upon application to him/her made in writing and signed by any three of the office bearers.

#### **ARTICLE 17: DISSOLUTION**

1. The Association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be afore stated. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

2. Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar of Societies, obtained upon application to him/ her made in writing and signed by any three of the office bearers.

3. When the dissolution of the Association has been approved by the Registrar of Societies, no further action shall be taken by the Board or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all the assets of the Association. The balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

#### **ARTICLE 18: APPROVAL AND COMMENCEMENT**

This document shall be known as the Maseno University Alumni Association Constitution herein after also referred to as Constitution No MU-AA/CO/001 and shall take effect on approval by Council.

In exercise of the powers conferred by section 42 of the Universities Act, 2012 and section 24 of the Maseno University Charter, 2013 and Section 5.2.1 (h) and (i) of the Maseno University Statutes, Maseno University Council certifies that this Maseno University Alumni Association Constitution has been made in accordance with all relevant legislations.

