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MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY ALUMNI

ASSOCIATION

(MMUSTAA)

1. Benard c. Kasaya
2. Julius Omboko
3. Peter Klamisiwa
4. Mawahi Borutuu
5. Moses Onyango
6. Otanga Ngashira
7. Luko ANDADA
8. TABITHA SHISIA



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CONSTITUTION

FEBRUARY 2021

PART I: PRELIMINARIES

1. Title:

This constitution shall be cited as Masinde Muliro University of Science and Technology Alumni Association (MMUSTAA).

2. Interpretation:

For the purposes of this constitution, unless the context otherwise requires:

“**Act**” means The Universities Act, 2013.

“**Alumni**” means a member of the convocation of a university as defined in the Universities Act 2013.

“**MMUST**” means Masinde Muliro University of Science and Technology.

“**MMUSTAA**” means Masinde Muliro University of Science and Technology Alumni Association.

“**University Council**” means the governing body of a university as defined in the Universities Act 2013.

“**Active Member**” means a member in good standing in the Association (fully paid up in terms of registration and subscriptions).

“**Special interest groups**” means members living with disability and those belonging to minority groups.

3. Preamble

We, the Alumni of Masinde Muliro University of Science and Technology recognize and appreciate the need for continued networking, development and advancement of the university both nationally and internationally.

We do hereby, on authority of the Masinde Muliro University Statutes 2020, Statute 50 on Alumni Association, and pursuant to Section 22 of the Charter and Section 42 of the Act establish the Masinde Muliro University of Science and Technology Alumni Association (MMUSTAA).

4. Motto

Our MMUSTAA, our pride!

5. Vision

To be a leader in promoting active visible leadership in the community and to foster interaction between Alumni and the students of the university and industry.

6. Mission

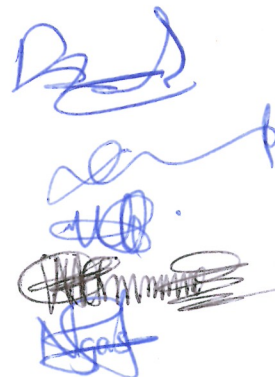
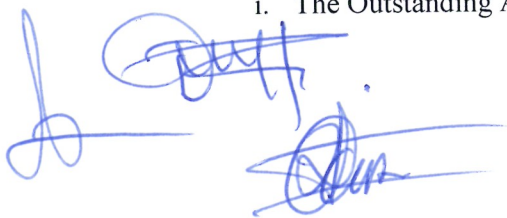
To safeguard the best interest of its members, to use the talents and resources of alumni and friends of the university to support the university in achieving international distinction in quality teaching, research and service.

7. Objectives

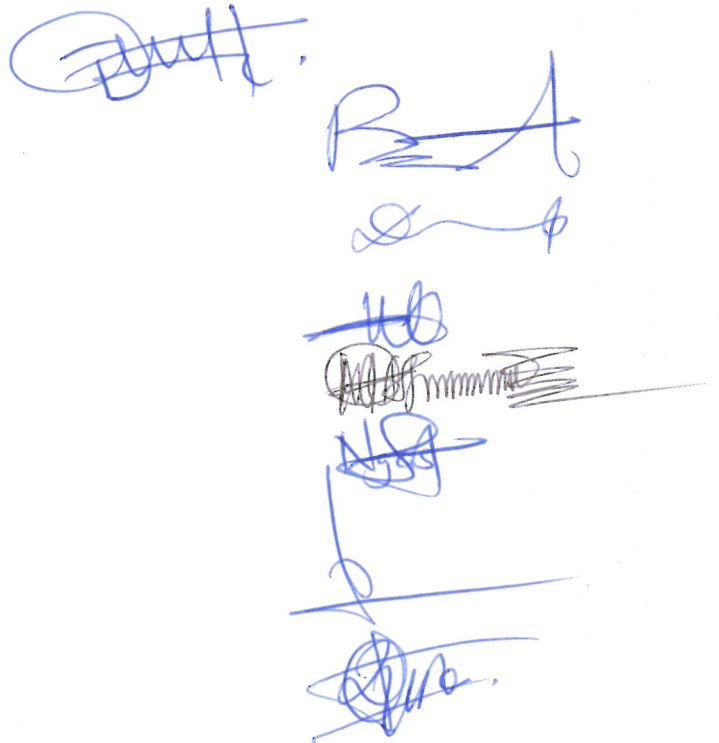
The objectives of the Association shall be:

- a. To develop alumni programs that promote effective networks amongst its members.
- b. To promote the academic, physical, and moral growth of the members of the Association.
- c. To assist the university in the growth and advancement of its socio-cultural and co-curricular activities.
- d. To authorize, promote and assist in the formation of local and international chapters.
- e. To enhance the involvement of the university in community service.
- f. To initiate, organize and coordinate fundraising activities for the university.
- g. To initiate, organize and sustain programs such as:

- i. The Outstanding Achievement Award



- ii. The Distinguished Service Award (alumni who has contributed most to community/country)
 - iii. The Distinguished Service Senior Alumnus Award (Alumni over 40 years of age who have remarkable great achievements)
 - iv. The Distinguished Service Youth Alumnus Award (Alumni under the age of 40 years who have had a great impact on leadership; governance; research; science, technology and innovation; literature, art and journalism.
- h. To act as a stimulating body in promoting the development of the Association, advancing the interests and promoting the welfare of its members.
 - i. To liaise with Alumni Association of other institutions of higher learning both locally and internationally.
 - j. To project a positive image of the university.



PART II – CHAPTERS

CHAPTER ONE – IDENTITY OF THE ENTITY

Article 1: The name of the Alumni Association shall be the **Masinde Muliro University of Science and Technology Alumni Association (MMUSTAA)**, hereafter referred to as **the ASSOCIATION**. The registered office of the Association shall be Masinde Muliro University of Science and Technology, P.O. Box 190 – 50100 Kakamega.

The official acronym shall be **MMUSTAA**.

CHAPTER TWO - MEMBERSHIP

Article 2: Ordinary Members

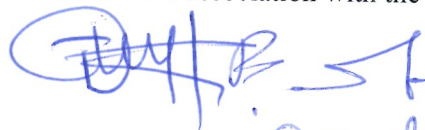
By virtue of having graduated from Masinde Muliro University of Science and Technology and having registered with the Association, one is automatically deemed an Ordinary Member.

Article 3: Associate Members

By virtue of the offices they hold pursuant to Statute 50 of the MMUST Statutes 2020, and having registered with the Association the following shall automatically be deemed as Associate Members: The Chancellor; Chairperson of Council; the members of Council; the Vice Chancellor; the Deputy Vice Chancellors; the Principals; professors; present and past academic staff of the university.

Article 4: Honorary Members

- i. By virtue of being granted with an honorary degree by the university one is automatically deemed an Honorary Member.
- ii. By virtue of being invited by the MMUSTAA Executive Committee for having maintained and executed close association with the university; or



being distinguished for work and service which the Association identifies itself with; one shall automatically be deemed as an Honorary Member.

Article 5: Any member desiring to resign from the Alumni Association shall submit his/her resignation to the Secretary General, which shall take effect from the date of receipt of such notice.

Article 6: A member shall be deregistered if:

- i. his/her conduct has adversely affected the reputation and dignity of the Association.
- ii. the member falls into arrears with his annual subscription for two years; the Executive Committee may, however, at its discretion, reinstate such member on payment of the total amount of subscription outstanding.

Article 7: 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.

Article 8: There shall be a non-refundable **Registration Fee** of Kshs.1000.00 payable by each member.

- Article 9:**
- a. There shall be a non-refundable **Annual Subscription Fee** of **Kshs 1000.00** payable by each member.
 - b. A member may pay a lump sum of **Kshs. 30,000.00** by virtue of which one becomes a life member.



CHAPTER THREE – ORGANS & MEETINGS OF THE ASSOCIATION

Article 10: MMUSTAA Council

There shall be established the MMUSTAA Council which shall have:

The Deputy Vice Chancellor - ASA, Office of Career Services, Chairperson of MMUSTAA, four **Honorary Members** seconded by the MMUSTAA Executive Committee and two **Members** drawn from the alumni.

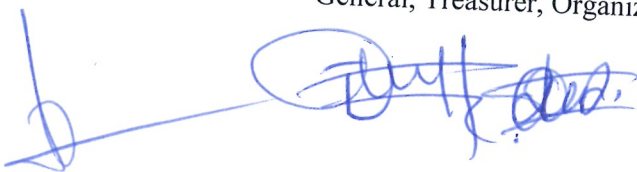
Article 11: Functions and Duties of the MMUSTAA Council

- a. Act as fiduciary to the Association.
- b. Be the Advisory Council to the Executive Committee in the implementation of MMUSTAA Programs and Activities.
- c. Appoint members to the MMUSTAA Electoral Board.
- d. Appoint members to the MMUSTAA constitutional review committee whenever need arises and for not less than five years.
- e. Appoint a caretaker committee whenever need arises.
- f. Oversee and witness handing over/taking over of Executive Committee officials.

Article 12: The Executive Committee

- a. There shall be established an Executive Committee which shall be constituted in every election cycle.
- b. The Executive Committee shall have:

The Chairperson, Vice Chairperson, Secretary General, Deputy Secretary General, Treasurer, Organizing Secretary, Deputy Organizing Secretary,



Newsletter Editor and Two Co-opted Members who shall represent special interest groups.

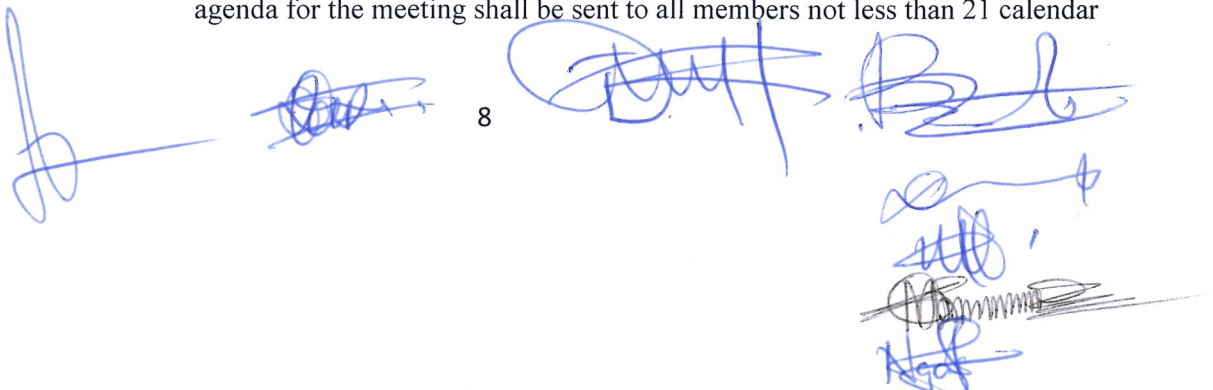
Article 13: Functions and Duties of the Executive Committee

The Executive Committee:

- a. shall network and mobilize resources for the wellbeing of members and the university.
- b. shall generate and discuss agenda to be presented to members at General Meetings.
- c. shall implement the decisions and resolutions passed at General Meetings.
- d. shall make any by-laws deemed necessary to carry out any of the Alumni's activities and to enforce the same subject to the approval by members in General Meetings.
- e. shall manage and administer the MMUSTAA funds in consultation with the relevant offices of the university.
- f. shall appoint members to MMUSTAA sub committees charged with the responsibility of instituting and executing MMUSTAA programs and activities.
- g. shall fill any vacancy in acting capacity in the event that a vacancy arises pending the next date of elections.

Article 14: Annual General Meeting

- a. There shall be an Annual General Meeting which shall be held not later than November in each year.
- b. Notice in writing of such Annual General Meeting, accompanied by the agenda for the meeting shall be sent to all members not less than 21 calendar

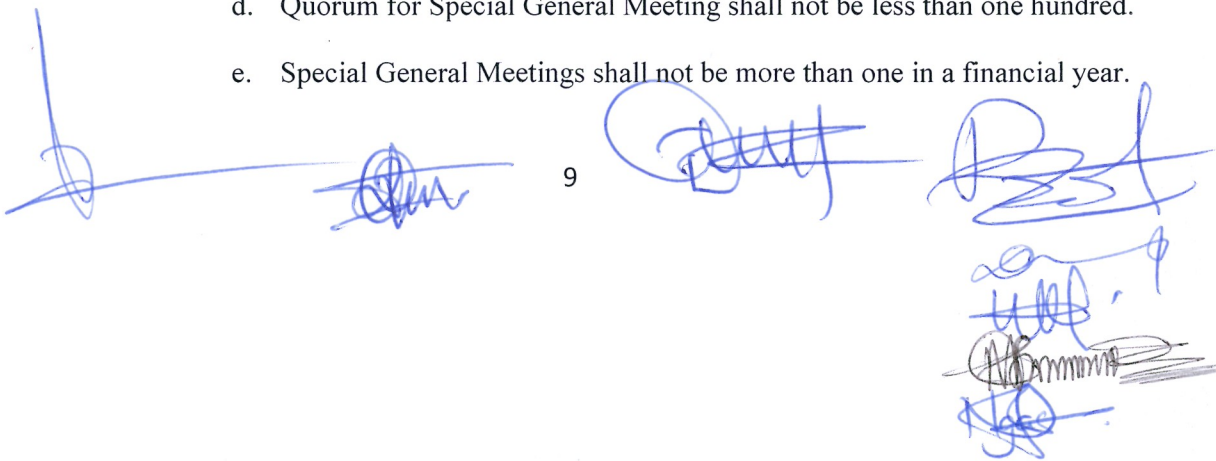
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days before the date of the meeting and, where practicable, by press advertisement.

- c. The agenda for any Annual General Meeting shall consist of the following:
 - i. confirmation of the minutes of the previous Annual General Meeting.
 - ii. consideration of the accounts.
 - iii. such other matters as the Executive Committee may decide or as to which a member or members shall have given notice in writing to the Secretary General at least four weeks before the date of the meeting.
 - iv. any other business with the approval of the Chairperson.
- d. The quorum for the Annual General Meeting shall be at least a hundred members.

Article 15: Special General Meeting

- a. There shall be a Special General Meeting that may be called for any specific purpose by the Executive Committee. 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.
- b. A special meeting may also be requisitioned for a specific purpose by order in writing to the Secretary General with signatures of not less than 300 active 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 to all members not less than 7 days before the date thereof and where practicable by press advertisement.
- c. No matter shall be discussed other than that stated in the requisition.
- d. Quorum for Special General Meeting shall not be less than one hundred.
- e. Special General Meetings shall not be more than one in a financial year.

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Article 16: Procedure of Meetings

- a. The Executive Committee shall meet at least once in a quarterly basis in a year.
- b. Quorum shall be made by a two third of the members of the Executive Committee.
- c. At all meetings of the Association the Chairperson, or in his absence the Vice-Chairperson shall chair the meeting.
- d. Resolutions shall be decided by simple majority; in the case of equality of votes, the Chairperson shall have a special reserved casting vote.

CHAPTER FOUR –OFFICES BEARERS /DUTIES

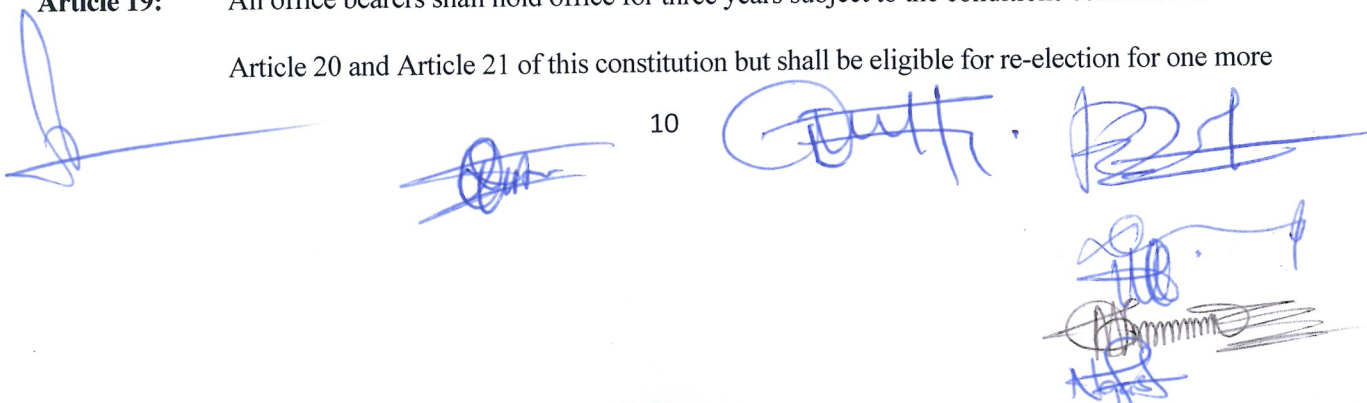
Article 17: a. There shall be established the following offices of MMUSTAA:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary General
- iv. Deputy Secretary General
- v. Treasurer
- vi. Organizing Secretary
- vii. Deputy Organizing Secretary
- viii. Newsletter Editor

b. There shall be three co-opted members representing special interest groups.

Article 18: Office bearers shall be fully paid-up members of the Association and shall be elected before end of July after the lapse of every three years.

Article 19: All office bearers shall hold office for three years subject to the conditions contained in Article 20 and Article 21 of this constitution but shall be eligible for re-election for one more

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Article 20: Any office bearer may be removed from office or cease to be a member as provided for in Article 6 and Article 50 of this constitution.

Article 21: Any office bearer who ceases to be a member of the Association shall automatically cease to be in office.

Article 22: Duties of Office Bearers

Article 23: The Chairperson

- a. shall convene all the meetings of the Executive Committee.
- b. shall represent the Association in university activities.
- c. shall ensure that the Association activities are run efficiently in conformity with the principles set out in the constitution.
- d. shall report on the operations of the Association to the members at the Annual General Meeting.
- e. shall be a signatory in all bank transactions on behalf of the Association.
- f. shall serve as an ex-officio member of all committees.
- g. shall be the official spokesperson of the Association.

Article 24: The Vice Chairperson:

- a. shall plan and co-ordinate the membership program of the Alumni Association.
- b. shall perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- c. shall perform any other duty assigned to him/her by the Association.

Article 25: The Secretary General:

- a. shall maintain an accurate record of all Alumni Association meetings.
- b. shall issue the Alumni Association directory.
- c. shall maintain and keep in safe custody all correspondences and records relating to the Alumni Association.

- d. shall issue notice of meetings and maintain an attendance log of all meetings.
- e. shall present minutes of the previous meetings at meetings.
- f. shall solicit input from members for meeting agendas and disseminating agendas prior to meetings.
- g. shall undertake any other duties as may be assigned by the Executive Committee members in consultation with the Chairperson.

Article 26: The Deputy Secretary General:

- a. shall be the principal assistant to the secretary general.
- b. shall perform other duties as shall be assigned to him/her by the Secretary General or the Executive Committee.

Article 27: The Organizing Secretary:


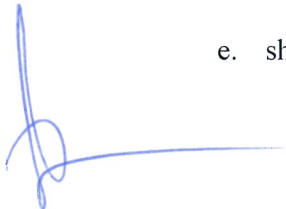
- a. shall coordinate events to enhance awareness of MMUSTAA.
- b. shall keep the Alumni Association in contact with the community.
- c. shall organize community related activities.

Article 28: The Deputy Organizing Secretary:

- a. shall in the absence of the Organizing Secretary, perform all the duties of the Organizing Secretary and such other duties as shall be assigned to him/her by the Organizing Secretary or the Executive Committee.

Article 29: The Treasurer:

- a. shall ensure that the funds of the Association are used in a prudent manner.
- b. shall be a signatory to the MMUSTAA bank accounts.
- c. shall maintain and manage books of accounts and an accurate record of all Association transactions for the purposes of auditing.
- d. shall coordinate the drafting of the procurement plan and the budget through the relevant sub committees of the Executive Committee.
- e. shall ensure all financial statements and reports prescribed by the Association are



filed as required.

CHAPTER FIVE – FUNDS, FINANCE AND ACCOUNTABILITY

Article 30: The Association shall have and maintain its own account.

Article 31: Banking

All Association funds shall be banked in a commercial bank account.

Article 32: Modes of Payment

- a. Direct deposit to the bank account.
- b. Cheque deposits.

Article 33: Sources of income for the Association:

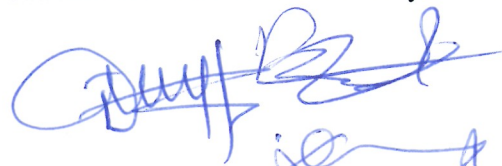

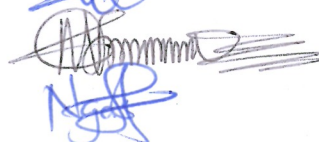
The following shall be the sources of income for the Association:

- a. Registration fee
- b. Subscriptions
- c. Donations
- d. Welfare and Endowment Funds
- e. Alumni merchandize
- f. Alumni fundraising dinners
- g. Grants & Collaborations
- h. Nomination fees

Article 34: Endowment Fund

- a. There shall be established an Endowment Fund in which all monies received from donors, charities, non-profit organizations shall be paid.
- b. Proceeds from the endowment fund shall be used for the purposes of supporting academic research and community outreach activities of the university as shall be prioritized in a general meeting.

Article 35: Accountability

The following principles shall guide all aspects of accountability in the Association -

- a. The Chairman is the Chief Accounting Officer responsible to the members of **MMUSTAA**.
- b. The Treasurer is the delegated custodian of financial documents.

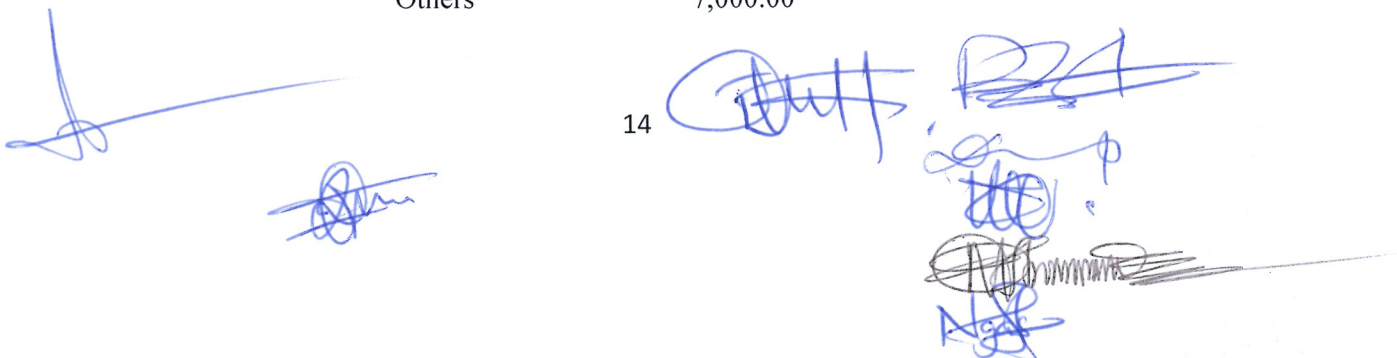
Article 36: Books of Accounts

- a. A Financial Report shall be prepared and presented at the **Annual General Meeting** for adoption.
- b. An independent auditor shall be appointed by the MMUSTAA Council to crosscheck and confirm the Financial Report.
- c. If the auditor's report reveals any financial impropriety by an official or officials, then a member may **request for a forensic audit**.
- d. In the event of confirmed financial mismanagement, the affected official shall be cited for gross misconduct and shall face punitive measures as prescribed in the **Public Officers and Ethics Act**.
- e. The financial year of the Association shall be from 1st July to 30th June.

Article 37: Expenditure & Allowances

- a. A monthly petty cash not exceeding Kshs. 20,000.00 shall be kept by the Alumni office for day to day operations and of which a proper account shall be kept.
- b. Allowances for the Executive Committee Members for meetings provided for in this constitution shall be as follows:

Chairman	10,000.00
Secretary General	8,500.00
Treasurer	8,500.00
Organizing Secretary	8,500.00
Others	7,000.00



- c. Allowance for each member of the MMUSTAA Council shall be Kshs. 10,000.00

Article 38: Signatories to the bank accounts

- a. No payments shall be made out of the bank account without a resolution of the Executive Committee authorizing such payment.
- b. The Chairperson and Treasurer shall be the Associations signatories.
- c. The MMUSTAA Council shall decide on their signatories.

CHAPTER SIX – ELECTIONS

Article 39: The Deputy Vice Chancellor, Academics and Student Affairs shall be the Returning Officer.

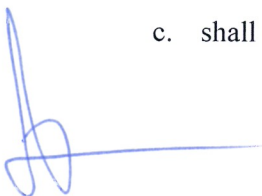
Article 40: MMUSTAA Elections Board

- a. There shall be a board to be known as the MMUSTAA Elections Board, which shall be constituted by the Deputy Vice Chancellor – ASA at every election cycle.
- b. The composition of the Board shall be as follows;
 - i. 4 members appointed through a competitive process from the academic staff;
 - ii. and 3 members appointed through a competitive process from MMUSTAA Ordinary Members.
 - iii. the Director Career Services who shall act as the Secretariat to the board.
 - iv. the Registrar Academic Affairs who shall be an ex-officio member.

Article 41: Functions of the MMUSTAA Elections Board

The MMUSTAA Elections Board:

- a. shall conduct MMUSTAA elections in free, fair, transparent and verifiable manner.
- b. shall advice MMUSTAA members on matters relating to nominations and elections;
- c. shall outsource such assistance as may be necessary for the fulfilment of its mandate;



- d. shall act within the confines of MMUSTAA constitution to ensure the success of MMUSTAA nominations and elections.
- e. shall report to the MMUSTAA Council through its Chairperson;
- f. shall prescribe forms, documents and procedures required for purposes of nominations and elections of candidates with strict adherence to MMUSTAA constitution.
- g. shall certify the list of all candidates seeking elective positions and the voter register for onward transmission to the Secretariat who shall publish it on the university website fourteen days before elections for public scrutiny; the MMUSTAA members may raise objections on grounds that a candidate presented is not in tandem with MMUSTAA principles and aspirations PROVIDED that such a candidate shall be heard on the objection before any declaration is made subject to article 44 of this constitution.
- h. shall design and issue clearance certificates in respect of any election.
- i. shall through its Returning Officer sign any certificates issued by the MMUSTAA Elections Board.
- j. shall give a notice in writing inviting members for an election, which shall be sent to all members not less than twenty-one (21) calendar days before the date of the election and; where practicable, by press advertisement.
- k. shall prepare and publish an elections calendar to guide MMUSTAA elections.

Article 42: Nomination and Elections

The provisions for nomination of candidates for elections shall include:

- i. duly nominated candidates shall be cleared by the MMUSTAA Elections Board in line with the provisions of Chapter Six of the constitution of Kenya 2010; the Leadership and Integrity Act of 2012.
- ii. no person shall be qualified to be a candidate in any election unless that person meets the following criteria and has the following qualifications: -

- a. the person must be conversant with, supports and subscribes to the Alumni ideology, philosophy, mission and values;
- b. the person is validly and a current registered and subscribing member of MMUSTAA;
- c. the person is an alumnus of MMUSTAA and a holder of an identification card/passport;
- d. the person is qualified to vie for an election which he/she seeks under the provisions of the relevant provisions of the laws of Kenya and the MMUSTAA Constitution.

iii. a candidate can only vie for one position.

Article 43: Nomination of MMUSTAA Executive Committee Members

The candidate must:

- i. be MMUST alumni.
- ii. qualify to vie for election as described in Article 42 of this constitution.
- iii. be a MMUSTAA member for a period not less than five years prior to the date of nomination.
- iv. be a holder of master's degree from a recognized institution of higher learning for the position of Chairperson, Secretary General and Treasurer.
- v. be a CPA 2 holder for the position of Treasurer.
- vi. be nominated by at least 10 duly registered voters;
- vii. the Chairperson, Secretary General and Treasurer shall be MMUST alumni for at least 5 years from the date of graduation.
- viii. submit:
 - a. a clearance certificate from Kenya Revenue Authority (KRA).
 - b. a clearance certificate from Higher Education Loans Board (HELB).

- c. a clearance certificate from Ethics and Anti-corruption commission (EACC) Certificate of good conduct.
- d. a certified copy of an identification document.
- e. nomination fees for Chairman, Secretary General and Treasurer that shall be Kshs. 15,000.00.
- f. nomination fees for Vice Chairman, Deputy Secretary General, Organizing Secretary, Deputy Secretary General that shall be Kshs. 10,000.00.

Article 44: Appeals on Cleared Candidates

- a. A member who is dissatisfied with the nomination process shall write an appeal to the Returning Officer with a copy to the Vice Chancellor not later 24 hours after the publication of the cleared candidates.
- b. A determination shall be made within 2 days.

Article 45: Voting

- a. Voting shall start at 8:00a.m. and end at 3:00p.m. at designated polling centers as declared by the Returning Officer 14 days to elections.
- b. Voting shall be by secret ballot, simple majority system and on the principle of one member one vote.
- c. The ballot papers shall bear the name, position and a clear passport size photo of each candidate.
- d. The ballot boxes shall be transparent, of a fixed number according to the number of elections, serialized and recorded.
- e. For purposes of identification, members shall be required to produce an original and valid national identity card/ passport.
- f. Immediately after voting, the votes shall be counted at the respective polling station.

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- g. The counting shall be presided over by the presiding officer at respective polling center.
- h. Candidates or their agents have the right to witness the counting/tallying.
- i. The tallying shall be presided over by the Returning Officer at the main tallying center.
- j. A candidate shall be entitled to a maximum of two recounts.
- k. Elections shall be restricted to active paid up members who are in the voters' register.
- l. The used electoral materials shall be kept for a period of 90 days by the MMUSTAA Elections Board.




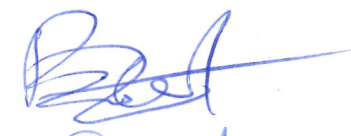

Article 46: Types of Votes

- a. Votes shall be classified as defined by the Independent, Electoral and Boundaries Commission Act of 2011.
- b. Spoilt, rejected and stray votes shall not be tallied to any candidate.

Article 47: Declaration of Winners

- a. The Returning Officer Shall declare the winner and transmit the results to MMUSTAA Council and post a copy of the results to the university website immediately after the declaration.
- b. Winning shall be by simple majority of the valid votes cast.
- c. The candidate with the simple majority of the valid votes cast shall be declared the winner immediately after the counting of votes.
- d. In cases of one nominee, he/she shall be declared the winner unopposed.
- e. Where two candidates tie or a successful appeal, a re-run/repeat election for the respective position shall be done within 90 days.

Article 48: Handing Over/Taking Over.



There shall be a handing over/taking over exercise which shall be presided over by the MMUSTAA Elections Board and the MMUSTAA Council within a period of seven days after declaration of winners.

Article 49: Appeal and Dispute Resolution

- a. There shall be established a five-member Appeal and Dispute Resolution committee appointed by MMUSTAA Council to deal with any disputes arising from the elections.
- b. The committee shall grant hearing to any dispute arising from the electoral process and shall pronounce its verdict based on the evidence submitted before it.
- c. Such hearing shall be determined within seven (7) calendar days.
- d. Appeals shall be supported by factual, verifiable and justifiable evidence.
- e. A non-refundable fee of Kshs. 20,000.00 shall be payable on submission of the appeal.
- f. Resolution of the appeal's committee shall be final.

Article 50: Election Offenses

Elections offenses shall be classified and be applied as per the Election Offenses Act of Kenya 2016.

Article 51: Removal from Office

An Executive Committee member may be removed from office:

- a. if convicted in a court of law;
- b. through a vote of no confidence supported by signatures of two thirds of the entire members.
- c. resignation by notice in writing addressed to the relevant alumni office in accordance with the provision of his/her tenure.

CHAPTER SEVEN – MISCELLENOUS

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Article 52: Amendment

- a. Amendments to this constitution must be approved by at least two thirds majority of the members at an Annual General Meeting or Special General Meeting of the Association.
- b. This shall be done with the prior consent in writing to the Registrar of Societies obtained upon application to him/her made in writing and signed by the Chairperson.

Article 53: Declaration

We the undersigned officials of MMUSTAA named herein do hereby accept, adopt and bind ourselves to this constitution for and on behalf of MMUSTAA.

DESIGNATION	NAME	SIGNATURE	DATE
	
	
	

IN THE PRESENCE OF

REGISTRAR OF SOCIETIES

On this ___ Day of _____ 20___

