

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS' ASSOCIATION



MAKUENI UNIVERSITY STUDENTS ASSOCIATION CONSTITUTION  
SINCE

APRIL 21, 2016

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

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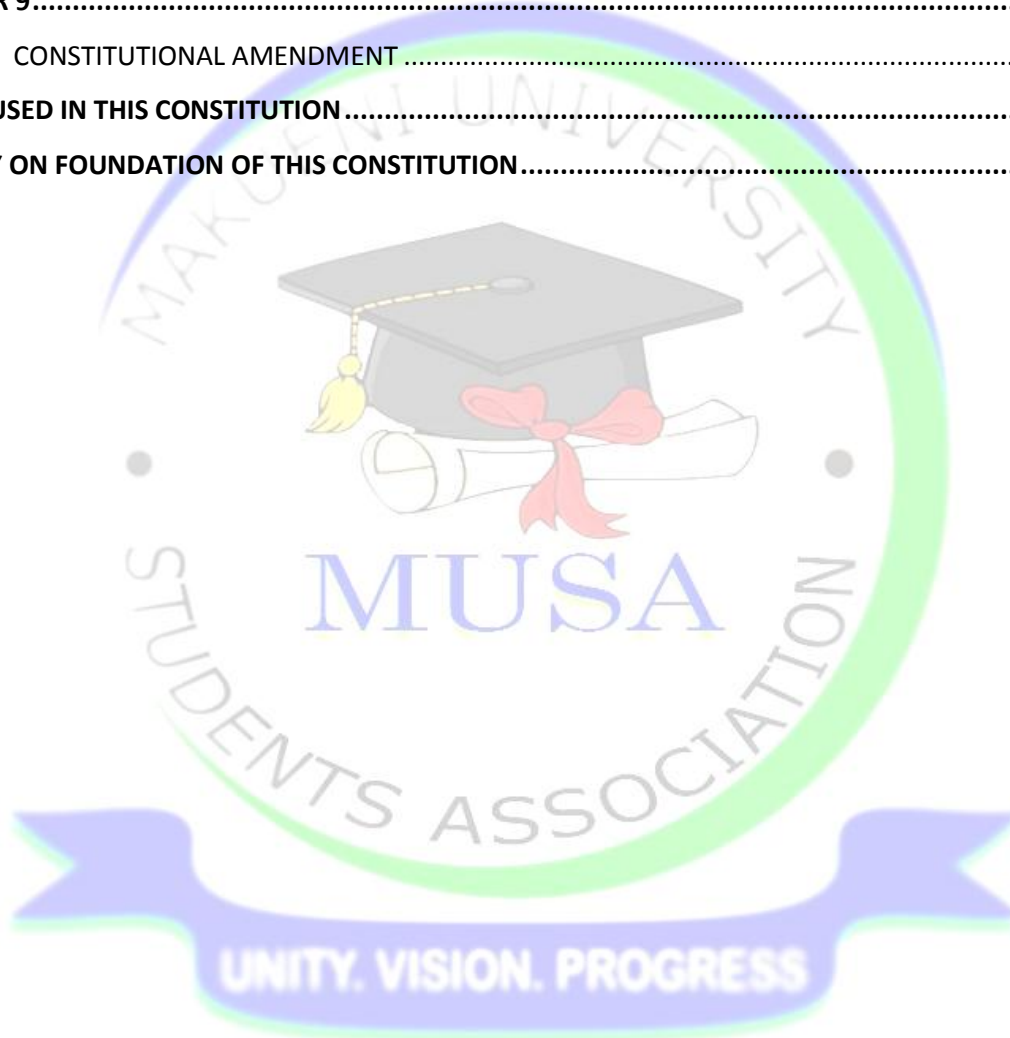
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# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## PREAMBLE

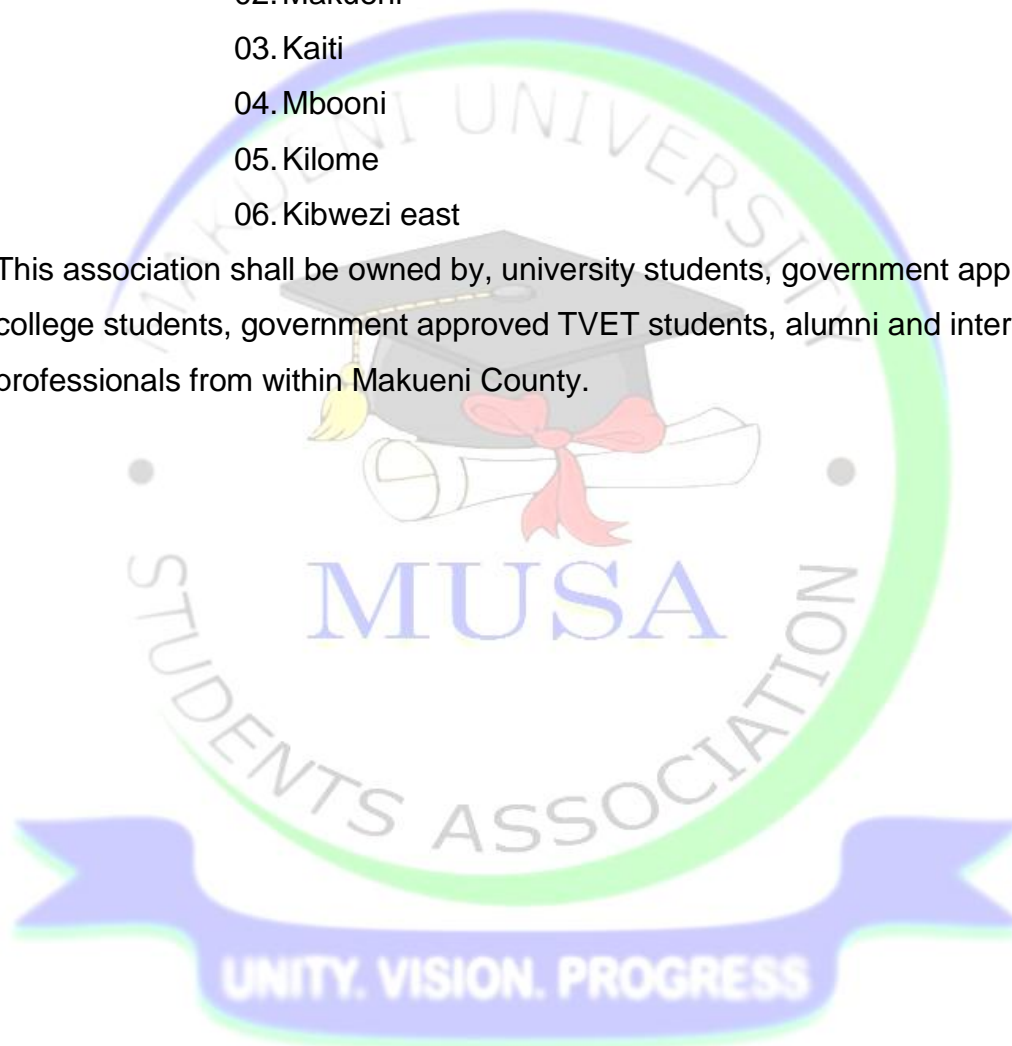
- **Honouring** the equal nature that the Almighty created all mankind; and the unchallenged supremacy of God, creator of all things
- **Respecting** all persons with all their different backgrounds; racial, ethnic, age, gender, religion and/or any other status, without discrimination or prejudice
- **Committed** to the binding vision of our association and providing those in need our treasured services.
- **Determined** to engage in bringing all students together and uniting them for the common purpose of giving back to our society.
- **Do hereby** commit to this constitution with the spirit of making it happen as our sole purpose of joining the MAKUENI UNIVERSITY STUDENTS ASSOCIATION fraternity.
- This Constitution is directed to guide the members of the MAKUENI UNIVERSITY STUDENT'S ASSOCIATION in their general undertakings of promoting and preaching good governance across the great land of makueni, the Pride of Makueni, and shall serve to bind the members at all levels in the Association.
- The pillars of this constitution shall remain to be:
  1. **UNITY**
  2. **VISION**
  3. **PROGRESS**
- This constitution is subject to the supreme law of the Republic of Kenya

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER 1

### 1. NAME

- The name of the association shall be Makueni University Students' Association
- The abbreviation of the association shall be MUSA.
- The association shall have six (6) chapters, coded as follows;
  01. Kibwezi west
  02. Makueni
  03. Kaiti
  04. Mbooni
  05. Kilome
  06. Kibwezi east
- This association shall be owned by, university students, government approved college students, government approved TVET students, alumni and interested professionals from within Makueni County.



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## CHAPTER 2

### 2. 2.1 VISION

To make Makueni shine in producing competent and reliable graduates

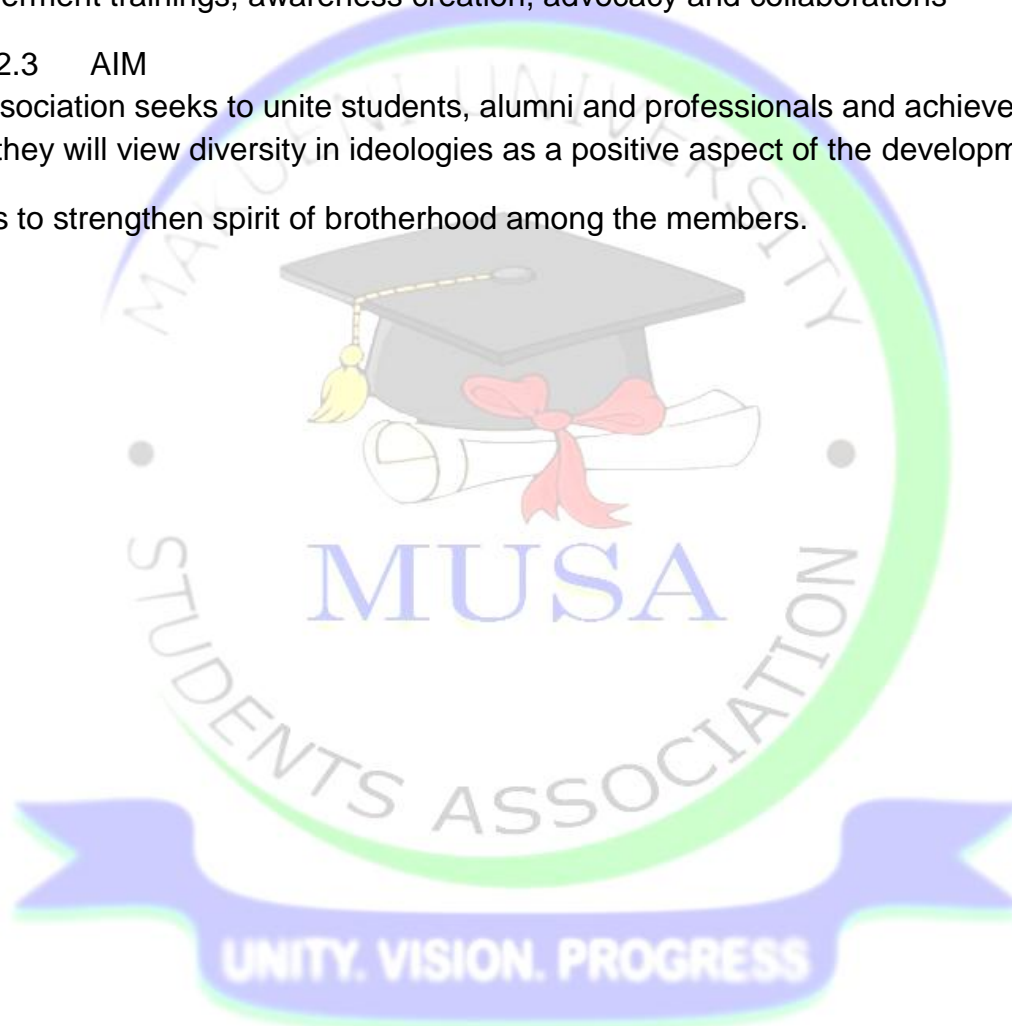
### 3. 2.2 MISSION

To build and strengthen peaceful interactions within the society through youth empowerment trainings, awareness creation, advocacy and collaborations

### 4. 2.3 AIM

The Association seeks to unite students, alumni and professionals and achieve a point where they will view diversity in ideologies as a positive aspect of the development.

It seeks to strengthen spirit of brotherhood among the members.





# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER 3

### 5. 3.1 CORE VALUES

- Our core values are the principles that guide the internal and external actions of association and drive our accountability to each other and our stakeholders.
- We are inspired by these values and we aspire to fully live these values.
- The following are our core values:
  1. unity
  2. vision
  3. progress

### 6. 3.2 ASSOCIATION'S OBJECTIVES

- a) To bring together on board; civic, private and government actors to share information, ideas and resources on how to generate positive social and community change
- b) To create a learning platform among the participants that will identify problems and seek solutions for positive social and economic change.
- c) To create a platform to identify, nature and promote youth skills, ideas and talents in peace building and community development
- d) To bring national and local leadership into the platform to advice, guide, and mentor and develop leaders among the association's members
- e) To create a platform for youth issues advocacy and promote volunteer community service
- f) To generate youth exchange forums that can network the youth, build their character and improve their competence in social and professional interactions
- g) To empower the members with peace building and entrepreneurial skills through training, advocacy and community outreach activities
- h) To bring together all university students within makueni county together regardless of their centers of knowledge across the republic of Kenya.
- i) To voice our grievances as an association, thereby increasing our bargaining power

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### 7. 3.3 ASSOCIATION'S AGENDA

➤ We believe in the following theory of Change;

1. **If we acknowledge that the youth** are the leaders of today, then mobilize and organize them into youth action groups, we can then provide them with a platform for personal development and self –reflection.
2. **If we can raise the awareness of the youth** to global and local societal challenges connected to poverty, conflict and development issues, then we can help them realize their full potential as social change agents and feed their interest to become engaged citizens.
3. **And if we can facilitate the youth** to discover their talents, harness their ideas and equip them with compassionate attitudes, skills and knowledge, then we can empower them to become active participants in peaceful community development.
4. The organization shall engage in any activity geared towards development and youth empowerment including:
  - i. Charity Walks
  - ii. Leadership Forums
  - iii. Civic Education
  - iv. Charity Drives (for persons in need)
  - v. Public Character Education
  - vi. Youth Empowerment Activities
  - vii. Environment Management- tree planting
  - viii. Health Promotion activities
  - ix. Education capacity building activities
  - x. Talent Development
  - xi. School visitations
5. Any other activity that promotes good governance, equality and a sense of community everywhere across the county.

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## CHAPTER 4

### 8. MEMBERSHIP AND GOVERNANCE

#### 9. 4.1 MEMBERSHIP

- There shall be only **TWO** categories of membership in the association drawn from interested parties and stakeholders.

##### 4.1.1 ORDINARY MEMBERSHIP

- Ordinary membership shall be of **ONE** category;

###### 1. Undergraduates

##### Qualifications for ordinary members

- Ordinary membership shall be of for those who meet the following requirements:
  1. Be a bonafide student of university/college from Makueni County.
  2. Have paid a non-refundable membership fee of kshs.200.
  3. Have paid a non-refundable annual subscription of kshs.200. This shall be paid by at the beginning of every year, not later than the fifth week of the first month of every year.

##### 4.1.2 ASSOCIATES MEMBERSHIP

- Associate membership shall be of **TWO** categories;

1. Alumni
2. Professionals

##### Qualifications for Associate members

1. Be graduates who were former members of the association from Makueni County or professionals.
2. Any other interested person who graduated before the formation of the association can became members.
3. Have paid a non-refundable membership fee of kshs.500
4. Have paid a non-refundable annual subscription of kshs.500
5. Alumni members shall participate in associations' elections through electing their representatives in the county executive.
6. Alumni representative at executive committee shall have no voting rights
7. Alumni members shall enjoy all benefits of the association.

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## 10.4.2 BENEFITS OF MEMBERSHIP

1. Opportunity to volunteer with the county government or other non-organizations to gain skills and experience
2. Opportunity to acquire specialized skills through technical trainings, workshops and seminars.
3. Opportunity to develop and exercise youth leadership within the association
4. Opportunity to build life-long social and career networks within the association, locally, nationally and internationally in our youth network
5. Opportunity to gain exposure in by participating in local and national youth exchange forums and visits
6. Opportunity to nature and promote talents and skills
7. An opportunity to contribute to the local and national community through volunteer service
8. Access to **Participation Certificates** as well as letters of recommendation corresponding to your length of your volunteerism

## 11.4.3 CESSATION OF MEMBERSHIP

- One ceases to be a member of the association if;
1. He/she resigns from the association. This will be through a two weeks' notice in writing to the Secretary General of his/her chapter intentions to resign from the association. Upon the expiry of such a notice, he/she shall cease to be a member.
  2. He/she is removed from membership by a vote of no confidence passed by two-thirds majority of the members of the association present at a Special General Meeting at which he/she shall have been given reasonable opportunity of attending and being heard. The vote of no confidence shall be subject to article 4.4.
  3. One's leadership position in the association shall be frozen if he/she fails to attend four consecutive leadership meetings. He/she shall therefore not enjoy the rights and privileges of a registered member as well as a leader. He/she shall pay a fine of Kshs.200 for every meeting missed to restore his/her membership.
  4. One's membership shall be frozen if he/she fails to pay the annual subscription fee without prior arrangement with the executive committee. He/she shall therefore not enjoy the rights and privileges of a registered member. He/she shall

## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

pay a fine of Kshs.200 to restore his/her membership.

### **12.4.4 VOTE OF NO CONFIDENCE**

➤ This shall be raised under the following basis;

- a) Lack of accountability
- b) Insanity
- c) Misconduct in the association's social media platforms
- d) Abuse office
- e) Gross misconduct and violation of association constitution



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER 5

### 13. GOVERNANCE

#### 14.5.1 THE EXECUTIVE COMMITTEE.

- This constitution provides for **TWO** levels of executives;
  1. County Executive Committee or Assembly Executive
  2. Chapter Executive Committee

#### COMPOSITION OF THE COUNTY EXECUTIVE COMMITTEE

- The county leadership of the association shall comprise of;
  1. County Executive Also Known as Assembly Executive
  2. MUSA Assembly.

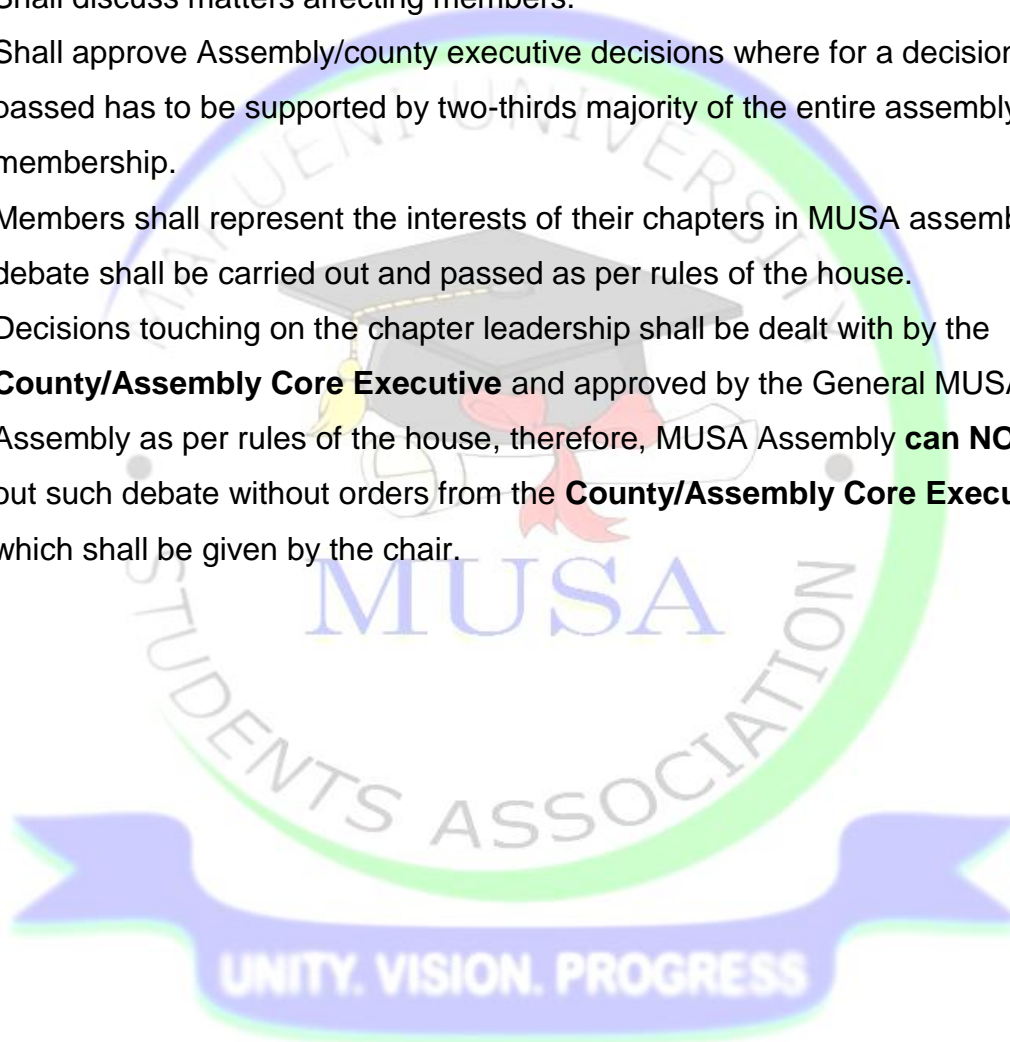
#### COUNTY/ ASSEMBLY EXECUTIVE COMMITTEE

- The county executive committee shall comprise fifteen (15) members plus one (1) patron.
- There shall be nine (9) County/Assembly Core Members, six (6) members and one (1) patron.
- The leadership of County executive committee/ Assembly Executive shall comprise of the following;
  1. **President**
  2. **Deputy President**
  3. **Secretary General**
  4. **Finance Director**
  5. **Logistics Director**
  6. **Publicity Director**
  7. **Administrator**
  8. **Young Professional- Alumni Representative**
  9. **Advisor- Alumni Representative**
  10. Chapters chairpersons from six chapters recognized by this constitution
  11. Patron
- The first **SIX (6) CORE** leaders shall not come from same chapter for the purpose of equal representation in the County/Assembly executive committee.
- However, this does not affect the Alumni leadership in the executive committee

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## MUSA GENERAL ASSEMBLY

- There shall be MUSA General Assembly which Shall comprise membership from the County/Assembly Executive Committee and six-chapter executive committees.
- The total membership shall not exceed 48 members.
- The following shall be the functions of the MUSA General Assembly;
  - a) Shall discuss matters affecting members.
  - b) Shall approve Assembly/county executive decisions where for a decision to be passed has to be supported by two-thirds majority of the entire assembly membership.
  - c) Members shall represent the interests of their chapters in MUSA assembly where debate shall be carried out and passed as per rules of the house.
  - d) Decisions touching on the chapter leadership shall be dealt with by the **County/Assembly Core Executive** and approved by the General MUSA Assembly as per rules of the house, therefore, MUSA Assembly **can NOT** carry out such debate without orders from the **County/Assembly Core Executive** which shall be given by the chair.



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## 15. CHAPTER EXECUTIVE COMMITTEE

- There shall be chapter executive committee
- The chapter executive committee shall comprise the 7 members plus 1 patron;
  1. Chairperson
  2. Vice chairperson
  3. Secretary General
  4. Treasure
  5. Project Coordinator
  6. Assistant Secretary
  7. Executive member
  8. Patron

### 5.1.4 FUNCTIONS OF THE EXECUTIVE COMMITTEE

#### 5.1.4.1 FUNCTIONS OF THE COUNTY/ASSEMBLY EXECUTIVE COMMITTEE

- The following shall be the duties of the county executive committee members
  1. Shall be the main decision-making body of the association
  2. Shall oversee all activities of the association at chapter level.
  3. Shall approve expenditures of the association at County/Assembly level of representation.
  4. Shall be the umbrella body of all chapters of the association
  5. Shall monitor the progress of the chapters
  6. Shall be the spokesman of the chapters in local and national government
  7. Shall determine possibilities of extension of the term in the office, which shall be approved by the **MEMBERS** of the association through a vote.
  8. Shall elect MUSA Election Body.



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## COUNTY/ASSEMBLY EXECUTIVE COMMITTEE MEMBERS

### PRESIDENT

- There shall be the office of the president of the association.
- The following shall be the duties and powers of the president;
  1. Shall be the head of the association.
  2. Shall chair county executive committee.
  3. Shall be the chairperson of MUSA general assembly.
  4. Shall delegate responsibilities to members of the Executive committee of the association to ensure success and participation of all members.
  5. Shall be the head coordinator of all the association's activities.
  6. Shall approve financial withdrawals together with the Secretary-General and Finance Director.
  7. Shall announce election results in exception of the association's election body.
  8. Shall give timely reports of the association signed by at least three members of the County/Assembly Core Executive upon approval by the executive.

### 16. Qualifications for The President

- One shall qualify to hold the office of the president if he/she is elected at chapter level as;
  1. Secretary general
  2. Vice chairperson
  3. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the Secretary-Generals or Vice-Chairpersons is elected as the President, there shall be a by-election in his/her chapter to fill the vacant post.
- However, shall attend all the chapter executive meetings in his/her chapter as an in-attendance member but with no voting powers.

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## DEPUTY PRESIDENT

- There shall be the office of the deputy president of the association.
- The following shall be the duties and powers of the deputy president;
  1. Shall take over the responsibilities of the president in his absence
  2. Shall be in charge of the welfare of members at all times.
  3. Shall maintain discipline and be the time keeper during meetings.
  4. Shall be the chairperson of the Welfare Department
  5. Shall assist the president in the coordination of the association's activities

## 17. Qualifications for Elections of The Deputy President

- One shall qualify to hold the office of the Deputy President if he/she is elected at chapter level as:
  1. Secretary-general
  2. Vice Chairperson
  3. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the Secretary-Generals or Vice-Chairpersons is elected as the Deputy President, there shall be a by-election in his/her chapter to fill the vacant post.
- However, shall attend all the chapter executive meetings in his/her chapter as an in-attendance member but with no voting powers

## SECRETARY GENERAL

- There shall be the office of the County/Assembly Secretary-General of the association.
- The following shall be the duties and powers of the county secretary general;
  1. Shall be the custodian of the association's constitution
  2. Shall approve financial withdrawals together with the Chairperson and Treasurer.
  3. Shall call MUSA General Assembly meeting executive meetings.
  4. Shall call County/Assembly Executive meetings.
  5. Shall write the minutes of the association's meetings.
  6. Shall read the agenda of the association's meetings.
  7. Whenever necessary, he/she shall represent the association with the president in formal and informal activities involving the association.

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## 18. Qualifications for The Secretary-General

- One shall qualify to hold the office of the Secretary-General if he/she is elected at chapter level as:
  1. Secretary-General
  2. Vice Chairperson
  3. Assistant Secretary-General
  4. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the Secretary-Generals or Vice-Chairpersons or Assistant-Secretary-Generals is elected as the Secretary-General, there shall be a by-election in his/her chapter to fill the vacant post.
- However, shall attend all the chapter executive meetings in his/her chapter as an in-attendance member but with no voting powers.

## FINANCE DIRECTOR

- There shall be the office of the finance director of the association.
- The following shall be the duties and powers of the finance director;
  1. Shall be the custodian of the association's finances, funds and investments.
  2. Shall prepare the association's operating budget at the beginning of every year.
  3. Shall advice the executive committee on financial matters.
  4. Shall approve withdrawals from the association's account together with the Chairperson and Secretary.
  5. Shall prepare and present financial reports during general meetings.

## 19. Qualifications for Election as The Finance Director

- One shall qualify to hold the office of the Finance Director if he/she is elected at chapter level as:
  1. Secretary-General
  2. Vice Chairperson
  3. Treasure
  4. Project coordinator
  5. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the Secretary-Generals or Vice-Chairpersons or treasurer or project-coordinator is elected as the Secretary-General, there shall be a by-

## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

election in his/her chapter to fill the vacant post.

- However, shall attend all the chapter an in-attendance member in his/her chapter as a member but with no voting powers.

### **LOGISTICS DIRECTOR**

- There shall be the office of the logistics director of the association.
- The following shall be the duties and powers of the logistics director;
  1. Shall coordinate the activities of the association with consultation with the chairperson
  2. Shall look for the sponsorship for the association
  3. Shall head the Operation Department
  4. Shall write proposals on behalf of the association.

### **20. Qualifications for Election as The Logistics Director**

- One shall qualify to hold the office of the Logistics Director if he/she is elected at chapter level as:
  1. Vice Chairperson
  2. Treasure
  3. Project coordinator
  4. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the Vice-Chairpersons or treasurer or project-coordinator is elected as the Logistics Director, shall hold two positions at two levels of representation.

### **PUBLICITY DIRECTOR**

- There shall be the office of the publicity director of the association.
- The following shall be the duties and powers of the publicity director;
  1. Shall head Public Relations Department
  2. Shall set targets and define objectives for public relations operations.
  3. Shall coordinate the working and activities of the public relations department.
  4. Shall be the official spokesperson of the association.
  5. Shall be the representative of the public relations department at the executive committee

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## 21. Qualifications for Election as The Publicity Director

- One shall qualify to hold the office of the publicity director if he/she is elected at chapter level as;
  1. Project-coordinator
  2. Assistant Secretary General
  3. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the project-coordinator or Assistant Secretary General is elected as the Logistics Director, shall hold two positions at two levels of representation.

## ADMINISTRATOR GENERAL

- There shall be the office of the Administrator General of the association.
- The following shall be the duties and powers of the administrator;
  1. Shall assist the office of the secretary General implementing association's agenda.
  2. Shall admit new members of the association
  3. Shall keep the updated list of the members.
  4. Work with the chapter secretary generals to get members list.
  5. Shall take over the responsibilities of the secretary general in his absence
  6. Shall undertake any other task assigned by the executive

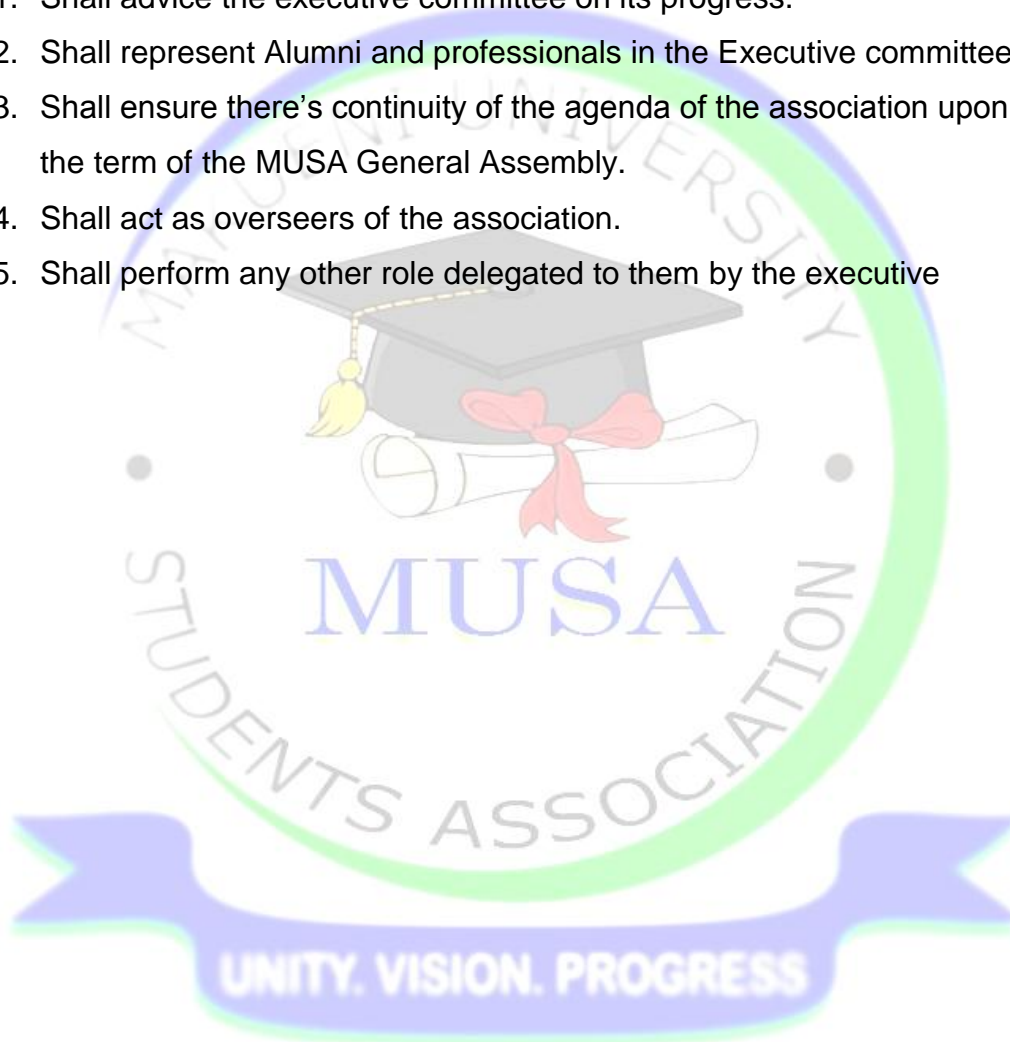
## 22. Qualifications for Election as The Administrator General

- One shall qualify to hold the office of the Administrator General if he/she is elected at chapter level as;
  1. Assistant Secretary General
  2. Executive Member
  3. Must apply to the Elections board three (3) days after Chapter elections.
- In event one of the Assistant Secretary Generals or Executive members is elected as the Administrator General, shall hold two positions at two levels of representation.

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## YOUNG PROFESSIONAL REPRESENTATIVES

- There shall be office of Alumni and professionals which shall be occupied by **TWO** alumni or professionals.
- They shall be elected by alumni members of the association to serve for a period of four years with an option of reelection to the county executive committee by Alumni members.
  1. Shall advice the executive committee on its progress.
  2. Shall represent Alumni and professionals in the Executive committee
  3. Shall ensure there's continuity of the agenda of the association upon expiry of the term of the MUSA General Assembly.
  4. Shall act as overseers of the association.
  5. Shall perform any other role delegated to them by the executive



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER REPRESENTATIVES/MEMBERS

- There shall be chapter representatives who shall be elected chairpersons of their respective chapters.
- Chapter representatives shall be elected chairpersons at chapter level
  1. Shall represent the interests of their chapters to the county executive committee
  2. They shall act as the watchdog of the association at County/Assembly Executive level of representation
  3. Shall be the chapter's spokesman
  4. Shall report to the county executive committee the progress of their chapter
  5. Shall undertake any other duty assigned by county executive committee.

## OVERALL MUSA PATRON

- There shall be a Patron/Matron of the association.
- The following shall be the duties and powers of the Patron
  1. Shall advise the executive committee on administrative matters.
  2. Shall be the link between the association, local and national government
  3. Shall be the caretaker of the association in case there's total power vacuum
  4. Shall assist the association in identifying potential well-wishers, partners and collaborators.

### 23. Qualities of A Good Overall Patron

1. He/she should be a professional from Makueni County, with academic prowess.
2. He/she should be a respected gentlemen or lady
3. He/she should be a reputable mentor among many individuals either locally or nationally or internationally.
4. Should provide selfless leadership to the Association
5. He/she be non-political on the agenda of the Association
6. Should provide selfless leadership to the Association
7. He/she shall convene MUSA patrons' meetings to discuss way forward of the association and make necessary recommendations.

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## 24.5.1.4.2 FUNCTIONS OF THE CHAPTER EXECUTIVE COMMITTEE

- The following shall be functions of the chapter executive committee
  1. shall be the be the grassroot body of the association
  2. shall mobilize members for the association's activities
  3. Shall register members of the association and forward the list to the county administrator of the association.
  4. Shall be the major source of finance for the association.
  5. Shall collect registration and subscription fee on behalf of the association.

## CHAIRPERSON

- There shall be the office of the Chapter chairperson.
- The following shall be the duties and powers of the chapter chairperson.
  1. shall represent the chapter at the county executive committee
  2. shall chair chapter's meetings
  3. shall be the head coordinator of the activities at the chapters level
  4. He/she shall be the signatory of the chapter with the assistance of the secretary and the treasurer

## 25. Qualifications of The Chapter Chairperson

- Must have been a registered member for a period exceeding twelve (12) months before elections.
- He/she must be a college or a university student from chapter to contest within Makueni County.
- Must apply to the Elections board fourteen (14) days to the general elections.

## VICE CHAIRPERSON

- There shall be the office of the Chapter vice chairperson of the chapter
- The following shall be the duties and powers the vice chairperson of the chapter
  1. Shall assist the chairperson in the coordination of the chapter's activities
  2. Shall take over the responsibilities of the chairperson in his absence
  3. Shall maintain discipline and be the time keeper during chapter's meeting

## 26. Qualifications of The Chapter Vice-Chairperson

- Must have been a registered member for a period exceeding twelve (12) months



## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

before elections.

- He/she must be a college or a university student from chapter to contest within Makueni County.
- Must apply to the Elections board fourteen (14) days to the general elections.

### **SECRETARY GENERAL**

- There shall be the office of the Chapter Secretary-General
- The following shall be the duties and powers the Secretary General of the chapter
  1. Shall call executive meetings.
  2. Shall keep and maintain the chapter's documents.
  3. Shall write the minutes of the chapter's meetings.
  4. Shall read the agenda of the chapter's meetings.

### **27. Qualifications of The Chapter Secretary General**

- Must have been a registered member for a period exceeding twelve (12) months before elections.
- He/she must be a college or a university student from chapter to contest within Makueni County.
- Must apply to the Elections board fourteen (14) days to the general elections.

### **TREASURER**

- There shall be the office of the Chapter Treasurer
- The following shall be the duties and powers the treasurer of the chapter;
  1. Shall be the custodian chapter's finances
  2. Shall prepare the chapter's operating budget at the beginning of every year
  3. Shall advice the executive committee on financial matters.
  4. Shall approve withdrawals from the association's account together with the Chairperson and Secretary.
  5. Shall prepare and present financial reports during general meeting

### **28. Qualifications of The Chapter Treasurer**

- Must have been a registered member for a period exceeding twelve (12) months before elections.
- He/she must be a college or a university student from chapter to contest within

## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

Makueni County.

- Must apply to the Elections board fourteen (14) days to the general elections.

### **PROJECT COORDINATOR**

- There shall be the office of the Chapter Project Coordinator
- The following shall be the duties and powers the Chapter Project;
  1. Shall coordinate the activities of the chapter with consultation with the chairperson
  2. Shall write proposals on behalf of the chapter's executive committee
  3. Shall undertake any other duty delegated by the chapter executive committee

### **29. Qualifications of The Chapter Project Coordinator**

- Must have been a registered member for a period exceeding six (6) months before elections.
- He/she must be a college or a university student from chapter to contest within Makueni County.
- Must apply to the Elections board fourteen (14) days to the general elections.

### **ASSISTANT SECRETARY GENERAL**

- There shall be the office of the Chapter Assistant Secretary General
- The following shall be the duties and powers the Assistant Secretary General of the chapter;
  1. Shall assist the office of the secretary General in implementing agenda of the association
  2. Shall admit new members of the association
  3. Shall keep the updated list of the members.
  4. Shall take over the responsibilities of the secretary general in his absence
  5. Shall undertake any other task assigned by the executive

### **30. Qualifications of The Chapter Secretary General**

1. Must have been a registered member for a period exceeding six (6) months before elections.
2. He/she must be a college or a university student from chapter to contest within Makueni County.

## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

3. Must apply to the Elections board fourteen (14) days to the general elections.

### **EXECUTIVE MEMBER/ COLLEGE REPRESENTATIVE**

- There shall be Chapter Executive Member
- The following shall be the duties and powers the Executive Member of the chapter;
  1. Shall act as the watchdog of the association at chapter level.
  2. Shall advice the chapter executive on decisions made.
  3. Shall represent college students at the chapter level of MUSA.
  4. Shall undertake any other duty delegated to him/her by the chapter executive committee.
  5. Shall act as the watchdog
  6. Represent interests of the college students in the association.
  7. Shall advice the chapter executive on its progress
  8. Shall undertake any other duty delegated to him/her by the chapter executive committee.

### **31. Qualifications of The Chapter Executive Member**

- Must have been a registered member for a period exceeding six (6) months before elections.
- He/she must be a college student from contesting chapter within Makueni County.
- In case Election board fails to get an application from a college student for this position, the elections will proceed, and afterwards, in consultation with the elected executive at that affected chapter, the elections board, will scout a suitable candidate from either college or university from which they will appoint one, this candidate will be deem fully elected.

### **CHAPTER PATRON**

- a) Shall advise the executive committee on administrative matters.
- b) Shall be the link between the association, local and national government
- c) Shall be the caretaker of the association in case there's total power vacuum
- d) Shall assist the association in identifying potential well-wishers.

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## 32. Qualities of A Good Chapter Patron

1. He/she should be a professional from Makueni County, with academic prowess.
2. He/she should be a respected gentlemen or lady
3. He/she should be a reputable mentor among many individuals either locally or nationally or internationally.
4. Should provide selfless leadership to the Association
5. He/she be non-political on the agenda of the Association
6. Should provide selfless leadership to the Association



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## 5.3 Dissolution of Office

- a) The executive committee or any of its members shall be removed from office through a vote of no confidence subject to article 4.4 raised by any member of the association during a general meeting and passed through a two thirds majority vote. In such a case the Chairperson or the other next person in chain of command shall call a Special Meeting in which the accused shall have a chance to be heard before the vote.
- b) A member of an executive committee shall also lose his/her office once he/she immediately graduates from university/college.
- c) The clause 5.3 (b) shall not apply to the young professionals as they will serve for a two-year renewal term.
- d) The president of the association shall have powers to dissolve chapter executive upon expiry of their term or any other raised issue by the members of the affected chapter.

## 5.4 Departments

1. A member of the executive committee may form a sub-committee from the members to help him/her perform his/her duties and responsibilities.
2. The names, roles, responsibilities and duties of created sub-committees, herein referred to as departmental teams, whenever created shall be communicated to the association's members.
3. A committee/sub-committee may be formed for the purpose of performing certain tasks in the association. The created committee members shall elect a leader from among them, who shall be answerable to a member of the executive committee under who's the department falls.
  - The following departmental teams shall always exist:

### 33. Public Relations Department

- The following shall be the roles of the public relations department.
  1. To establish and maintain a correct image of the association, its objectives, policies, operations and members.
  2. To monitor outside opinion and convey this intelligence to the executive.
  3. To advice the executive on communication problems, solutions and techniques.
  4. To inform publics about policies, activities, operations and members so that

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

maximum knowledge and understanding is won.

## 34. Duties/Activities

1. To write, editing and producing journals and other publications aimed at members, partners, sponsors and distribute news releases, photographs and feature articles to the press, compiling press lists.
2. Organizing press conferences, receptions and facility visits.
3. Maintaining a media information service.
4. Commissioning audio-visuals such as synchronized slide presentations and video tapes together with their distribution, cataloguing, showing and maintenance.
5. Commissioning and organizing PR exhibitions and displays.
6. Commissioning and maintaining forms of corporate identity and house styling as logos, color schemes, print house style and typography, distinctive clothing, etc.
7. Organizing feedback of press cuttings, radio for television transcripts and monitoring and other reports from outside.
8. Developing and maintaining social media tools and organization web and blogs

## 35. Operations Department

- The following shall be the roles of the Operations Department.
1. To help organize and coordinate all the association activities
  2. Run projects geared toward the achievement of the organization's agenda

## 36. Duties/Activities

1. Draw up work plans and activity schedules for all association's activities
2. Plan, organize, implement and coordinate research on various issues
3. Organize and facilitate training for members in various technical skills
4. Plan, organize, implement and coordinate projects geared toward the achievement of the association's agenda.

## 37. Welfare Department

- The following shall be the roles of the welfare department.
1. To organize for the general welfare of the members during activities
  2. To organize for the welfare of any organization visitors

## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

3. To assist any member undergoing personal challenges
4. To maintain the welfare fund



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER 6

### 38. MEETINGS

#### 6.1 Annual General Meeting (AGM)

1. Associations overall general meetings shall be convened annually, during December holiday on a date to be agreed and set by the MUSA General Assembly
2. The notice and the agenda for the meeting shall be sent to all members two weeks before the date of the meeting. An advertisement shall be made on the association's medium communication not less than 7days before the date of the meeting.
3. The agenda for the annual general meeting shall include the following:
  - i. Annual report on the progress of the association by the secretary general. .
  - ii. Financial report for the past year.
  - iii. President's report.
  - iv. Constitution amendments.

#### 6.2 Special General Meeting (SGM)

1. The executive committees may call a special general meeting for any specific purpose.
2. The notice and the agenda for the meeting shall be sent to all members not less than 7days before the date of the meeting. An advertisement shall be made on the association's medium of communication not less than 3days before the date of the meeting.
3. Quorum of the (SGM) shall be not less than half (1/2) of registered members of the association.
4. Where the quorum is not met in the first notice, a second meeting shall be called in 7days. If quorum is not attained again, a third meeting shall be convened in 7days and go ahead without considering quorum.
5. Handing-over to the new executive committee.
6. When planning for the AGM

#### 6.3 General Meeting

- a) General physical meetings shall be held on semiannually basis. The meetings shall be convened by the executive committee.



## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

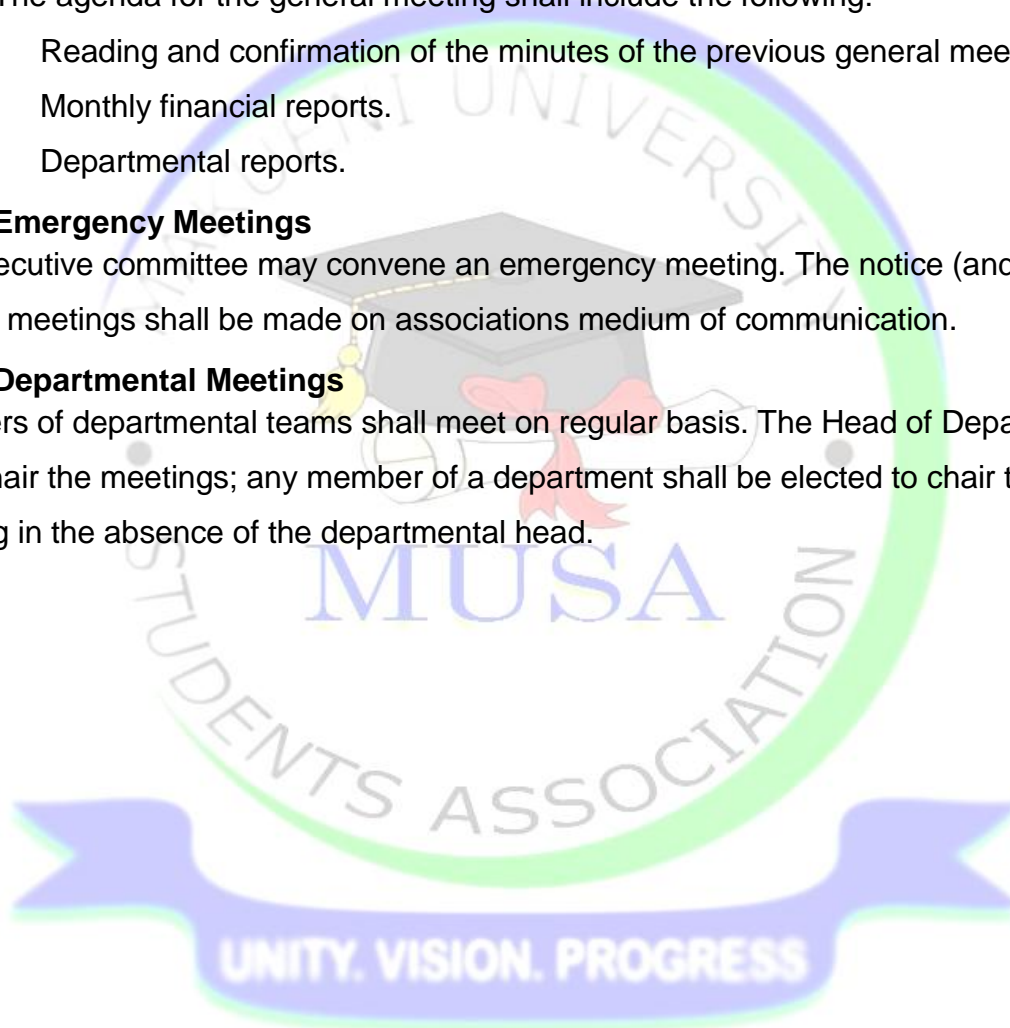
- b) Other general meetings shall be held on monthly basis through association's social media platforms.
- c) The notice and the agenda for the meeting shall be sent to members before the date of the meeting. Notices shall be made before the date of the meeting.
- d) A member of the executive committee shall chair the meetings.
- e) There shall be no quorum for general meetings.
- f) The agenda for the general meeting shall include the following:
  - i. Reading and confirmation of the minutes of the previous general meeting.
  - ii. Monthly financial reports.
  - iii. Departmental reports.

### **6.4 Emergency Meetings**

The executive committee may convene an emergency meeting. The notice (and agenda) of such meetings shall be made on associations medium of communication.

### **6.5 Departmental Meetings**

Members of departmental teams shall meet on regular basis. The Head of Department shall chair the meetings; any member of a department shall be elected to chair the meeting in the absence of the departmental head.



# **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

## **CHAPTER 7**

### **39.7.1 ELECTIONS**

They shall be elections conducted between the 3<sup>rd</sup> and 4<sup>th</sup> week of every fourth month after the elapse of the office term which shall be two academic years.

The electoral board shall announce the date of election two weeks before the election date.

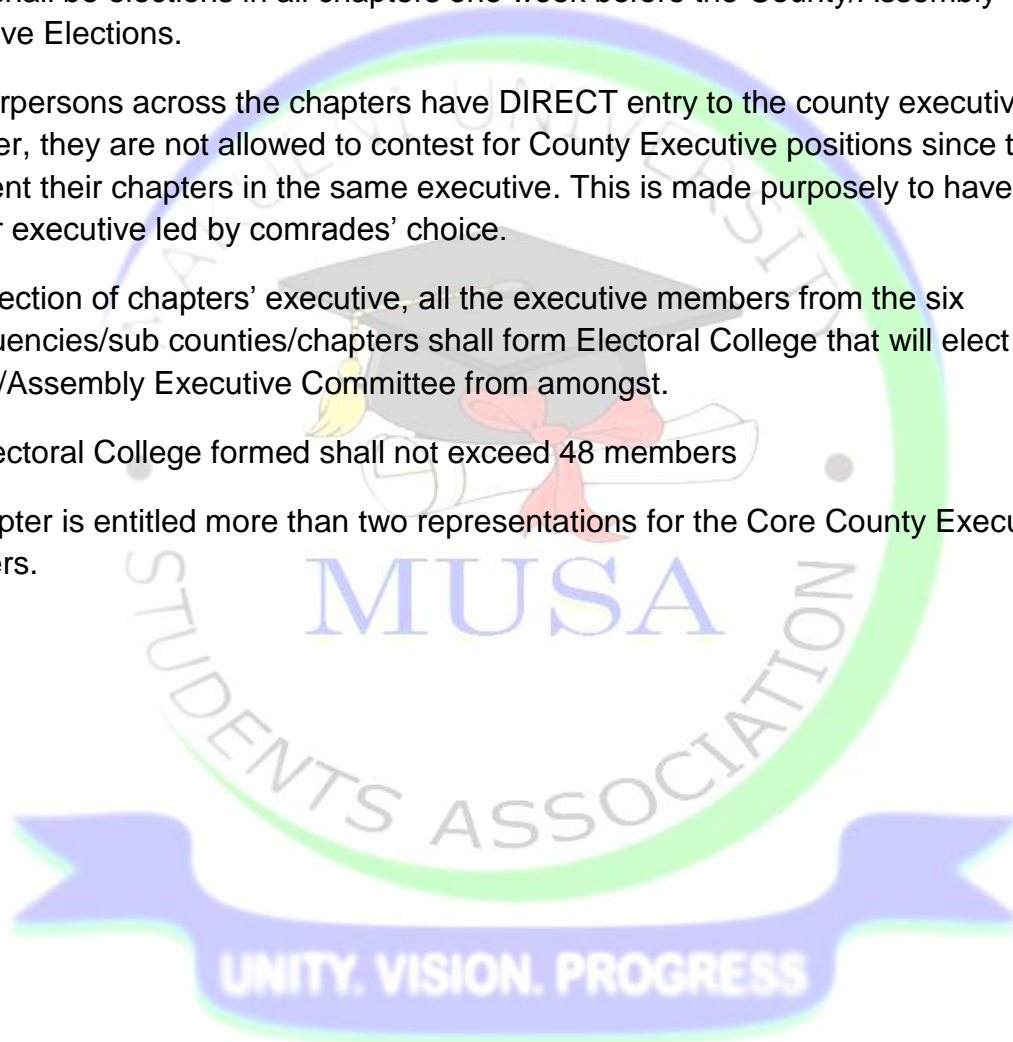
There shall be elections in all chapters one week before the County/Assembly Executive Elections.

All chairpersons across the chapters have DIRECT entry to the county executive. However, they are not allowed to contest for County Executive positions since they represent their chapters in the same executive. This is made purposely to have a strong chapter executive led by comrades' choice.

After election of chapters' executive, all the executive members from the six constituencies/sub counties/chapters shall form Electoral College that will elect County/Assembly Executive Committee from amongst.

The Electoral College formed shall not exceed 48 members

No chapter is entitled more than two representations for the Core County Executive members.



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## 40.7.1.1 QUALIFICATION TO PARTICIPATE IN MUSA ELECTIONS

### Qualifications for contesting

- For any interested member to vie for any docket in the association's elections, he/she must meet the following qualification;
  1. Be a registered member of the association
  2. He/she must be a bonafide college or university student from Makueni County.
  3. For young professional he/she must be former student/professional from Makueni County
  4. Chairpersons of the chapters shall not be eligible to vie for any position at County/Assembly elections as they will get direct entry to the county executive committee.
  5. Be fully aware of the constitution.
  6. Should have no financial arrears.
  7. Be of sound mind.

### Qualifications for voters.

- For anyone to vote in the association's elections, he/she must meet the following qualification;
  1. Must have attended two thirds of the association's meetings.
  2. Be a registered member of the association.
  3. Be of sound mind.
  4. **For one to vote for the County/Assembly Executive Committee he/she must be an elected chapter executive.**
  5. For one to vote for the county executive committee **MUST** be elected chapter executive member.

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## Elections at the County/Assembly Executive, Positions

- The following positions shall be contested at the County Executive Committee
  1. President
  2. Deputy President
  3. Secretary General
  4. Logistics Director
  5. Finance Director
  6. Publicity Director
  7. Administrator General
  8. Two Young Professionals

## Electoral Positions at the Chapter Executive

- The following positions shall be contested at the Chapter Executive Committee
  1. Chairperson
  2. Vice chairperson
  3. Secretary- General
  4. Treasurer
  5. Project Coordinator
  6. Assistant Secretary-General
  7. Executive member/ College representative.

## Nomination of the Candidates for Election Process at chapter level.

- Popular elections shall only take place at chapter level.
  1. Qualified members at chapter shall send their applications to the electoral board fourteen (14) before elections for verification.
  2. If nominated for elections, campaigns should run for a period of one (1) month and end one to elections.
  3. Only qualified voters shall participate in voting exercise.
  4. Elections shall be through a **Secret Ballot either Manual or Electronic.**

# **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

## **Nomination of the Candidates and the Election Process at county executive level**

1. Nomination for the candidates to participate in county executive election shall be based on those elected at the chapter level.
2. Interested candidates for the county executive committee should send their applications to the associations' election board immediately after chapter elections.
3. Elections shall be through a secret ballot either manual or electronic or consensus purposely to ensure every chapter is represented.

### **7.2.1 Election Results.**

1. The winners for the various dockets at article 7.1.2 shall be announced by the chairman of the electoral board committee
2. The candidates stated at article 7.1.3 not elected to hold office of the association at County/Assembly Executive Committee shall continue to serve at their respective chapters.

### **41.7.3 The Electoral Board Committee**

#### **7.3.1 Establishment of the electoral board committee**

1. The electoral board commission shall be formed 3 months before elections.
2. The electoral board commissioners shall come from the alumni members.
3. The electoral board commission shall serve for one term equivalent two years.

#### **7.3.2 Composition of the electoral board committee**

1. The Patron, shall be an observer in the committee. The patron shall be a permanent member of the committee.
2. A chairperson elected on a majority vote from the members appointed to head the elections.
3. Six Returning officer(s) elected by a member's majority vote.
4. Two other registered members of the association who shall be from the outgoing executive committee elected on a member's majority vote.

# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## 7.3.3 Role and duties of the electoral board committee

1. The electoral committee shall be in charge of the electoral processes within the association.
2. It shall determine and announce the date for elections.
3. It shall ensure election rules, regulations and procedures are adhered to.
4. It shall ensure free and fair elections
5. It shall prepare voter registers, ballot papers, ballot boxes and designate the polling station(s).
6. It shall screen the executive offices aspirant to ensure they meet election qualifications.
7. The Chairperson of the electoral committee shall announce the election results.

## 42.7.3.4 Dissolution of Electoral Board Committee

- a) It shall stand dissolved after two years.
- b) It can be dissolved through a vote of no confidence by two thirds of the members.

## 43.7.4 Electoral rules and regulations

- There shall be no:
  1. Rigging
  2. Intimidation
  3. Physical aggression
  4. Campaigning on the polling day
  5. Campaign period shall be opened on announcement of election date and ends on the eve of Election Day.
- Candidates found guilty of these electoral offences shall be disqualified.

## 7.5 Electoral Procedure

1. The electoral board committee shall start its work immediately after being constituted.
2. The committee shall announce the date of elections, 2 weeks before the election date.
3. The aspiring candidates shall forward their names to the electoral committee for qualification.
4. All voting processes shall be by secret ballot.

## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

### **44.7.6 Transition of office**

- The handing over ceremony shall take place one week after election in the Special Meeting.
- The outgoing officials shall hand over all financial and relevant association's documents to the incoming executive office.



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER 8

### 45. FINANCE

#### 46.8.1 Sources of revenue for the association.

- The basic source of funds for the associations is Members' contributions.
- Other sources include:
  1. Membership fees
  2. Member subscription fees
  3. Investments
  4. Fundraising
  5. Donations from individuals and organizations
  6. Interest from loans

#### 47.8.2 Account

1. The association shall have at least one account.
2. Chapters shall be allowed to have at least one account.
3. For purposes of fund mobilization, additional accounts may be created as determined by the executive committee, with the advice of the treasurer. These may include mobile money transfer accounts.
4. Signatories to the account shall be the President, Administrator and Finance Director of the association.

#### 48.8.3 Oversight

- The Finance Director shall be charged with the oversight of the association's funds.

#### 49.8.4 Welfare Fund

1. There shall be a welfare fund to cater for the financial welfare of members.
2. It shall be developed by member's contributions:
3. The funds shall be raised as a share from investments, fundraising and donations.
4. The Deputy President shall be charged developing the welfare fund.
5. Signatories to the withdrawal from this fund shall be the President, Secretary General and Finance Director of the association.
6. For the chapter's signatories to the withdrawal from this fund shall be the chairperson, Secretary General and treasurer of the chapter.



## **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

7. The welfare fund shall have an independent account.
8. It shall sustain itself and thus shall not borrow from the association account unless otherwise

### **50. Disbursements**

1. The executive committee, with the advice of the Deputy President and vice chairperson at county and chapter levels respectively shall approve expenditures.
2. The executive committee shall authorize withdrawals from the account.
3. The signing authority shall be with the President, secretary general and Finance Director of the association.



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## CHAPTER 9

### 51. CONSTITUTIONAL AMENDMENT

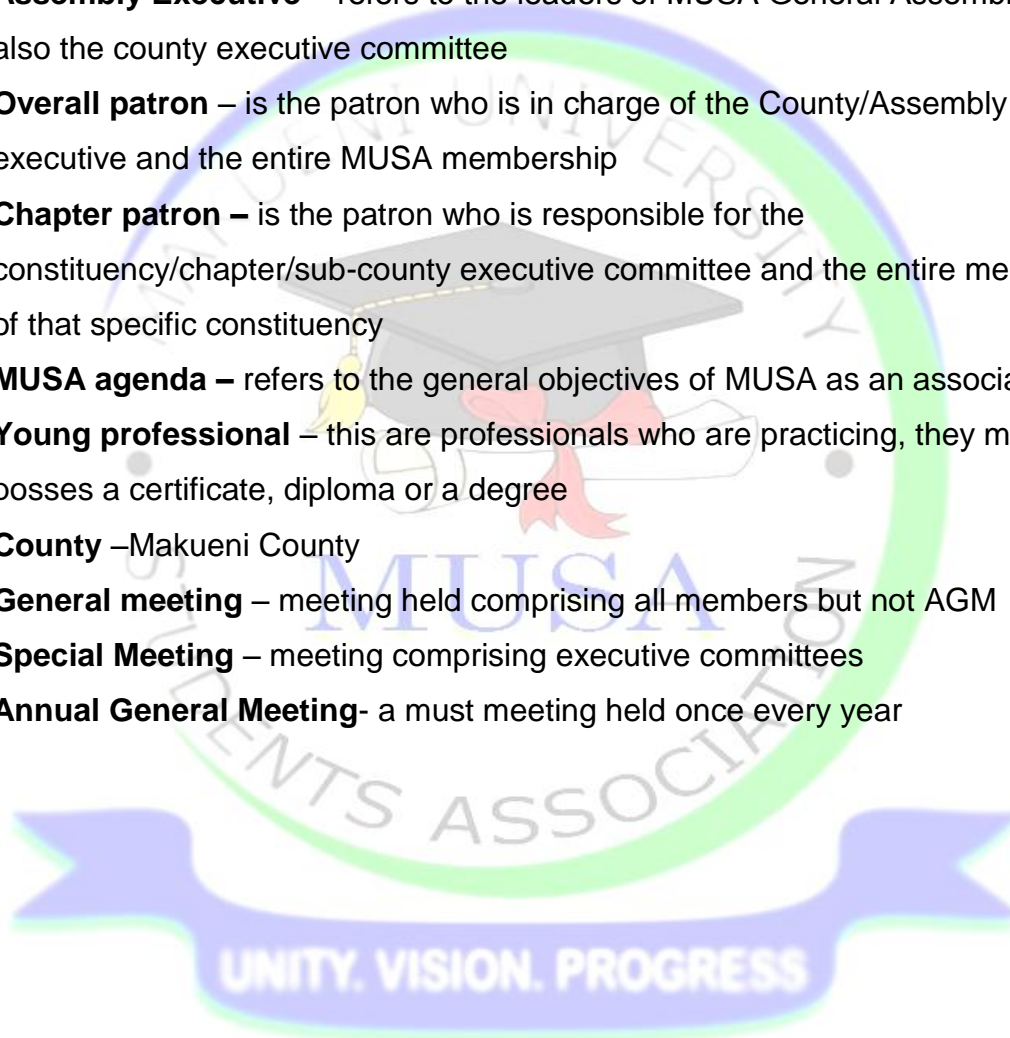
- Constitutional amendments shall be made through:
  1. The Annual General Meetings. Members will suggest the constitutional amendments to the executive committee two weeks before the AGM.
  2. The executive committee shall present the proposed constitution amendments to the members at the AGM.
  3. Members shall decide on the amendments by a two thirds majority vote.
  4. Any other time through a Constitution Amendment Motion raised by an elected member (chapter/county) and can be passed through a referendum.
  5. Only MUSA general assembly shall have powers to amend this constitution.
  6. Only qualified members of the association are allowed to suggest amendments through MUSA general assembly.



# THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION

## TERMS USED IN THIS CONSTITUTION

1. **MUSA**- Makueni University Students' Association
2. **Chapter**- Constituency level of representation, also known as the sub-county
3. **President** – the overall leader of the association
4. **MUSA General Assembly** – it is made up of all elected members at each chapter
5. **Assembly Executive** – refers to the leaders of MUSA General Assembly, it's also the county executive committee
6. **Overall patron** – is the patron who is in charge of the County/Assembly executive and the entire MUSA membership
7. **Chapter patron** – is the patron who is responsible for the constituency/chapter/sub-county executive committee and the entire membership of that specific constituency
8. **MUSA agenda** – refers to the general objectives of MUSA as an association.
9. **Young professional** – this are professionals who are practicing, they must posses a certificate, diploma or a degree
10. **County** –Makueni County
11. **General meeting** – meeting held comprising all members but not AGM
12. **Special Meeting** – meeting comprising executive committees
13. **Annual General Meeting**- a must meeting held once every year



# **THE CONSTITUTION OF MAKUENI UNIVERSITY STUDENTS ASSOCIATION**

## **HISTORY ON FOUNDATION OF THIS CONSTITUTION**

**THIS CONSTITUTION WAS DEBATED AND APPROVED BY THE FOUNDING COUNTY EXECUTIVE OF MUSA AT WOTE, MAKUENI COUNTY ON 27<sup>TH</sup> FEBRUARY 2016.**

**IT IS A 44-PAGE DOCUMENT ON THE EFFECTIVE DATE, ANY OTHER AMENDMENT THAT SHALL EVER COME TO EFFECT SHOULD BE SIGNED ALONGSIDE BY THE EXECUTIVE RESPONSIBLE.**

**THIS CONSTITUTION WAS FIRST WRITTEN AND COMPLIED BY MUSA FOUNDER EXECUTIVE PRESIDENT.**

**THE CONSTITUTION BECAME AN OFFICIAL DOCUMENT ON APRIL 21, 2016**

**THIS IS THE TRUE COPY OF LAW THAT WILL GUIDE MUSA ACTIVITIES AND HELP IN REALIZING MUSA AGENDA.**

**THIS CONSTITUTION IS SUBJECT TO THE SUPREME LAW OF THE REPUBLIC OF KENYA  
APRIL 21, 2016**



**EVANS KISOI M, MOI UNIVERSITY,**

**UNITY. VISION. PROGRESS**