

**UNIVERSITY OF MANCHESTER ALUMNI
ASSOCIATION IN UGANDA (UMAAU)**

CONSTITUTION

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

ARTICLE 1: INTERPRETATION

"AGM" means Annual General Meeting

UGANDA
THE STAMPS ACT
SECTION 35 (1) (b)

16/30
16

I hereby Certify that the full duty with
which the within written document is
Chargeable has been determined by me
and that such duty has been paid

Already paid Shs.....

Now paid Shs.....

Total.....

REVENUE AUTHORITY



AYALO VIVIENNE


Ayalo
Vivienne

"Alumni" means:

All Uganda Alumni of the University of Manchester and of former universities
that is The Victoria University of Manchester and the University of Manchester
Institute of Science and Technology.

"Association" means University of Manchester Alumni Association in Uganda

"UMAAU" means University of Manchester Alumni Association in Uganda

"UK" means United Kingdom

ARTICLE 2: NAME

- a) The Association shall be called University of Manchester Alumni Association in Uganda (hereinafter referred to as the "Association"), abbreviated as UMAAU.
- b) The Association shall be a non-political and non-profit making organization.
- c) The Association shall be registered under the Laws of Uganda as an Association.
- d) The Association shall have a logo and seal as agreed upon by the members.

ARTICLE 3: OBJECTIVES OF THE ASSOCIATION

The objectives for which the Association is established are:

- a) to promote, maintain and manage an association of the alumni of the University of Manchester and its former universities ,hereinafter referred to as the “University “ currently resident in Uganda;
- b) to foster and maintain links between the University and the Association Members;
- c) to improve the employability and on-going career development of the alumni;
- d) to support the University's social responsibility agenda through encouraging the Alumni to engage and volunteer in their own communities to address global social and economic challenges;
- e) to network with fellow alumni for career development purposes;
- f) raise funds for a scholarship for a deserving student from Uganda to study at the University of Manchester;
- g) to promote the good name of the University in Uganda and create a general awareness of excellent educational facilities and technological developments in the institution;
- h) to provide guidance and mentorship to students or prospective students who may desire to study at the University;
- i) to give information, advice and assistance to new or potential members of the Association on their return to Uganda;
- j) to organise social and educational events for the benefit of members;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- k) to help and encourage alumni to be model citizens of Uganda by living responsible and meaningful lives;
- l) to provide advice on the development of Uganda's economy through participating in developmental programs;
- m) to initiate seminars, lectures and other academic functions in local colleges for the benefit of alumni and Ugandan students;
- n) to create and support projects deemed necessary for the country's development in partnership with the University; and
- o) to undertake other activities consistent with the above aims and objectives.

ARTICLE 4: FUNCTIONS OF THE ASSOCIATION

In endeavouring to meet its goals, and for the better and proper performance of its objects under this Constitution, the Association shall:

- a) promote and encourage cooperation among individuals and organisations interested in the development of alumni activities;
- b) promote and extend the interests and influence of all or any organisations concerned with the development of alumni activities and to speak as required on any subject related to the development of alumni activities;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- c) raise money by lawful means and solicit, receive and enlist financial and other aid from individuals, trusts, companies, corporations, associations, societies, institutions and other organisations or authorities and from governments, public bodies and to conduct fundraising campaigns.
- d) adopt such means of publicising the activities of the Association as deemed fit;
- e) engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfilment of the aims and objectives of the Association as set out in this Constitution;
- f) 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 meeting its aims and objectives;
- g) 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 the better carrying out of, or giving effect to, the purpose for which the Association is established;
- h) make rules prescribing;
 - I. the fees and modes of payment by members, which shall apply from time to time in respect of membership fees, subscription

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

fees, and other contributions/donations towards the funds of the Association;

- II. the circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
- III. such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honour and dignity of the Association as well as efficacy in its operations.

ARTICLE 5: ORGANS OF THE ASSOCIATION AND THEIR FUNCTIONS

a) The Association shall consist of the following organs:

- I. Patron
- II. The Executive Committee ;
- III. The General Assembly; and

b) The Executive Committee shall consist of the following:

- I. Chairperson;
- II. Vice Chairperson;
- III. Treasurer;
- IV. Deputy Treasurer
- V. Secretary;
- VI. Deputy Secretary
- VII. Publicity Secretary;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

VIII. Deputy Publicity Secretary

ARTICLE 6: POWERS OF THE EXECUTIVE COMMITTEE

(a) Chairperson

The Chairperson shall have the following powers:

- I. to chair meetings of the Executive Committee and the General Assembly;
- II. to authorize use of the funds of the Association according to the budget approved by the General Assembly;
- III. shall through the Executive Committee, supervise and coordinate activities of the Association;
- IV. to coordinate alumni awards or prizes sponsored by or through the Association;
- V. shall together with the Executive Committee propose and develop projects for UMAAU;
- VI. to initiate and coordinate collaboration activities with the government of the Republic of Uganda and its cooperating partners;
- VII. to coordinate alumni input on the country's economic development programs;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- VIII. shall with the approval of the Executive Committee, have powers to appoint Committees, representatives to the Executive Committee as and when required for the better carrying out of the Association functions;
- IX. to submit annual reports to the General Assembly on the activities of the Association; and
- X. to represent the Association in different events and for a .

(b) Secretary

The Secretary of the Association shall perform the following functions;

- I. Serve as Secretary at the meeting of the Executive Committee;
- II. take minutes during the meeting of the General Assembly;
- III. act as custodian of all the records of the Association;
- IV. Maintain a register of all members of the Association and;
- V. monitor fulfilment of activities of the Association and liaise with different offices accordingly.

(c) Publicity Secretary

The Publicity Secretary shall have the following functions:

- I. handle issues of publicity for the Association;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- II. coordinate the production of newsletters and other publications of the Association; and
- III. be the Public Relations officer for the Association.

(d) Treasurer

The Treasurer shall have the following functions:

- I. be the custodian of the finances of the Association;
- II. be the custodian of audited accounts of the Association;
- III. be the custodian of the inventory of property for the Association;
- IV. Regularly prepare and submit to the Executive Committee the Association's financial statements and documents at least once every six months. ;
- V. prepare a draft annual budget and a work plan of the Association for presentation to the Executive Committee and the General Assembly;
- VI. ensure that accounts are audited by Auditors of the Association; and
- VII. make financial transactions on behalf of the Association.

(e) Patron

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

The Association may, at its discretion, nominate a patron every two years as may be deemed necessary.

A patron of the Association shall have the following qualities:

- I. An Alumni who is of high standing both locally and overseas, and who has made or may make significant contributions to the Association;
- II. The nomination shall be passed in Executive Committee Meeting and shall be passed by the General Assembly;
- III. The Patron shall be entitled to attend the Association meetings but shall not have the right to vote unless he or she is eligible to vote as members of the Association
- IV. The criteria for nomination and election as a Patron shall be determined by the Executive Committee.

(f) Deputy positions

There shall be the position of Deputy Chairperson; Deputy Treasurer; Deputy Secretary and Deputy Publicity Secretary.

The holder of the above positions shall perform the functions of the office of their substantive chairperson, treasurer, secretary and publicity secretary. The Chairperson of the Association may from time to time where necessary assign such deputies other functions.

(f) The Executive Committee

In execution of its powers the Executive Committee shall:

- (a) serve as a policy making body to facilitate the work of the Association between meetings of the General Assembly, and to take such actions and policies of the General Assembly;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- (b) serve as an advisory and planning body for the Association's projects and issue appropriate directions for compliance by the competent organs or officers of the Association;
- (c) consider and approve proposals by the Chairperson to appoint a Committee to perform special tasks;
- (d) consider the budget of the Association before it is presented to the General Assembly;
- (e) appoint external auditors for the Association;
- (f) receive and consider external auditor's reports and audited financial statements of the Association as presented to the Executive Committee by the Treasurer; and
- (g) receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Assembly for approval.

ARTICLE 7: ELECTIONS AND TERMS OF OFFICE FOR EXECUTIVE COMMITTEE

- (1) There shall be elections for the Executive Committee of the Association which shall be conducted as follows:
 - (a) the Executive Committee shall be elected during the General Assembly;

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- (b) the Executive Committee shall be elected by a majority vote, in any event, not less than two third of the General Assembly;
- (c) the term of office for Executive Committee shall be two years; and
- (d) any position that falls vacant between regular General Assembly meetings may be filled by a majority vote of the Executive Committee until the close of the next regular General Assembly.

(2) Nominations

- (a) Nominations for all offices will be taken from the paid up voting members during a General Assembly; and
- (b) Any member may nominate any other member, including himself or herself during the General Assembly for a position on the Executive Committee.

ARTICLE 8: REMOVAL FROM OFFICE

- (1) The Executive Committee Members of the Association may be removed from office on the following grounds:
 - a. Resignation of a member of the Executive Committee
 - b. failure to perform their duties or for violation of membership clause;
 - c. failure to attend five consecutive Executive Committee meetings without any reasonable explanation; or

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

d. Any other matters which in the discretion of the General Assembly are detrimental to the Association

A member of the Committee shall not be removed from his or her office due to mere sickness except where the sickness leads to permanent disability affecting the function of that office.

ARTICLE 9: GENERAL ASSEMBLY AND MEETINGS

I. The General Assembly shall be a gathering attended by all members of the Association.

II. The General Assembly shall be attended by:

(a) all subscribing members of the Association who shall attend the General Assembly meeting as voting delegates;

(b) the immediate ex-officio members of the Executive committee; and

(c) partners and organizations that support the Association who may be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights.

III. A preliminary agenda for the General Assembly shall be prepared by the Executive Committee and sent to members at least twenty one (21) days in advance; and

IV. The Chairperson or his/her Deputy shall chair meetings of the General Assembly.

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

V. Ordinary meetings of the General Assembly shall be held annually.

VI. The Executive Committee, by two-thirds vote, may call for an extraordinary General Assembly upon request from more than half of the subscribing members of the Association.

VII. Voting at the General Assembly shall be by the subscribing members and may be by show of hands or by secret ballot;

VIII. Subscribing members may propose business to be transacted at the General Assembly through the Executive Committee;

IX. such proposals shall reach the Secretary at least a week before the meeting; and

X. no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the General Assembly.

XI. The venue of the next General Assembly shall be decided at the preceding General Assembly.

XII. The Executive Committee shall decide the exact dates of the General Assembly.

XIII. Extra Ordinary General meeting

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- a) Extra Ordinary General Meetings may be called by the Executive Committee or at the request of the Chairperson and Secretary or on the written request of two thirds of the members of the Association.
- b) The Secretary shall give at least seven (7) days' notice, in writing, of the date of the extra ordinary meeting to the members.
- c) Notice of the extra ordinary meeting shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at such a meeting.
- d) The quorum at the extra ordinary meeting shall be a minimum of one third of the association members.

XIV. Functions of the General Assembly

(1) The General Assembly shall have the following functions:

- (a) on the proposal by the Executive Committee, to decide the subscription fees;
- (b) to determine special projects that shall be financed independently of the general expenditure;
- (c) to consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;
- (d) to receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Assembly by the Executive

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

Committee, and issue appropriate directions for compliance by the competent organs or officers of the Association;

- (e) to consider and approve proposals by the Executive Committee to appoint committee members to perform special tasks;
- (f) to consider and approve the budget of the Association;
- (g) to consider and approve auditor's reports and audited financial statements of the Association presented by the Treasurer; and
- (h) to receive and consider draft resolutions from the Executive Committee for any issue or question on which this Constitution makes inadequate or no provision for resolution.

XV. Executive Committee Meetings

- a) Meetings of the Executive Committee shall be held at least quarterly.
- b) The quorum for the Executive meeting shall be a third of executive council members present at such a meeting called.
- c) The Chairperson or the Vice Chairperson shall chair meetings of the Executive Committee.

ARTICLE 10: MEMBERSHIP OF THE ASSOCIATION

- (1) Membership of the Association shall be divided into two categories:
 - (a) **Ordinary members;** who shall be Alumni of the University or its former Universities; and

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- (b) **Associate Members** who shall include persons who do not meet the criterion of ordinary members and are desirous of joining the Association
- (2) All members are required to demonstrate support for the purpose of this organization.
- (3) All members shall have the following rights;
- (a) All members are eligible to attend all meetings and events organized by this Association.
- (b) If a fee is charged to attend a particular event, the Executive Committee shall establish a fee scale for Ordinary and Associate members as deemed appropriate. The fee scale shall be laid before the General Assembly for ratification.
- (c) Membership decisions will not discriminate on the basis of race, colour, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship;
- (4) There shall be membership and subscription fees for each category of membership.
- (5) Membership and subscription fees shall be determined by the Executive Committee and ratified by a simple majority vote at the General Assembly:

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- a) **Ordinary Members shall pay;** Annual Membership and Subscription Fee of UGX.50, 000 (Uganda Shillings Fifty Thousand)
 - b) **Associate Members shall pay;** Annual Membership and Subscription Fee of UGX.100, 000/= (Uganda Shillings One Hundred Thousand).
- (6) Payment of annual membership and subscription fees shall be made annually. The annual membership and subscription fees shall be reviewed after every three years.
- (7) All members of the Association shall be bound by the provisions of this Constitution, and its interpretation as made by the Executive Committee.
- (8) At any meeting of the Association, when a vote is taken by show of hands or secret ballot, all paid up voting members shall be entitled to one vote each.
- (9) Membership shall cease upon a notice of resignation in writing to the Chairperson of the Executive Committee.
- (10) The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of the Association.
- (a) Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- (b) A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.
- (c) Members to be voted upon in this regard will be notified of the intention to do so in writing at least one (1) week prior to the meeting at which the vote will be taken.

ARTICLE 11: FINANCIAL MATTERS

- (1) The Association shall generate its income from:
 - (a) membership and subscription fees;
 - (b) contributions by well-wishers;
 - (c) donations and grants; and
- (2) The Executive Committee shall open an account in the name of Uganda University of Manchester Alumni Association and all funds of the Association shall be deposited in that account.
- (3) There shall be three signatories to the Account and these shall be the Treasurer, the Chairperson and the Secretary of the Association. The Chairperson shall be the Principal Signatory and any two other signatories shall have the authority to perform any transactions including money withdrawals of cash related to the Association Activities.
- (4) A portion of the Association's fund shall be allocated for discharging the duties of the Secretariat.

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- (6) All accounts, records and documents of the Association shall be open for yearly auditing by an external auditor approved by the General Assembly.

ARTICLE 12: INCOME AND PROPERTY OF THE ASSOCIATION

The Income and property of the Association whenever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly to members of the Association. Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer of the Association or any member of the Association in return for any service actually rendered to the Association.

ARTICLE 13: AMENDMENTS

- (1) Subscribing members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee at least six (6) months prior to the next General Assembly.
- (2) The Secretary of the Executive Committee shall table the proposed amendment before the Executive Committee meeting for consideration and for causing a draft amendment to be presented to the General Assembly.
- (3) Amendments shall be tabled during the General Assembly and a two thirds majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

ARTICLE 14: DISPUTES

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

- (1) The Executive Committee shall handle disputes and all other legal issues involving members of the Association. Where the disputes involve members of the Executive Committee, an arbitrator may be appointed to resolve the dispute between the disputing parties.
- (2) All disputes shall be settled according to the Laws of Uganda.

ARTICLE 15: DISSOLUTION

- (1) The Association shall be dissolved by a resolution passed by not less than two thirds of active and subscribing members.
- (2) If upon dissolution of the Association there remains any property whatsoever, after settling all the Association debts and liabilities, the same shall be given or transferred to an organization that has offered support to the Association or whose activities are similar to attaining the objectives of the Association as will be determined by the Members.

ARTICLE 16: SHARING OF DATA AND INFORMATION

The Association may share with the University any data and information obtained from members.

ARTICLE 17: POWER OF INTERPRETATION

The power of interpretations of the Constitution shall be vested in the Executive Committee.

ARTICLE 18: INTERIM EXECUTIVE COMMITTEE

UNIVERSITY OF MANCHESTER ALUMNI ASSOCIATION IN UGANDA (UMAAU)

The Association will have an Interim Executive Committee whose primary responsibility is to establish the Association and related aspects. The term of the Interim Committee shall be for a period of two years from the date of establishment of the Association.

Dated this ^{14th}

 day of September 2016

Signed

Gordon Ariho, Interim Chairperson

Nusula Kizito Nassuna, Interim Vice Chairperson

Mary Akumu, Interim Treasurer

Sheila Abamu, Interim Secretary



THE REPUBLIC OF UGANDA
REGISTRY OF DOCUMENTS
IT IS HEREBY CERTIFIED THAT THE
WRITTEN DOCUMENTS HAS BEEN
REGISTERED UNDER THE NO. 16130
OF 2016 ON THE 22 DAY OF SEPTEMBER
2016
KAMPALA

REGISTRAR OF DOCUMENTS

Patrick Mugwanya, Interim Publicity Secretary

