

KISII UNIVERSITY HEART ASSOCIATION

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(KUHA)

KISII UNIVERSITY



CONSTITUTION

PREAMBLE

We the **KISII UNIVERSITY HEART ASSOCIATION;**

Having in mind our role as the custodians of the society;

Receiving the obligation to design, guide, enlighten and finding to solve daily life challenges;

Enhancing positive cohesion among youth and society at large binding them with love;

To embrace peace, unity and prosperity in the society through the youths;

In pursuit of an excellent and habitable society for all;

DO HEREBY ADOPT, ENACT and ORDAIN this constitution to our association and its future members.

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CHAPTER ONE: SUPREMACY OF THE CONSTITUTION

Article 1.0 SUPREMACY OF THE CONSTITUTION

- 1.0.1 This constitution is the supreme law of **KISII HEART ASSOCIATION**.
- 1.0.2 This constitution shall bind all members, executive organs and all persons in conduct of all businesses of the association.
- 1.0.3 Any rule, provision, policy or anything done contrary to this constitution is void to the extent of its inconsistency.
- 1.0.4 The association shall strictly adhere to the rules and regulations governing clubs and societies in KISII UNIVERSITY.

CHAPTER TWO: ASSOCIATION

Article 2.0 THE ASSOCIATION

2.0.1 The name of the association shall be KISII UNIVERSITY HEART ASSOCIATION abbreviated as KUHA.

2.0.2 The logo of the association shall be as here under;

2.0.2.1



2.0.2.2 **Dove:** peace and love within us.

2.0.2.3 **Heart:** the content of the association.

2.0.2.4 **Dotted line:** the hearts of the members are free to everybody.

2.0.3 The association shall use the postal address of KISII UNIVERSITY as;

KISII UNIVERSITY HEART ASSOCIATION (KUHA),

C/O DEAN OF STUDENTS,

KISII UNIVERSITY,

P.O BOX 408-40200,

KISII

2.0.4 The association has official social sites with;

Whatsapp –kisii heart association

Facebook – kisii heart association

Twitter – kisii heart association

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2.0.5 Our slogan shall be;

One for all and all for one

2.0.6 The association is a voluntary, non-profit, non-political and non-aligned students association

Article 2.1 VISION, MISSION, OBJECTIVES AND CORE VALUES.

2.1.1 VISION; to be a compassionate affiliation for the betterment of an individual and the society.

2.1.2 MISSION; to empower the community and serve one another

2.1.3 OBJECTIVES;

2.1.3.1 To enlighten members and the society on how to grow financially.

2.1.3.2 To establish good relationship between members and the society by visiting needy people.

2.1.3.3 Finding lasting solutions to common challenges that affect members of the society.

2.1.3.4 To bring youths together to serve the society.

2.1.3.5 To embrace peace, love and unity in the society through the youth.

2.1.4 CORE VALUES;

2.1.4.1 Integrity.

2.1.4.2 Honesty.

2.1.4.3 Teamwork.

2.1.4.4 Transparency.

2.1.4.5 Empathy.

2.1.4.6 Accountability.

CHAPTER THREE: MEMBERSHIP

Article 3.0 QUALIFICATIONS FOR MEMBERSHIP

- 3.0.1 All university students are legible to join the association upon payment of registration fee of ksh 100/= and a renewal fee of ksh 70/= per semester.
- 3.0.2 Association's members who have graduated will still be considered members upon payment of ksh 200 as renewal fee per semester.

Article 3.1 RIGHTS AND PRIVILEGES OF THE MEMBERS OF THE ASSOCIATION

- 3.1.1 Right to examine the relevant books of the association and access all the relevant information.
- 3.1.2 Right to participate in every activity organized and run by the association.
- 3.1.3 Right to attend and speak in any general meeting.
- 3.1.4 A full member is eligible to appointments to any association committee of the association.
- 3.1.5 A full member is entitled to initiate an amendment to this constitution.

Article 3.2 FORFEITURE/REVOCATION OF MEMBERSHIP

- 3.2.1 A member shall be deemed to have forfeited his/her membership if a period of 30days expires after the date of payment of the renewal fee.
- 3.2.2 A member may also voluntary rescind his/her membership by writing to the secretary general.

CHAPTER FOUR: THE EXECUTIVE COUNCIL

Article 4.0 ESTABLISHMENT OF THE EXECUTIVE COUNCIL

- 4.0.1 There is established the executive council as the supreme governing body of the association.
- 4.0.2 The executive council in hierarchy shall consist of the; chairperson, vice chairperson, the secretary general, the treasurer, organizing secretary, the legal advisor, the project manager/publicity and the welfare manager.
- 4.0.3 The executive council shall hold office for a term of one academic year.
- 4.0.4 A member of the executive council shall not hold office for more than two consecutive terms.
- 4.0.5 All decisions made by the executive council shall be in writing sealed and signed.
- 4.0.6 The executive shall be properly constituted if eight of the office bearers are in office and the quorum for any meeting shall be six members.
- 4.0.7 An office in the executive council shall fall vacant if and when:
 - 4.0.7.1 An office bearer resigns. The resignation shall take effect when tendered to the chairperson or to the next office bearer in the hierarchy.
 - 4.0.7.2 One fails to attend three consecutive council meetings without showing reasonable cause.
 - 4.0.7.3 One dies or is physically or mentally infirm that one is unable to perform the duties of that office.
 - 4.0.7.4 One ceases to be a member of the association.
 - 4.0.7.5 A vote of no confidence is taken against the member.

Article 4.1 QUALIFICATIONS FOR AN EXECUTIVE OFFICE

- 4.1.1 Must be an active member and student in the university.
- 4.1.2 Must be attending all association meetings.
- 4.1.3 Must be a fully registered member.
- 4.1.4 Must be of high integrity, character and reputation.
- 4.1.5 Must have served as an active member of the association for at least one semester.
- 4.1.6 Must have good leadership skills.

Article 4.2 SIGNATORIES

The signatories of the association's bank account shall be the; chairperson, the treasurer and the secretary general. Provided that any transaction shall be deemed to be duly authorized if attested by two of the signatories.

Article 4.3 GENERAL FUNCTIONS OF THE EXECUTIVE COUNCIL

- 4.3.1 Management and coordination of matters of the association and may for such purpose appoint temporary committees as it may be considered necessary.
- 4.3.2 To mobilize for resources.
- 4.3.3 Take custody of all property, documents and records of the association.

Article 4.4 FUNCTIONS OF EACH EXECUTIVE MEMBER

- 4.4.1 The chairperson
 - 4.4.1.1 He/she heads the association.
 - 4.4.1.2 He/she chairs the association's general and executive meetings.
 - 4.4.1.3 He/she gives the final decision in case of conflict.
- 4.4.2 The vice chairperson
 - 4.4.2.1 He/she deputizes all the roles of the chairperson in case of his/her absence.
- 4.4.3 The secretary general
 - 4.4.3.1 He/she is the spokesperson of the association and link between the association and the administration through the patron.
 - 4.4.3.2 He/she is in charge of writing minutes and keeping record of all association meetings.
 - 4.4.3.3 He/she gives the reports about the previous meetings and activities of the association.
- 4.4.4 The treasurer
 - 4.4.4.1 He/she is in charge of all financial accounts of the association and releases money from any association account upon agreement with other executives.
 - 4.4.4.2 He/she gives financial reports during the AGM.
- 4.4.5 The organizing secretary
 - 4.4.5.1 He/she calls the association members to meetings.
 - 4.4.5.2 He/she communicates and arranges the venue of the meeting through the publicity office.
 - 4.4.5.3 He/she does the roles of the secretary general in a meeting in case he/she is absent.
- 4.4.6 The legal advisor
 - 4.4.6.1 He/she gives advice to the council of how issues are to be handled.
- 4.4.7 The publicity
 - 4.4.7.1 He/she is in charge of printing all association activities done and giving them to the secretary general for keeping.
 - 4.4.7.2 He/she is in charge of any information of the association; managing social media accounts.
 - 4.4.7.3 He/she is in charge of advertising all association activities; through the posters and social media.
- 4.4.8 The welfare office
 - 4.4.8.1 He/she is responsible of receiving any issues both from members and non-members and forwarding it to the executive for discussion.

CHAPTER FIVE: NOMINATIONS

Article 5.0 NOMINATION OF THE EXECUTIVE

- 5.0.1 The executive currently in office/the outgoing have a role to appoint new leaders for the association. This is because the association is a humanitarian association which does not wish to indulge in any political activities i.e. voting in leaders.

CHAPTER SIX: MEETINGS

Article 6.0 REGULAR GENERAL MEETINGS

- 6.0.1 A regular general meeting shall be held as regular as the council deems fit but at least once per week for the running of the day to day activities.

Article 6.1 ANNUAL GENERAL MEETING (AGM)

- 6.1.1 Shall be held in the second week of February on the January- April semester on the same day that the new executive council shall be announced.
- 6.1.2 Notice of the AGM shall be given to members not less than 15 days to the date of the AGM.
- 6.1.3 Quorum of the AGM shall be more than half of the members of the association.
- 6.1.4 The agendas of the association shall consist of:
- 6.1.4.1 Confirmation of the minutes of the previous general meeting.
 - 6.1.4.2 Submission of annual report.
 - 6.1.4.3 Consideration of the accounts.
 - 6.1.4.4 Handing over and introducing the new council.
 - 6.1.4.5 Such other matters as the members or the executive may find agent to address.

Article 6.2 SPECIAL GENERAL MEETINGS

- 6.2.1 It shall be convened by the executive council through a memo given not less than seven days to the date of the meeting.
- 6.2.2 Shall consider an amendment of this constitution or impeachment of a member of the executive.
- 6.2.3 The quorum for such a meeting shall be more than half the members of the executive i.e. 6 members of the executive.

CHAPTER SEVEN: FINANCES

Article 7.0 SOURCES OF FUNDS. THE FOLLOWING SHALL BE THE SOURCES OF FUNDS FOR THE ASSOCIATION

- 7.0.1 Fees and annual subscriptions.
- 7.0.2 Donations from well wishers.
- 7.0.3 Investments.
- 7.0.4 University administration.
- 7.0.5 Corporate partners.
- 7.0.6 Other lawful method approved by the executive council.

Article 7.1 PRINCIPLES OF FINANCES

In raising, receiving, handling and expenditure of the funds of the association, the movement shall be guided by the following principles:

- 7.1.1 All monies shall be received by the treasurer.
- 7.1.2 Finances shall be spent economically and judiciously.
- 7.1.3 All the financial transactions shall be recorded in the book of accounts, with supporting documents where applicable.
- 7.1.4 Only legitimate expenses that have been duly approved by the council and incurred in the conduct of the activities of the association.
- 7.1.5 Where material evidence cannot be adduced the executive council shall approve the authenticity of the claim and advice accordingly.
- 7.1.6 There shall be openness and accountability in that members can inspect books of account upon presenting a written request to the treasurer.
- 7.1.7 Financial year shall correspond to the term of the executive council.

Article 7.2 FUNDS SHALL ONLY BE USED FOR;

- 7.2.1 Running and maintenance of the office of the association.
- 7.2.2 Financing activities of the association.
- 7.2.3 Realizing the aims and objectives of the association.

CHAPTER EIGHT: AMENDMENTS

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Article 8.0

Amendments to the association constitution shall be done after one academic year. The executive council shall appoint a temporary committee of 10 to do the amendments i.e. four executives vice chairperson, secretary general, legal advisor and the publicity and six other registered active members of the association.

Article 8.1 TRANSITIONS

8.1.1 The leadership mantle shall pass to the newly chosen office upon handing over and former officials shall have no capacity to act on behalf of the association or to exercise and perform any duty unless asked to by the new executive council.

8.1.2 Legal transfer of signatories to the account shall be within seven days after the annual general meeting.

Article 8.2 DISSOLUTION OF THE ASSOCIATION

8.2.1 The association or any of its constitutional organs shall not be dissolved except after the AGM upon the majority member acceptance.

We the undersigned founding members of the executive council of **KISII UNIVERSITY HEART ASSOCIATION**, named herein, do hereby accept and adopt this constitution for and on behalf of members.

Name	registration number	contacts	post	sign
OMAR RASHID	Chairperson
LEONIDA KAIMURI	vice chairperson
DANIEL NGIGE	secretary general
HUSNA ADUDA	Treasurer
MITCHELLE MUYUKA	Organizing secretary
KELVIN MAKORI	Legal advisor
CALISTO OKOTH	publicity

PATRON'S ACCEPTANCE CLAUSE

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I the undersigned patron of the **KISII UNIVERSITY HEART ASSOCIATION** of KISII UNIVERSITY do hereby accept and adopt these by-laws for and on behalf of the members of the association.

Name

Signature

Date

APPROVAL BY THE DEAN OF STUDENTS

The foregoing constitution is hereby approved for use by the **KISII UNIVERSITY HEART ASSOCIATION**, and such. The said association is hereby registered to transact business in accordance with this constitution and the university by-laws and policies.

Given my hand this dayof.....2020

Name

Signature

Stamp

.....

(This shall operate as the effective date that this constitution comes into force)