

**KENYATTA UNIVERSITY**  
**ASSOCIATION OF CIVIL ENGINEERING STUDENTS**  
**(ACES)**

**CONSTITUTION**

**PREAMBLE**

The Civil Engineering Students Association is a non-political, non-tribal and non-denominational entity. The Association shall be a diverse community of individuals that exchange information relating to Civil Engineering in various forms.

This constitution is the amendment of the 2013 constitution with hopes of reviving the 2013, Kenyatta University Civil Engineering Club (KUCEC) as an association under the name Association of Civil Engineering Students (ACES). The constitution shall govern the Association and every member therefore, shall follow the rules and the regulations as stipulated in it.

Each function and activity of the Club should serve the broader membership while addressing individual needs, supporting technical and professional excellence, and making wise use of its resources. The voluntary donation of time and talent by members will be the most vital asset and the creative energy of the volunteers will be applauded, encouraged and supported.

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## **Section 1**

### **Article 1: Name**

The name of this club shall be **Association of Civil Engineering Students**.

The Association of Civil Engineering Students shall for all practical and reference purposes be abbreviated as ACES.

### **Article 2: Mission**

To collect, disseminate and share information relating to Civil Engineering, all the while ensuring efficient interactions among members and with professionals in the relevant field, in order to provide adequate opportunities for networking and capacity building.

### **Article 3: Vision**

To be the leading team of Civil Engineering Students in both academia and the industry through research, capacity building and holistic technical projects.

### **Article 4: Objectives**

1. To provide a forum where civil engineering students within KU and from other universities unite and work together as a team.
2. Peer to peer installation of Professionalism and Ethics of Civil Engineering practice.
3. Promote research and come up with innovative solutions to various civil engineering related problems that faces the community.
4. Bridge the gap between students and the Industry by connecting with professional bodies as well as inviting the companies and corporations that will offer attachment and internship opportunities.
5. Capacity building and mentorship by creating a platform where civil engineering students can be acquainted with entrepreneurial skills in preparation for self-employment and receive training in various design software including AutoCAD, Revit, Prokon, Civil 3D among others
6. Participate in different of engineering exhibitions, including an engineering expo and competitions involving innovative engineering.

### **Article 5: Organs**

The organs of ACES will be:

1. Executive council
2. Board of advisors
3. Any other organ shall be determined by the approval of the executive council subject to the approval of the members as stated in this constitution.

## **Section 2**

### **Article 1: Category of Members**

1. Registered Members
2. Active Members
3. Associate Members
4. Honorary Members

### **Article 2: Admission of Membership**

1. Any Kenyatta University Engineering student interested in participating in our activities must register to become a Member upon payment of the membership fees and subscription fees for the period of his study as stated in Section 5 Article 1.
2. Alumni of the School of Engineering and Technology whose activities are compatible with those of ACES shall be admitted as Honorary Members upon application to the executive council through the President of ACES and payment of the membership.
3. Individuals whose activities are compatible with those of ACES shall be admitted as Honorary Members upon application to the executive council through the President of ACES and payment of the membership.

### **Article 3: Cessation of Membership**

Any member of the association shall cease to be a member of the Association upon:

- a) Non-payment of the subscription for a whole year.
- b) Completion of studies in the University.
- c) His/ her membership being terminated on disciplinary grounds by the club.
- d) Presentation of a written letter to the executive council through the secretary general.
- e) Death of a member.
- f) Dissolution of the association

#### **Article 4: Rights of Members**

Any member of the association is entitled to:

- a) Inspect ACES books of account after the elapse of 21 calendar day's written notice to the treasurer.
- b) Vie for any ACES seat declared vacant for contest.
- c) Total inclusiveness in the activities of the club subject to the provision of this constitution.
- d) One vote only for each of the position contested.
- e) His/her membership if they call of an academic year upon notification to the executive council and presentation of an official letter.

#### **Article 5: Obligation of Members**

Every member of the association shall:

- a) Respect ACES officials including and actions taken rightfully.
- b) Participate fully in any assigned research and projects that are carried by ACES.
- c) Honor individual financial obligations to ACES including and specifically shall pay subscription fee in each subsequent semester.
- d) Have rights to vote.
- e) Respect any material and or property owned by ACES.
- f) Respect all meetings of ACES.

#### **Article 6: Disciplinary Provisions**

- a) Any member who fails to honor individual financial obligations, particularly the elapse of one academic year without paying subscription fee shall be deregistered by the executive council and shall only be reinstated upon payment of the subscription fee.
- b) Any who shall undermine power of ACES officials shall be set before the ACES disciplinary committee which shall put forward his/ her consequences annexed hereto.

#### **Article 7: Certification**

- a) **Certificate of membership:** for Active members to be awarded at the end of every Academic year.
- b) **Certificate of Leadership:** for Executive members to be awarded at the end of their term.

- c) **Certificate of Training:** for members to be awarded at the end of training sessions upon completion and submission of necessary projects.

### **Section 3**

#### **Article 1: The Patron**

The club shall have a patron/ matron nominated by the executive council from the Civil Engineering Department Teaching Staff. The patron/ matron shall have the authority and responsibility as provided in this constitution and in particular shall;

1. Give the Executive council and the club the desirable advice on technical issues concerning the university administration.
2. Act as a link between the club, the university administration, and outside community.
3. Give the executive councils and the club any other assistance within his/ her scope as shall be requested.
4. Attend the club meetings for the purpose of advice and motivation.
5. Attend the swearing in and inauguration of the newly elected members of the executive council into office.

#### **Article 2: Composition of the executive council**

1. President
2. Deputy President
3. Secretary General
4. Finance Secretary
5. Organizing Secretary
6. Publicity Secretary
7. Welfare Secretary
8. Two Ex-Officio Members
9. Project Coordinator
10. Association Patron
11. Association Class Ambassadors
12. Board of Advisors

#### **Article 3: General Functions of Executive Committee**

1. Manages the Association in accordance with the constitution.
2. Makes the final decision on matters affecting the Association.

3. Appoints elections committee with approval of Association members.
4. Appoints ex-officio members with approval of Association members.
5. Appoints Association project coordinator with approval of Association members.
6. Oversees the bill processes provided for in article 7.
7. Creates and appoints sub-committee members with approval of Association members e.g. project Committee, welfare Committee, events Committee, etc.  
Manages the Association in accordance with the constitution.
8. Ex-Executive Members automatically become part of the Board of Advisors, unless their dissolution was due to acts of infringement.

#### **Article 4: The Duties and Responsibilities of the Executive Members**

##### **President**

- (i) Chairs Executive meetings.
- (ii) Oversees meetings and activities.
- (iii) Represents the Association in official meetings.
- (iv) Delegates duties in the Association.
- (v) Chairs Annual General Meetings.
- (vi) Calls urgent meetings when necessary.
- (vii) Ensure the chapter complies with CESA's and any other partnership's policies.

##### **Deputy President**

- (i) Assumes presidential roles in the absence of the president.
- (ii) Deputizes the president.
- (iii) Chairs all project Committees in the Association.
- (iv) Registers the Association every semester with the University Management.

##### **Secretary General**

- (i) Registers members.
- (ii) Heads the Association secretariat in the Executive and sub-Committees.
- (iii) He/she is the official Association spokesperson.
- (iv) Prepares and presents annual Association reports.
- (v) Takes minutes in Executive, sub-Committees and annual General Meetings.

##### **Finance Secretary**

- (i) Keeps all financial records.



- (ii) Prepares and monitors the budget.
- (iii) Prepares and presents financial reports at the end of each semester, should be ready to present updated financial reports at any time as requested by the Executive.
- (iv) Collects registration fees, subscriptions and donations from members.

**Organizing Secretary**

- (i) In charge of and organizes all Association events.
- (ii) Books venues for all the Association meetings, public address systems and transport.
- (iii) In-charge of the co-curricular activities.
- (iv) Connecting the Association with events organized by external organisations.

**Publicity Secretary**

- (i) Come up with effective communication channels (both internal and external communications).
- (ii) Publicizes the Association and its events and meetings.
- (iii) In-charge of production and distribution of posters for various events.
- (iv) In-charge of all social media.
- (v) Monitors and publicizes external Engineering-related events.

**Welfare Secretary**

- (i) In-charge of the welfare of the Association and members
- (ii) In-charge of catering services during events and meetings

**Ex-Officio Member**

- (i) The Ex-Officio members shall be the congressperson and delegates in the School of Engineering and Technology.
- (ii) Advices the Executive Committee on matters affecting the Association.
- (iii) Allowed to sit in the Executive Committee meetings but not allowed to vote during decision-making processes.

**Project Coordinator**

- (i) Appointed by the Executive Committee based on merit and technical relevance to the Association.
- (ii) Advices the Executive Committee on matters related to Association projects.
- (iii) Oversees all projects of the Association.
- (iv) Is answerable to the deputy president

(v) Sits in the Executive Committee meetings but not allowed to vote during decision making processes.

#### **Association Patron**

- (i) Advises the Executive Committee on matters concerning the Association.
- (ii) Gives final consent on the amendments of the constitution.
- (iii) Attend official meetings.
- (iv) Promote interaction and cooperation with other clubs/organizations/associations.

#### **Association Class Ambassadors**

- (i) Represents the interests of his class.
- (ii) Publicizes events of the club to his class.

#### **Article 5: The roles and responsibilities of the Board of Advisors.**

- (i) Advising the Executive Committee on issues related to the association.
- (ii) Making the executive committee is acting in accordance with the constitution.
- (iii) Reviewing the activities of the Association.
- (iv) Takes part in interviewing and vetting of new Executive committee members.

### **Section 4**

#### **Article 1: Appointing of a new Executive Committee**

To be vetted as an office bearer of the Association one MUST:

- Be an active member of the Association as per article 2.3.2.
- Be ready to serve the interest of the club.
- Be ready to follow this constitution.

All positions listed under section 3, Article 2 will be opened for applications from members; the President must however be part of the executive council.

Active members who wish to be part of the executive council shall go through a vetting process to be organized by the vetting committee which comprises of: The Board of advisors, with the Patron/ Matron as the chair of the committee.

The appointed members shall stay in office for one academic year.

The appointed members shall stay in office for not more than two terms in the same post.

The vetting process shall be carried out in the last week of the month of September every year.

The Committee shall be formed two (2) weeks before the vetting process every year and shall stay in office until a new Committee is formed.

Application of 2/3<sup>rd</sup> gender rule must apply in this Committee.

Functions of Vetting Committee;

- To receive applications from aspirants for vacant posts.
- To vet the candidates in accordance with the ACES constitution, hence,
- To verify the successful candidates, and,
- To publicize the reasons for the successful and unsuccessful candidates.

#### **Article 2: Declaration of a seat vacant.**

A seat is declared vacant if:

- a) The Executive member resigns through official communication (duly signed letter) to the Executive Committee
- b) Death
- c) Insanity
- d) Ceases being a student of Kenyatta University
- e) Vote of No Confidence. A bill of vote of no confidence on any Executive member can be drafted by any member of the Association and presented during General Meeting to the members. If the bill is passed by 2/3<sup>rd</sup> of the total registered Association members, the seat is declared vacant.

### **Section 5**

#### **Article 1: Sources of funds**

The following shall be the Association's sources of finances;

- a) Members registration fees which shall be Kenya shillings 200.
- b) Members subscription fees which shall be Kenya shillings 100 per semester.
- c) Donations and sponsorships from well-wishers.

The funds will be handled through the M-pesa and a Bank Account to be generated for the sake of the club.

#### **Article 2: Expenditure of the association's resources**

The Association finances will be strictly used for the following, upon authorization by the Executive Committee or/ and Association members (where necessary):

- a) To fund projects.
- b) To organize events.
- c) To fund publications e.g. newsletters, journals, posters, etc.

d) To run the Association.

All members have the right to inquire or check the financial books of the Association from the office of the Association's finance secretary.

The finance secretary shall prepare reports every semester of Association's finances.

All the Association funds shall be kept in the Association's account.

- Signatories of the account shall be the President and Finance Secretary.
- The 2 signatories shall withdraw from the account, with the President's signature being mandatory at all times.
- The termination of office of an official who is a signatory shall call for the replacement of the said official. The bank shall be given relevant details of the new signatory as soon as he/she assumes office as per Article 23 of this constitution.

Any Executive member involved in embezzlement of the Association finances and resources shall be suspended and dealt with according to the governing laws of the University and this constitution.

### **Article 3: Remunerations**

- a) The association shall offer financial tokens to students as deemed worthy by the executive council and the members of the association for tasks carried out by individuals for the sake of the association.
- b) There shall not be any sitting allowance attached to any official duty on behalf of the association.

### **Article 4: Disciplinary measures for mismanagement of funds**

- a) The executive council shall have power to suspend any office bearer who has reasonable cause to believe that he or she is not properly accounting for any of the funds of the club and shall have powers to declare the post vacant. Another person shall be appointed in his capacity. Such suspension shall be reported to the relevant authority who shall take appropriate disciplinary measures.
- b) A committee shall be convened on a date not later than 2 weeks for the date of such suspension provided an opportunity to be heard shall be recorded to the executive council and the A.G.M. that suspends him/her.

## **Section 6**

### **Article 1: Dissolution**

If a bill for dissolution of the Association is passed by 70% of the registered members in a General Meeting, the Association ceases to exist.

After dissolution, the Association assets are converted into money and;

All Association debts are cleared first.

The remaining money is used as per the members' agreement.