

**THE CONSTITUTION  
OF  
KABALE UNIVERSITY ENGINEERING  
STUDENTS' SOCIETY  
'KESS'  
2022**

## Preamble

In realizing the need to be united as Engineering students of Kabale university, and to have a platform to air out our voices to the administration at the same time having a body that will link us to other societies and Society's within Kabale university and other engineering societies in other universities, this society was formed to bridge that gap. This society is formed with a background of fully harnessing the powers of team work and giving a platform for each individual to fully utilize his/her potentials while respecting the cultures, interests and beliefs of each individual member of the society.

Also, in accordance to Article 29, 1995 Uganda constitution states that (1) Every person shall have the right to (e) freedom of Society which shall include the freedom to form and join Society's or unions,

This society is a non-partisan, non-sectarian, and non-profit organization that will bind all engineering students in Kabale university faculty of engineering, it will also voice the needs and demands of engineering students to the university administration.

In relation to the above, this society will also spearhead the representation of Kabale university engineering students to different forums within Uganda, East Africa and international engineering students' forums.

With the above backgrounds, we as engineering students of Kabale University and now members therefore, do hereby declare, adopt and bind ourselves and engineering student's generations yet to come by this constitution as the constitution of KESS on this.....day  
Of.....in the year.....

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## **CHAPTER ONE: THE CONSTITUTION**

### **Article 1: Power**

(a) All power belongs to the members who shall exercise their sovereignty in accordance with this constitution.

(b) All the power and authority of the executive and its organs derives authority from the members who consent to be governed in accordance with this constitution.

### **Article 2: Supremacy**

This constitution shall be supreme law in all matters affecting KESS and there shall be no law written or unwritten, regulatory document, pronouncement on the running of this society that is inconsistent with provisions of this constitution, such laws, regulatory document or pronouncement shall be null, void and of no effect to the extent of its inconsistency therefore If any conflict arises between it and any other instrument, this constitution shall prevail.

This Constitution shall, be subject to the Constitution of the Republic of Uganda, 1995 and any other laws enacted by Parliament of Uganda.

### **Article 3: Defense of the Constitution.**

- (a) It shall be the responsibility of all members of Kabale University Engineering student (KESS) society to defend this Constitution and ensure its observance at all times.
- (b) Any person who singly or in concert with others, by violent or any other unlawful means suspends overthrows and abrogates or amends this Constitution or any part of it shall be liable to disciplinary actions as provided in this Constitution and any other laws of Uganda.
- (c) It is prohibited for any person or group of persons to take or retain control of KESS Kabale University except as provided for in this Constitution.
- (d) If this Constitution is suspended or overturned either by the Management of Kabale University or any other Authority, the students of KESS Kabale University shall ensure that the same is restored at all costs.

### **Article 4: Promotion of awareness of this constitution**

- (a) The executive shall ensure awareness of this Constitution by:
  - (i) Printing and distributing copies to the University Libraries.
  - (ii) Uploading and maintaining an electronic copy of the Constitution on official Society WhatsApp group, email, and website all other social platforms.
  - (iii) Through informing KESS members of the existence of this Constitution and availing both electronic copies and soft copies to new students during orientation week.

## **CHAPTER TWO: NAME, DESCRIPTION, & PURPOSE OF SOCIETY**

## Article 5: Name

The student body comprising full, associate and honorary members, shall be called the ***Kabale university engineering students' society*** herein after abbreviated as ***KESS*** or referred to Society

## Article 6: Headquarters

The KESS headquarters shall be situated within Kabale University Faculty of Engineering premises, Kabale University, Kabale municipality, Kabale, Uganda.

## Article 7: Address

The address of the society shall be;

Kabale University Engineering Students' Society,

P.O Box 317 Kabale Uganda

Email:

kess.kab22@gmail.com

## Article 8: Purpose

- (a) The primary goal of KESS shall be to promote, protect and preserve the interests of all its
- (b) Members while respecting the culture, views and religious affiliation of its members at all times.

## Article 9: Colours, Logo and Motto

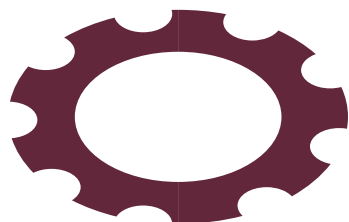
- a. The motto of the society shall „CREATE, ENHANCE, SUSTAIN“
- b. The colours of the society shall be
  - (i) Blue
  - (ii) Black
  - (iii) White
  - (iv) Marron
- c. Emblem: the official log of KESS shall be:
  - i. Logo



- ii. The meaning of logo symbols



The name of the society and the slogan



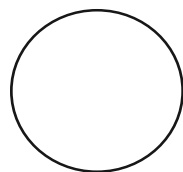
The gear as a general engineering and mechanical symbol representing the mechanical department as members of the society



Buildings to represent the civil department, they appear colored to represent the BADFA department and electricity lighting for electrical department



The symbol of an engineer to represent the engineer as the main subject matter, with a helmet to represent engineering safety



Enclosed in one circle, together as one as a society

### Article 10: Principles

- (a) The society pursues its aims without political, religious, social, racial, national, sexual or any other form of discrimination.
- (b) The society promotes humanitarian ideals among engineering students and so seeks to contribute to the creation of responsible future health workers in the community they serve.
- (c) The society does not participate in any form of politics in and around the campus in respects to its nature

### Article 11: Objectives

The goal of the society is to serve Kabale university students and specifically engineering students at Nyabikoni campus

- (a) To promote understanding in engineering and social problems as well as to share



experiences in solving them

- (b) To promote the interest and welfare of engineering students
- (c) To foster unity and promote profound inter-personal relationships amongst its members
- (d) To uphold humanitarian ideals and engineering ethics amongst its members.
- (e) To encourage cooperation among future Engineers
- (f) To empower Engineering students in using their knowledge and capacities for the benefit of society.
- (g) To provide a forum for engineering students at Kabale university, to discuss topics related to individual and community health, education and science and to formulate policies from such discussions.
- (h) Promoting and facilitating professional and scientific exchanges as well as projects and extracurricular trainings for engineering students, thereby sensitizing them to cultures, society and its engineering problems.
- (i) To maintain the honor and interests of the engineering profession among its members.
- (j) To foster and preserve the unity and aim of the engineering profession as a whole and to ensure that engineering reflects the diversity of society, with diversity including but not limited to; differences in age, culture, race/ethnicity, gender and disability.
- (k) To voice its opinion, and to acquaint the government and other bodies with the policy and attitude of the profession and provide a vehicle through which graduate students can participate in the formation of the policies of the school.
- (l) To arrange and hold periodical meetings of the members of the society for scientific and social purposes.
- (m) To support a high standard of engineering ethics and conduct.
- (n) To promote, social, cultural and professional activities among members of the society.
- (o) To enlighten and direct public opinion on engineering problems in the world.
- (p) To publish papers, journals and other materials in furtherance of the above objectives.
- (q) To acquire by purchase, lease or otherwise, land, buildings, tenements and any movable or immovable properties for any of the objects of the society.
- (r) To sell, manage, lease, mortgage dispose of or otherwise deal with all or any part of the property of the society.
- (s) To borrow or raise money and to invest any monies of the society not immediately required for any of its objectives in such manner as the society may from time to time think fit.
- (t) To collect or otherwise acquire sums of money for charitable purposes and to establish and maintain a trust fund for the said charitable purposes.
- (u) To incorporate a limited company to carry out commercial activities and to hold property.

## **Article 12: vision**

- (a) KESS supports all engineering students by providing distinctive solutions to the challenges they face in day-to-day activities while in the university.
- (b) The KESS commits to the empowerment of its members to take proactive steps to address engineering issues through advocacy and community service. As such, KESS works to promote the professional development of its members, so that they may have the potential for being the health leaders of tomorrow.
- (c) KESS commits to share knowledge, skills and experiences that are both pre-requisite and concomitant to professional participation in the Engineering.
- (d) To actively engage in health advocacy to address inequities and disparities in engineering education and injustices of health policies. KESS will work to ensure equity in health care, serve as community health advocates, succeed as leaders in academic medicine, and direct health policy change.

## **Article 13: Values**

- (a). Transparency and accountability
- (b). Integrity and professionalism
- (c). Unity of purpose and teamwork
- (d). Creativity and innovation
- (e). Partnerships

## CHAPTER THREE: MEMBERSHIP

### Article 14: Members.

- (a). KESS membership is open to all students at Faculty of Engineering, Technology, Applied Design and Fine Art Pursuing a *bachelor or a diploma of Civil Engineering (BCE and DCE), Mechanical Engineering (BME and DME), Electrical and Electronics Engineering (BEE AND DEE), BADFA of Kabale University and other engineering programs that shall be introduced at the faculty Engineering of Kabale University.*
- (b). There shall be no limitation on the maximum number of members the society may have at any one time.
- (c). Fully registered after paying both membership and subscription fees in such a manner and in such amount as shall be determined by the general meeting.
- (d). A registered and a continuing Student of Kabale University at the faculty of engineering.
- (e). All members, including the default members, shall act according to the constitution and bylaws of the society and shall particularly fulfill their contribution obligations.
- (f). Only active members shall be allowed to run affairs of the society.

### Article 15: The rights and obligations of Membership:

- (a) The rights of full members shall be:
  - i) To participate fully in the proceedings and activities of the Society.
  - ii) To elect or be elected to any office of the Society.
  - iii) To be elected a representative to any function or undertaking to which the Society wishes to be represented.
  - iv) To express their opinions in a proper manner.
  - v) Entitled to the Society facilities as may be prescribed by the executive from time to time.
- (b) The rights of the associate member shall be the same as full members except that he or she shall neither have voting power or rights nor be elected to any office other than an advisory one.
- (c) The rights of an Honorary member shall be: -
  - (i) To participate fully in the proceedings and activities of the Society but without voting rights.
  - (ii) To express their opinions in a proper manner.
  - (iii) Advise the executive where deemed necessary.
- (d) All members shall exercise freedom of speech and an expression of opinion in any matter affecting the Society provided of opinion does not prejudice the interests of the Society.
- (e) Subject to the article, in enjoyment of the rights and obligations presented in this chapter, no member shall prejudice the fundamental rights and obligations of others.

## **Article 16: Associate Members**

These shall be;

- a) All old members who subscribe to the aims and objectives of the society.
- b) Former full members of KESS after their full membership have expired.

## **Article 17: Honorary Members.**

These shall be;

- a) Lecturers, faculty Dean, Heads of departments at faculty of Engineering Kabale University other well-wishers.
- b) They will not pay subscription fee but register as members thus pay membership fee and free to donate to the Society.
- c) Shall act as guardians and the patron will be nominated from this group.

## **Article 18: Eligibility**

In order to be eligible for membership in the society an individual must:

- (a). Be a student of Kabale University and studying *at Faculty of Engineering of Kabaleuniversity*
- (b). Respect the principles and ideas the society stands for.
- (c). Pay all the local dues stated in these by-laws or those agreed upon by the members.
- (d). Complete the membership form

## **Article 19: Termination of Membership**

- a) Absence of valid registration for the Academic Year/Semester in question.
- b) Failure or refusal to pay subscription fees.
- c) Being granted a dead year.
- d) Suspension from the University (for as long as is still standing).
- e) Expulsion from the University.
- f) Death or on any other ground which is deemed reasonable and equitable

## **Article 20: Reinstatement**

- (a) Any former active member who has been dropped for nonpayment of dues and who retains the qualifications for active membership as stated in article 14 of these bylaws, shall be reinstated on payment of his/her dues and assessments for the current year.

## **Article 21: Membership Fees and Dues**

- (a) The executive board (members) may establish annual dues upon the members as it may, from time to time, determine.
- (b) The established annual dues shall be communicated to general assembly.

## **CHAPTER FOUR: ORGANS OF THE SOCIETY**

### **Article 22: The General Assembly**

- (a). There shall be a General meeting of KESS called “GENERAL ASSEMBLY (GA).”
- (b). The General Assembly shall be a decision-making organ, an informative and consultative forum.
- (c). The General assembly shall be composed of all full members of the Society

### **Article 23: Ex-Officio Members of the General Assembly**

- (a). The following shall be ex-officio members of the General Assembly.
  - (i). Associate members
  - (ii). Honorary members
  - (iii). Representatives to guild council
- (b). Ex-officio members shall have no voting rights in the General assembly

## **ARTICLE 24: EXECUTIVE BOARD**

### **General**

- (a). The management and administration of the society are entrusted to the executive board.
- (b). The activities, affairs and property of the society shall be managed, directed and controlled, and its powers exercised by, vested in the executive board
- (c). An executive board member will cease to hold office:
  - (i). At the end of his/her term;
  - (ii). By a written resignation;
  - (iii). By his/her death;
  - (iv). By removal from office by court in cases provided for in law;
  - (v). By removal from office by a decision of the executive or recommendation of the school administration following misconduct.
- (d). Each elected executive board members officer will have a one-year term subject to re-election for a second-year term may be held if legally nominated by the general body and a majority vote is obtained at the election meeting. A member shall not serve more than two (2) terms in the same position, unless the executive position would otherwise go unfilled. This training will be organized by the training director (to be decided by outgoing executive board).
- (e). Each incoming executive board member shall present strategic/operational plans, an action plan for the term in office, a motivational letter and curriculum vitae before or after they are elected into office.
- (f). The new term/office period shall officially run from first day fiscal year of the election year until last day of fiscal year.
- (g). Before the beginning of new term there will be a transition/advisory/ preparatory period from first day fiscal year until last day fiscal after (elections”) that one month after

elections, officials in their preparatory and advisory periods are expected to participate in meetings and to be active resource persons and provide their successors with their gained experience. In this regard, the respective predecessor executive board member shall specifically train/mentor his/her in-coming executive board member. The incoming executive board members shall or may also be trained by a person with extensive experience in strategic/operational planning as well as time and project management.

- (h). To be elected into executive board one has to have one to two years" experience in running the KESS activities with exception of the president, secretary general and treasurer who should have an extensive interaction or involvement with running of the society affairs of more than three years.
- (i). Any executive board member may resign at any time by delivering a written resignation to the president or the secretary.
- (j). The executive board member shall not be an official in any political or cultural society or group in the campus.
- (k). Any executive board member willing to participate in political activities in the university shall be required to vacate the office prior to his/her participation in elections.

## **Article 25: The Executive Board Composition**

- (a) The society shall be managed by the executive board. The executive board of the society is composed of:
  - (i) President
  - (ii) Vice President.
  - (iii) Minister for finance & administration/treasurer.
  - (iv) General Secretary
  - (v) Public Relations Officer PRO
  - (vi) Minister for Education, Training & Mentorship Education.
  - (vii) Minister for Science, Technology & Innovation.
  - (viii) Minister for Welfare, Women Engineers & Disability Affairs.
  - (ix) Year 1 Bachelor's Representative 1ST Year
  - (x) Diploma Representative
  - (xi) Civil Engineering Representative
  - (xii) Electrical Engineering Representative.
  - (xiii) Mechanical Engineering Representative.
  - (xiv) Art & Design Representative.

## **Article 26: Election of the Executive Members**

- (a). The elections shall take place within the last 2 weeks of the first sixty-one (61) days of the second semester of every academic year.
- (b). The patron is exempted from this article and shall hold a permanent seat. His advice shall be binding at all time.
- (c). The Chairperson electoral commission in consultation with the president shall:
  - (i) Announce the Nomination day
  - (ii) Call for the nominations of the executive candidates at least 7(seven) days before

polling day.

(d). The electoral process shall be observed as guided below:

- (i) All Society elections shall be conducted by the Electoral Commission.
- (ii) The executive candidates shall be elected by all members of the society.
- (iii) The election of the new executive shall be held in the last General Assembly of the outgoing regime.
- (iv) All former serving members of the outgoing executive intending to contest for positions in the new executive should have resigned before nominations of the incoming executive.
- (v) Nominations for the President elections signed by the candidates, proposed and seconded by 20 members of the electorate shall be submitted in writing to the chairperson electoral commission on Nomination day.
- (vi) All aspiring candidate shall pay a non-refundable fee that shall be determined by the electoral commission and approved by the Executive.
- (vii) No candidate will be allowed to withdraw from the candidacy to presidency within 12(twelve) hours of the General Assembly as provided below.
- (viii) All executive candidates shall address members' gatherings at the faculty of engineering, technology, applied design and fine art. The dates and period of these addresses shall be determined and published by the office of the President.
- (ix) Members to the various committees shall be elected in the first General Assembly meeting as per the guidelines in the constitution.
- (x) If only one candidate for any executive position is nominated, that candidate shall be declared elected unopposed.
- (xi) If two or more candidates for any executive position are nominated, an election shall be held.
- (xii) A candidate shall be declared elected for the executive position if the candidate receives a simple majority vote.
- (xiii) If no candidate is elected, (in case there is a tie) a fresh election shall be held on the same day.
- (xiv) The candidates in the fresh election will be those who received the greatest number of votes (those whose votes tied).
- (xv) The candidate who receives the simple majority vote shall be declared elected.

**(e). All by-Elections shall:**

- (i) Be conducted by the Electoral Commission.
- (ii) Take place whenever an office or seat falls vacant.
- (iii) Take place within fourteen (14) days of the office or seat being declared vacant by the executive.
- (iv) Follow the same procedures as provided for that particular office or seat to be filled.

- (v) If a President-elect dies after being declared elected President, but before assuming office, a by-election for the position of President shall be held within fourteen days (14) after the death of the President-elect.
- (vi) If any member of the Executive dies before assuming office, that office shall be declared vacant and a fresh election held within fourteen (14) days.
- (vii) Where the President disappears, whether before assuming or after assuming office for more than two months (60days) without being heard of by persons who would naturally hear from him for that period, the office of the President shall be declared vacant and a fresh election, shall be held.
- (viii) In case the President re-surfaces after the expiry of two months (60days) but before the fresh election has been conducted and gives a genuine or reasonable ground for his disappearance to the General Assembly, the election shall be cancelled and he shall resume his office.
- (ix) In the event that the/ she resurfaces after the election has been conducted or on the day of election, the election shall proceed, the candidate who wins the election shall be President elect.

#### **Article 27: Rights and Requirements:**

- a) Only fully registered and subscribing members of the Society shall participate in the election process and these shall comprise the electoral register.
- b) Each full member shall be eligible to stand for any office as he/she wishes.
- c) The only full member(s) that will be eligible for the office of the president shall be third year student(s) progressing to fourth year.
- d) No such member in clauses (b) and (c) shall stand for more than one office at a time.
- e) Each member shall be entitled to one (1) vote on items submitted to the membership at its meetings and one vote per candidate in general elections

#### **Article 28: The Electoral Commission:**

- (a). There shall be an Electoral Commission; which shall consist of a chairperson, secretary and 3 polling officers; who shall be appointed by the president and approved by the executive committee.
- (b). The appointment of the electoral commission shall be as deemed fit by the executive committee.
- (c) Members of the commission shall be persons of high moral character, proven integrity and demonstrated competence and efficiency in conducting such public affairs.
- (d) The members of the commission shall hold up to and until the end of the whole electoral process.
- (f) A member of the commission may be removed from office by the president only if:
  - (i) He/she is unable to perform to his/her expectations due to being mentally or physically incapacitated.



- (ii) He/she is incompetent.

### **Article 29: Functions of the Electoral Commission:**

The Electoral Commission shall have the following functions:

- (a) To ensure that free and fair elections are held promoting impartially and transparency.
- (b) To organize, conduct and supervise the elections and referenda in accordance with this constitution.
- (c) To ascertain, declare in writing or other wise and publish under its approval the results of the elections or referenda.

### **Article 30: Autonomy or Independence of the Electoral Commission:**

Subject of the provisions of this constitution; the commission shall be an independent body and shall not be subject or direction or control of any person and or authority in performance of its functions.

### **Article 31: Terms of Office:**

- (a) The term of office of the executive upon election shall be one academic year following the stipulated fiscal year.
- (b) The elected members shall take office and assume duties fully only after a hand over ceremony whose date shall be decided on by incumbent executive.
- (c) The date of handover ceremony shall not be such date as to ignore the credibility of the stipulated fiscal year

## **ROLE, POWERS, & DUTIES OF THE EXECUTIVE BOARD**

### **Article 32: Role and Powers**

The executive board shall be the official policy-making body and/or implementing arm of KESS. As such, it has the following functions and powers:

- (a). It shall systematize the ideas of the members into a coherent plan of action
- (b). It shall make periodic assessment of all activities, annually at least.
- (c). It is entitled to officially represent the society.
- (d). It can delegate tasks to other persons, but it will remain responsible for these tasks at all times.
- (e). It shall recognize members of the health fraternity, former officials or lecturers in general with engineering experience that may help further the society's interests as life members and be documented.
- (f). It shall be responsible for creation of code of conduct and performance indicators and its enforcement.
- (g). It shall develop policies that are consistent with this constitution for the smooth running of the society.

- (h). In cases where the time does not allow for consultation with the council the executive board decisions shall hold

### **Article 33: Quorum.**

- (a). In order for a meeting to take place, there should be a 2/3 attendance of the members of the executive.
- (b). In order for any decision voted on by the executive to pass, it should gather not less than a 2/3 majority of the members present at that sitting.

### **Duties of each Executive Board Members**

#### **Article 34: President:**

The president shall have the general powers and duties, including, but not limited to the following:

- (a). Chair the executive board, the KESS council and general KESS assemblies, annual general meeting and other meetings and plenary sessions.
- (b). Providing leadership to society.
- (c). Call for meetings of the executive board and KESS council.
- (d). Represent KESS to external relations and maintain contacts.
- (e). Develop short- and long-term strategies for the work and structure of KESS especially in relation to external organization / societies.
- (f). Oversee the proper functioning and direction of the council thus ensuring accountability of each of the board/council members.
- (g). Meet regularly with the patron and dean for the benefit of the society.
- (h). He/she will be a signatory on the bank account to KESS. He/she will review all financial records of the organization/society to ensure the proper use of funds, and will serve as a co-signatory on drafts, checks, notes, orders or other undertakings for the payment of money on the organization/society treasury and to sign all records and documents whereunto his or her signature shall be lawfully required.
- (i). Shall have a casting vote in addition to his vote as a member
- (j). Sustain and improve the quality of KESS adopted by the executive board for the current academic year
- (k). Coordinate other special projects as assigned or agreed upon
- (l). May delegate his/her responsibilities in part to the vice-president and (or) any executive members.
- (m). Have the duty to abide by, uphold and safeguard this Constitution and to promote the welfare of the members of the Society.
- (n). The President may from time to time by a Statutory Instrument, assign his or her duties to cabinet Minister who shall take responsibility of such functions of the Society Government as stated in the instrument of assignment.
- (o). Appoint three presidential advisors to the executive.
- (p). Have the powers to punish any executive members for late coming, absenteeism, misconduct and/ or use of improper language during meetings in accordance with the Constitution. However, the power to punish executive members (m) above shall be

exercised judiciously.

(q). Be one of the signatories on the bankbook to KESS

### **Article 35: vice president**

The deputy president shall have the general powers and duties, including, but not limited to, the following:

- a. All duties, powers and responsibilities of the president shall, in his/her absence, devolve upon the deputy president.
- b. Establish contacts with default members and stimulate them to join and participate in KESS activities.
- c. Formulation of evaluation and performance appraisal tools for the executive

### **Article 36: Secretary general:**

The secretary shall have the general powers and duties, including, but not limited to the following:

- (a). Shall be responsible for the administration, correspondence and archives (keep the register of all members of the society of KESS
- (b). The duty to document the business transacted at each general meeting, and prepares the minutes for those meetings.
- (c). He/she will maintain the minutes and submit them for review and approval at monthly meetings.
- (d). Produce the minutes of the executive board and general assembly meetings, and send them in due time to the respective offices.
- (e). He/she will assist in the preparation of circulars, press releases, reports and other official documents of the organization/society.
- (f). Update the constitution and bylaws with the changes decided upon by the council.
- (g). Prepare and send out invitations, provisional agenda, and other relevant information concerning general assembly meetings.
- (h). Assist the president and vice president in maintaining the contact between the members of the society or external organization/society's and the executive board.
- (i). She/he shall be one of the signatories on the bank account to KESS. He/she will review all financial records of the organization/society to insure the proper use of funds, and will serve as a co-signatory on drafts, checks, notes, orders or other undertakings for the payment of money on the organization/society treasury and to sign all records and documents whereunto his or her signature shall be lawfully required.
- (j). At least one calendar month before the date fixed for the annual general meeting of the society, the secretary general shall inform all members, including the default members of the society in writing of the days fixed for such annual general meeting
- (k). At least two weeks before the date fixed for the general meeting of the society, the secretary general shall send to all members of the society: -
  - (i) An official report of the council on the activities undertaken by the society during the year preceding,
  - (ii) A list of the names and addresses of all members of the society, and
  - (iii) An audited statement of accounts for the year preceding

- (l). Shall keep all members informed of all-important activities of the society.

### **Article 37: Treasurer:**

The treasurer shall have the general powers and duties, including, but not limited to the following:

- (a). Shall be responsible for the financial administration and bookkeeping of KESS
- (b). Collect membership fees and dues as outlined elsewhere in this document.
- (c). Be responsible for the official bank accounts of KESS
- (d). Present a written financial report at each executive board meeting, which includes accounts, statements of assets and liabilities of KESS and a list of the financial transfers made since the last executive board meeting.
- (e). Propose the budget of the next financial year to the KESS council.
- (f). Deliver receipts received during his term to general secretariat at the end of his term
- (g). Review the budgets of KESS projects and events.
- (h). Develop and implement fundraising strategies for KESS
- (i). Be one of the signatories on the bankbook to KESS

### **Article 38: Public relation officer (PRO)**

The **public relation officer** shall have the general powers and duties, including, but not limited to, the following:

- (a). Be responsible for the creation of KESS advertisements, notices and other promotional material together with secretary general.
- (b). Design templates, news and journals for KESS publications and reports.
- (c). Be in continual communication with the executive board in discharge of his/her mandate.
- (d). Any other function assigned by the president.

### **Article 39: Minister for Education, Training and sports**

There shall be the Minister for Education and Sports who shall: -

- (a) Be chairperson of Academic and sports Affairs committee.
- (b) Be responsible for Academic welfare of the members.
- f) Liaise with the Academic Registrar's office and faculty representatives in respect of member's academic affairs.
- g) Be responsible for all sports activities and equipment of the society and the faculty of engineering.
- h) Liaise with the sports union on fares concerning sports.
- (f) Perform any other duties that she/he may be assigned by the President.

### **Article 40: Minister for Science, Technology and Innovation.**

- (a). There shall be the Minister of Information and Computer Technology.

- (b). The Minister of Information and Computer Technology shall:
  - i. Be Chairperson of the Committee for information.
  - ii. Be responsible for the official innovation projects of the society.
  - iii. Either edit the official publications or appoint an editor or editors from amongst members of the Committee for Information.
  - iv. Publication of the Society Magazine or Newsletters.
- (c). Be responsible for the Society official e-mail, web-site, Facebook page and WhatsApp platforms.
- (d) Perform any other duties that he/she may be assigned by the President.

#### **Article 41: Minister for Welfare, Women Engineers & Disability Affairs**

- a) Shall be the minister for welfare, women engineers and disability affairs
- b) Shall be responsible for the welfare and records of people with disability, women engineers in the society.
- c) Perform any other duties that he/she may be assigned by the president

#### **Article 42: Year 1 Bachelor's Representative 1<sup>ST</sup> Year**

- a) Shall be the representative of the first-year students at the faculty of engineering on the KESS committee.
- b) Shall be responsible for the welfare and records of the first-year students at the school of engineering.
- c) Perform any other duties that he/she may be assigned the president.

#### **Article 43: Diploma Representative**

- a) Shall be the representative of the students doing diploma at the faculty of engineering on the KESS committee.
- b) Shall be responsible for the welfare and records of the first-year students at the school of engineering.
- c) Perform any other duties that he/she may be assigned the president.

#### **Article 44: Civil Engineering Representative**

- a) Shall be the representative of the students doing civil engineering at the faculty of engineering on the KESS committee.
- b) Shall be responsible for the welfare and records of the first-year students at the school of engineering.
- c) Perform any other duties that he/she may be assigned the president.

#### **Article 45: Mechanical Engineering Representative.**

- a) Shall be the representative of the students doing mechanical engineering at the faculty of engineering on the KESS committee.
- b) Shall be responsible for the welfare and records of the students doing mechanical engineering at the school of engineering.
- c) Perform any other duties that he/she may be assigned the president.

#### **Article 46: Electrical Engineering Representative.**

- a) Shall be the repetitive of the students doing electrical engineering at the faculty of engineering on the KESS committee.
- b) Shall be responsible for the welfare and records of the students doing electrical engineering at the school of engineering.
- c) Perform any other duties that he/she may be assigned the president.

#### **Article 47: Patron**

- (a) The patron shall be the dean of the faculty unless otherwise decided by the general assembly.

#### **Article 48: Duties and functions of the Patron / Patroness**

- (a) The Patron / Patroness shall protect and foster the Society's interests
- (b) He or She shall tender or cause to be tendered such advice as will foster the realization of the Society's aims and objectives.
- (c) He/she should attend in person or by delegation all major ceremonies organized by the ~~Society~~.
- (d) The patron shall link the Society to the university, external agencies, ministries and non-government organizations.
- (e) The patron shall help in drawing/ drafting the Society annual plan and budgets.
- (f) The patron shall be the chief adviser of the Society.
- (g) The patron shall where possible be the executive official at important meetings of our society.
- (h) The Patron's term of service shall run indefinitely save where it is terminated at such Patron's request or otherwise.
- (i) The patron shall be able to appoint other elderly persons/ advisers for the society.
- (j) In case of the absence of any Patron/Patroness for what so ever reason, any of the legal advisors may act on his or her behalf.

#### **Article 49: Inefficiency**

- (a) Inefficiency shall be defined when an executive member:
  - (i) Fails to attend three consecutive meetings without satisfactory explanation.
  - (ii) Fails to carry his/her duties as prescribed in this constitution.
  - (iii) Behaves in a manner that is defamatory to the society either on its behalf or privacy.
- (b) The Executive shall summon him/her to defend himself / herself and if they are not satisfied with his/her reasons as shown by a 2/3 majority vote, he/she shall be requested to resign, after which members shall be informed and called upon to elect a replacement not exceeding two weeks from the time the resignation takes effect. This vote shall be taken in absence of the embattled

executive member.

(c) The members may give a vote-of-no confidence to any member of the executive or to the whole executive in which case the whole body shall have to resign and fresh elections take place as arranged by the interim government nominated by members there and then to look after the Society's interests until the new government is in office.

(d) The procedure for the vote of no confidence shall be observed as guided below:

- (i) A vote of no confidence in the President and/ or the Executive member by the General Assembly shall require a petition signed by at least a fifth (1/5) of the registered members of the society to the public relations officer.
- (ii) The Public relations officer shall cause the list of the signatories to be displayed on faculty Notice boards within forty-eight (48) hours of receipt of the petition.
- (iii) After twenty-four hours' display of the signatories, the Public relations officer shall give notice of a General Assembly meeting to take place within ten (10) days to hear the petition, report from disciplinary committee and the President's /or and Executive member's defense.
- (iv) The quorum for such a meeting shall be two-thirds (2/3) of the whole society registered members.
- (v) If no quorum is realized, the vote of no confidence shall be deemed lost and there shall be no voting taken at this meeting.
- (vi) In case quorum is realized for the meeting of the General Assembly, the Public relations officer shall conduct a secret ballot on the motion of no confidence on the same day.
- (vii) The vote of no confidence shall be carried out if at least two-thirds (2/3) majority of the members of the General Assembly present vote for it in the secret ballot.
- (viii) In the event of vote of no confidence being carried out as provided for in above, the President/ or and the Executive member(s) shall instantaneously vacate their offices and fresh elections shall be held within seven (7) days.
- (ix) In case of vote-of-no confidence, the patron shall preside over the proceedings of the General Assembly.

## **Article 50: Resignation**

(a) Save as provided otherwise; resignation of members shall take two forms or aspects

- (i) Forced resignation
- (ii) Voluntary resignation.



- (b) Any member Appointed or Elected to any office shall tender in his / her resignation showing cause in writing, addressed to the general secretary giving at least two weeks" notice.
- (c) Filling of the office that falls vacant has to take place in two weeks from the time the office falls vacant.

### Article 51: KESS standing committee

There shall be standing committees as stated below

- (i). Standing committee on engineering education and research
- (ii). The standing committee on Legal and constitution affairs (SCLCF)
- (iii). Standing committee on publication and editorial
- (iv). Standing committee on finance and fundraising
- (v). Standing committee on entertainment and hospitality
- (vi). Standing committee on special program, professional exchange and outreach
- (a). The formation of the committees is instrumental to the executive realization of its goals to involve more members in daily run of the society and to assist in ideas formation and decision making. The committees will work under the executive directive.
- (b). The chairpersons to standing committees shall be **elected by KESS executive members.**
- (c). Members to standing committees shall be **appointed by the executive board** in consultation with chairpersons where necessary.
- (d). By default, the minister in charge of the respective ministry which has a committee will be a member of that committee who will be secretaries to the committees
- (e). The guidelines to be followed in appointment of the members of the committee and rules binding the committees are:
  - (i). There shall be a maximum of 4 and minimum of 3 member
  - (ii). Be an active member of KESS.
  - (iii). Be ready to abide to the rules governing the executive and the committee
  - (iv). The committee should understand that their decisions shall be subject to approval by the executive.
  - (v). The committee on finance and fundraising shall consist of the president, and the secretary finance (the bank account signatories), and other appointed members.
  - (vi). The committees will operate without undue influence from another committee unless there's a task that is to be accomplished jointly or on order from the executive. As such cooperation will be exercised.
  - (vii). The committees shall present their report on their progress periodically to the executive through the secretary of the committee who is an executive board member.
  - (viii). Any communication from the committees to public shall be communicated to secretary general first or executive board.
  - (ix). All communications from committees to the student body should be passed to executive board first through the secretary general
  - (x). Any officer of the standing committee may resign at any time by delivering a written resignation to the president or the secretary.
  - (xi). Executive board secretary general shall be the coordinator of the standing



- committee
- (xii). In case of any conflict on the running and management of the committee, the issues raised shall be handled by the committee

## **Article 52: Role, Powers, & Duties of the KESS Standing Committee**

### **General Roles and powers**

- (a) The standing committees shall be the official body mandated in aiding, initiating and/or facilitating in policy-making and/or implementing such policies for the benefit of KESS membership. As such, it has the following objectives, functions and powers:
- (i) To run activities with concrete plans of action, coordination and working strategies.
  - (ii) To help in formulations of policies by resolutions and declarations to be incorporated in the policy statements of the society after decision by the general assembly.
  - (iii) To report their activities back to the executive board.
  - (iv) To help in actualization of the common shared responsibilities of the society.
  - (v) The chairs to the standing committee. Who play a critical role in the management of the society cannot usurp the powers of executive board.
  - (vi) The chairperson should attend all of his committee meetings.
  - (vii) The meetings should be held at convenient time for everybody.
  - (viii) The secretaries to committee provide the important link to the executive board and at no time should they relegate their roles held elsewhere
  - (ix) The secretaries shall be responsible for the administration, correspondence and archives of the committee. They may delegate this function to a member within the committee, in this scenario the secretary is expected to inform the chairperson.

## **Article 53: The standing committee on Legal and constitution affairs (SCLCF)**

- (b) There shall be a standing committee on legal and constitution affairs.
- (c) It shall be headed by the legal advisor who shall be an honorary member of the executive board
- (d) The duties of this committee shall be but not limited to;
- i. Being an advisory committee to the executive
  - ii. Interpreting the constitution of KESS
  - iii. Forwarding proposed constitution amendment to the executive
  - iv. Oversee the amendment process of the constitution and ensure that there rises no collision with in the articles of the constitution.
  - v. Ensure that all KESS operates with full adherence to the constitution.

## **Article 54: The Standing Committee on Engineering Education and Research (SCOMER)**

- a) Shall liaise and coordinate the affairs of the following standing committee of the national body (FUMSA) at the local level: -
- (i) The standing committee on engineering education (SCOME)
  - (ii) The standing committee on research exchange (SCORE)
  - (iii) The liaison officers of the above committees, from KESS shall belong to this committee

- (iv) The chairperson shall chair and call for the meetings in consultation with the secretary of the committee
- (v) The executive board deputy president shall be secretary to the committee

#### **Article 55: The Standing Committee on Publication and Editorial (SCOPE)**

- (a) The chairperson shall chair and call for the meetings in consultation with the secretary of the committee
- (b) The executive board treasurer (CFO) shall be secretary to the committee
- (c) Shall develop strategies on how to raise funds for the society

#### **Article 56: The standing committee on finance and fundraising (SCOFF)**

- (a) The chairperson shall chair and call for the meetings in consultation with the secretary of the committee
- (b) The executive board chief editor shall be secretary to the committee
- (c) Shall develop strategies on how to raise funds for the society
- (d) Shall be responsible for developing or discussing budget forwarded to them
- (e) Shall be the primary committee to discuss all contracts entered by the executive
- (f) Shall initiate or develop financial policies for the society
- (g) Other delegated functions relating to finance

#### **Article 57: The standing committee on entertainment and hospitality (SCOEH)**

- (a) The chairperson shall chair and call for the meetings in consultation with the secretary of the committee creation, changes and dissolution
- (b) To create a standing committee of KESS, a proposal to establish a standing committee must be written.
- (c) The general assembly will decide about this proposal with a two-thirds majority.
- (d) The general assembly can decide to dissolve, change the activities, or change the name of a standing committee. Such a decision needs at least two-thirds majority.

## **CHAPTER FIVE: FINANCE**

### **Article 58: Collection of Revenue**

The source of Revenue shall be: -

- (a) Subscription fee from members of the Society.
- (b) Membership fee
- (c) Fundraising activities of the Society.
- (d) Grants, donations, bequests and trusts.
- (e) Interests and profit from the Society property and Capital
- (f) Registration of affiliate Society's and
- (g) Nomination fees
- (h) Any other source or means approved by the General Assembly.

### **Article 59: Budgeting**

- (a) The Minister of Finance with the committee shall prepare and lay before the General Assembly during the second General Assembly session estimates of all revenue and expenditure including those Magazines as would have been presented by its Chief Editor, (the Budget) for the whole year the Government is in office for approval.
- (b) Grants, donations, nomination fees for elections or any legal entitlement shall be banked on the Society Account and declared to the patron.
- (c) The General Assembly shall pass a Budget before the beginning of each fiscal year which budget shall reflect the objective of this constitution to promote the general welfare of all member students of Kabale University and shall have separate subheadings for, the expenses, emoluments, refreshments, transportation and other incidental expenses of the conducting the government which do not directly benefit the wider member student body.
- (d) Copies of the approved and ratified budget shall be made available to all official Society media platform.

### **Article 60: Supervision and Authorization of Finances.**

- (a) . All Society expenditure shall be done under the approval of the General Assembly and in accordance with the Budget.
- (b) . The Society funds shall be kept in an authorized account of the Society.
- (c) The Society minister of Finance shall keep up to date book of accounts indicating the income and expenditure of the Society through and or by any minister or official or any member of the Society.
- (d) The Minister for Finance shall deposit all monies with the bank/ all finances should be deposited on the Society Account
- (e) No Society official shall keep Society monies for longer than three days unless specific official authority has been granted by the patron.

- (f) The authority to withdraw or authorize withdrawing Society money shall rest with the minister of Finance in conjunction with the Society president and the patron.
- (g) The Society Cheque shall be signed by the patron as the principal signatory, the Minister for Finance and Society President.
- (h) All financial transactions shall be made in the names of the society.
- (i) The Minister for Finance shall receive and keep any receipt or written evidence.
- (j) The Finance minister shall present a signed Balance sheet for endorsement by the patron to be submitted to the general Assembly at the end of their term of office.
- (k) Before any of the Society incurs any expenditure, the estimates of the expenditure shall be discussed and approved by finance committee, which finance committee shall meet and receive an account of such approved expenditure.
- (l) The Minister of Finance shall submit monthly financial reports to the General Assembly.
- (m) In the event of temporary absence or physical incapacity of minister for Finance, the president shall carry on his duties for such a time, as the minister himself shall be unable to carry out the duties.
- (n) In the event of the minister for Finance resigning before his term of office comes to an end, the minister shall handover a signed financial statement to his successor. Such a financial statement must be approved by the finance committee.
- (o) The Executive may authorize reallocation of funds within the cost centers of the Society Budget and must report such expenditure to the following General Assembly meeting for approval.

#### **Article 61: Accountability**

- (a) The Finance Committee of the society should always convene to make the relevant requisitions and accountabilities and also provide minutes to that effect.
- (b) The Finance Minister should always be one of the signatories to effect any financial transactions and should be responsible for accounting for the income and expenditures.

#### **Article 62: Auditing**

- (a) The accounts of the Society shall be audited not later than four weeks before the Society General Elections by an external Auditor approved by the General Assembly.
- (b) The audited accounts and balance sheet shall be approved and signed by the external Auditor before being presented to the General assembly.
- (c) The Audited Accounts and Balance Sheet shall be published after approval by the General Assembly not later than seven (7) days before the General Elections.

## **CHAPTER SIX: MISCELLANEOUS**

### **Article 63: Inspection of Organization/Society Records**

- (a) The financial records, membership list, and all other organization/society records, and the minutes of all meetings
  - i. Of the members,
  - ii. Of the executive board and
  - iii. Of all other standing committees of the organization/society
- (b) Shall be kept at the principal office of the organization/society, or with the president, secretary general, and/or the treasurer and shall be open to inspection upon the written request of any member, at reasonable times, and for a purpose reasonably related to his or her interest as a member of the organization/society.
- (c) Such inspection may be made either in person, or by an agent authorized to act on his/her behalf by writing executed by such member, and shall include the right to make copies. Said inspection can extend beyond one day, but should not extend beyond one week since the member is entitled to make copies.
- (d) A request to inspect the records of the organization/society shall be delivered in writing (certified letter) to the president, secretary general, or treasurer of the organization/society. And, not less than thirty (30) days before the date specified in such written request for the inspection of such organization/society records.

### **Article 64: The Fiscal Year**

- (a) The fiscal year of the organization/society shall begin on the sixty first (61<sup>st</sup>) day of the second semester and shall end on the sixtieth (60<sup>th</sup>) of the second semester each academic year.

### **Article 65: Records and Documents Held by Officers**

- (a) Officers of the organization/society shall make available for inspection at reasonable times to any member of the organization/society and to the executive board all official records of the organization/society for which they are responsible.
- (b) No official document, email, letters or any other things like that shall be deleted or destroyed.
- (c) All e-mail accounts and passwords to the emails shall be handed over to incoming officials at the end of the term.
- (d) All e-mail accounts and documents bearing society logos or any identification are property of the society and such no officer is allowed to use them for private purposes. And as such should be returned to the society upon leaving the office.
- (e) The secretary general shall keep all passwords of the email accounts.

- (f) Upon leaving office, each officer shall return over to his or her successor in order such as monies, books, records, documents, and other property of the organization/society as have been in his or her custody during his or her term of office.
- (g) All officials are expected to produce a report of their office at the end of their term and submit it to the secretary general.
- (h) The secretary general is expected to compile annual report on the status of the society/organization.

## **CHAPTER SEVEN: CONSTITUTION MUTATIONS**

### **Article 66: Constitution Amendments:**

- (a) Any well-meaning member of the Society may move a motion for a change in this constitution provided such a motion is not ridiculous or frivolous in accordance with the provisions of this constitution.
- (b) Such member shall submit in writing the motion to the office of the President and / the legal advisor who shall tender the same to the General Assembly.
- (c) A 2/3 majority of all registered members shall cause an amendment of this constitution.
- (d) Power to interpret this constitution shall be vested in the Legal committee headed by the legal advisor.

### **Article 67: Dissolution**

- (a) The society shall not be dissolved, except with the consent of not less than three quarters of the majority of all full members of the society expressed in either in person or by proxy at a general meeting convened for the purpose or by voting.
- (b) In the event of the society being dissolved as provided above, all debts, liabilities legally incurred on behalf of the society shall be fully discharged and the remaining funds will either be equally divided amongst the members or transferred to a professional engineering body or charitable organization/society as decided by the majority of members at a general meeting convened for the purpose of dissolving the society or decided by a postal vote of all the members.
- (c) Notice of dissolution will be given within 14 days of the dissolution to the registrar of societies
- (d) A proposal for dissolution shall be sent out to all members at least six months before the beginning of the general assembly meeting. The proposal shall be sent out by registered mail.
- (e) Any funds remaining at dissolution of will become the property of the use, by the executive board, according to the objectives of the society to an institution of general benefit.

### **Article 68: Swearing-in and handing over of office by KESS executives**

- (a). The KESS EXECUTIVES shall hand over office within fourteen (14) days after the elections of a new executive are concluded and all executive members shall hand over and vacate their respective offices with immediate effect.
- (b). Any attempt by any member of the executive to refuse to hand over power either singly or in association with other members shall be treated to run contrary to the provisions of this Constitution and such members shall be subject to the disciplinary committee of the society.

- (c). A student elected as President under this constitution shall hold office for only one term and non-renewable.
- (d). The President-elect and the Executive shall be sworn-in, in that order by the patron.
- (e). The ceremony shall take place in the presence of society members, and any other invited guests within seven days after the elections.
- (f). All those taking the oath shall swear to abide by this Constitution

#### **Article 69: The Oath**

I.....having been elected as ..... solemnly swear that, I will diligently perform the duties and responsibilities as prescribed by the constitution without fear or favour, so help me God.