

**THE CATHOLIC UNIVERSITY
OF EASTERN AFRICA**

A.M.E.C.E.A

CUEASO CONSTITUTION

**CONSTITUTION OF THE CATHOLIC
UNIVERSITY OF EASTERN AFRICA
STUDENTS ORGANISATION**

CUEASO CONSTITUTION

First Published: 1995

Revised: 2001 & 2008

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Printed and Published by:
Publications Department
The Catholic University of Eastern Africa
P.O. Box 62157
00200 Nairobi
Kenya

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Abbreviations and Definitions of Terms

Abbreviations

CUEASO	Catholic University of Eastern Africa Students Organisation
SGC	Students Governing Convention
AAC	Academic Affairs Committee
CUPSA	Catholic University Postgraduate Students Association

Definition of Terms

Chief Commissioner	A person responsible for a polling station
Electoral Commissioner	A person elected under Article 28 of the Constitution
Special General Assembly	Any assembly called when there is a special issue to be discussed

PART 1

THE ORGANISATION

ARTICLE 1: NAME

The name of the organization shall be The Catholic University of Eastern Africa Students Organization (CUEASO), herein referred to as the Organization.

ARTICLE 2: REGISTERED OFFICE

The registered office of the Organization shall be situated at The Catholic University of Eastern Africa (CUEA), P.O Box 62157-00200, Nairobi; Phone: 891601/7, Extension 2227; E-mail: students@cuea.edu.

ARTICLE 3: AREA OF OPERATION

The Organisation shall operate in The Catholic University of Eastern Africa only.

ARTICLE 4: NATURE

The Organization shall be a non-partisan forum through which matters affecting CUEA students academically, socially, economically and spiritually are addressed.

ARTICLE 5: OBJECTIVES

The following shall be the objectives of the Organization:

- 1 To promote the general welfare of the members of the Organization.
2. To promote the academic welfare of students.
3. To develop and encourage appropriate traditions of social and academic life.

4. To establish co-operation with students organizations of other institutions of learning.
5. To create opportunities for members to identify and develop their talents and qualities.
6. To cultivate a spirit of togetherness and solidarity between students and staff.
7. To promote the values and ideals of The Catholic University of Eastern Africa inside and outside the Campus.

ARTICLE 6: MEMBERSHIP

Membership shall consist of all students registered in the University.

ARTICLE 7: RIGHTS OF MEMBERS

1. To participate in the activities of the Organization.
2. To express opinions and ideas in a proper and lawful manner.
3. To elect and to be eligible for election upon clearance subject to conditions laid down in Part V of this Constitution.
4. To meet regularly and collectively with the Organization's officials and to get regular feedback on decisions and activities of all the Organization's organs.
5. To receive one copy of the Organization's Constitution upon registration in the University.

ARTICLE 8: OBLIGATIONS OF MEMBERS

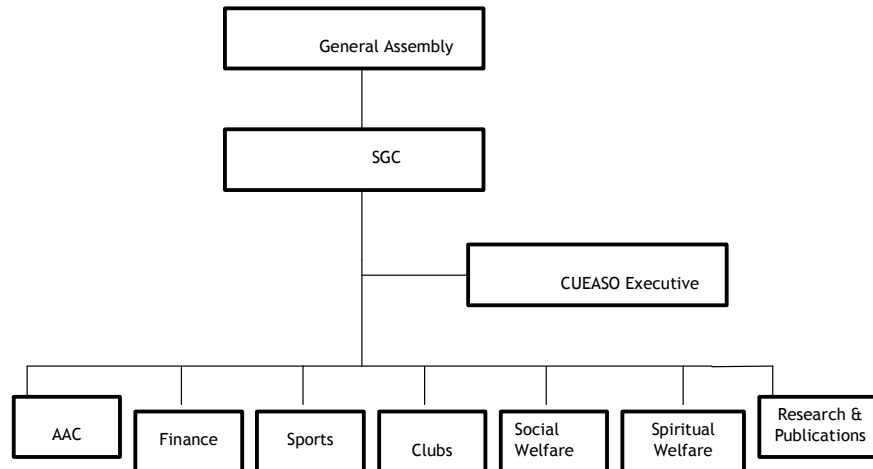
1. To adhere to the Constitution and the decisions regularly taken by the organs of the Organization.
2. To pay a membership fee upon registration and any other contribution as may be required.
3. To participate in an effective way in the activities of the Organization and give full assistance in all the actions undertaken by the Organization provided these actions conform to the Constitution.

PART II

THE STRUCTURE

The structure consists of the General Assembly as the Supreme Body of the Organization. Directly under it is the Students Governing Council. Right below is The Catholic University of Eastern Africa Students Organisation (CUEASO) Executive. Directly under are the CUEASO Sub-committees which include Academic Affairs Committee, Finance Committee, Sports Committee, Clubs Committee, Social Welfare Committee, Spiritual Welfare Committee and Research and Publications Committee.

THE CUEASO ORGAN GRAM



ARTICLE 9: THE GENERAL ASSEMBLY

1. The general meeting of the Organization shall be the General Assembly.
2. The General Assembly shall be the Supreme Decision Making Body of the Students Organisation.
3. It shall consist of all members of the Organization.
4. Without prejudice to the authority of the University Administration, it shall be a free convention where students air their views.

Functions of the General Assembly

1. To elect officials for the Students Governing Convention.
1. To amend the CUEASO Constitution.
2. To present issues by independent members to the SGC for further deliberations.
3. To audit all student Activity Reports.

ARTICLE 10: THE STUDENTS GOVERNING CONVENTION (SGC)

The Students Governing Convention (SGC) shall consist of the following:

1. CUEASO Executive
2. Two representatives from each Faculty
3. Chairperson, Secretary and Treasurer of CUEASO committees
4. One representative from each department
5. Four representatives of part-time students
6. A representative of post-graduate students from each Faculty
7. Ex-Officio members:
 - (i) Dean of Students
 - (ii) Deputy Deans of Students

Functions of SGC

The functions of the Students Governing Convention are to:

1. ensure that the decisions of the General Assembly are implemented.
2. deliberate on motions raised in general assemblies and develop them into policies.
3. help organize and supervise the administrative work of the Organization.
4. assist in soliciting funds for the Organization and approve the final yearly budget for the Organization and all committees.
5. pass a vote of no confidence on any member of the Organization's Executive deemed incompetent to hold office, thereupon the member shall be compelled to resign.
6. appoint an audit committee at the end of every academic year.
7. facilitate the formation of all committees mooted or proposed by the Organization.
8. elect the Chairperson of the Electoral Commission annually from among the teaching staff.
9. set up a committee to resolve disputes between/among CUEASO Executive, CUEASO committees and any other student associations when the need arises.
10. stipulate electoral procedures/code of conduct of the CUEASO committees in Part IV of this constitution.
11. establish committee(s) to oversee/preside over elections of CUEASO committees in Part IV of this constitution.

ARTICLE 11: THE EXECUTIVE

1. The Executive of the Organisation shall consist of:
 - (a) Chairperson
 - (b) Deputy Chairperson
 - (c) Secretary
 - (d) Deputy Secretary
 - (e) Treasurer

- (f) Publicity Secretary
- (g) International Students Representative

2. The functions of the Executive:

- (a) Be in charge of the overall activities of the Organisation.
- (b) Execute the decisions of the Organisation's General Assembly and SGC.
- (c) Ensure the properties of the Organisation are properly taken care of.
- (d) Ensure that the Organisation's Constitution is adhered to.
- (e) Call and facilitate all meetings of the Organisation in their jurisdiction.

ARTICLE 12: OFFICE BEARERS OF THE ORGANISATION AND THEIR DUTIES

- i) The Chairperson shall:
 - (a) Be the official representative and link between the student body and the university administration and other relevant organisations.
 - (b) Be the official spokesperson of the Organisation.
 - (c) Represent the entire student body at the Senate and other administrative forums of the University, among them academic and non-academic disciplinary committees.
 - (d) Preside over and conduct meetings of the Organisation i.e. General Assembly, Executive and other meetings under the Executive's jurisdiction.
 - (e) Be an ex-officio member of all committees and co-signatory to all financial transactions of the Organisation.
 - (f) Convene meetings of the Organisation in consultation with the Executive.
 - (g) Assume the duties of the Treasurer in the event of his/her absence.
 - (h) Be the Executive's representative in the AAC.
 - (i) Be available at the stipulated time in the CUEASO Duty Roster.

- ii) The Deputy Chairperson shall:
 - (a) Deputise the Chairperson.
 - (b) Assume the duties of the Chairperson in the event of temporary absence occasioned by either sickness or otherwise.
 - (c) Assume the duties of the Chairperson in the event of the position falling vacant until a by-election is conducted.
 - (d) In conjunction with Club officials, coordinate all activities of registered clubs/movements/associations in the University.
 - (e) Be available at the stipulated time in the CUEASO Duty Roster.

- iii) The Secretary shall:
 - (a) Be the secretary for the Organisation's General Assembly, special General Assembly and the Executive.
 - (b) Be the students' representative to the Senate and other administrative forums at the invitation of the University Management.
 - (c) In consultation with the Chairperson, convene meetings of the Organisation.
 - (d) Be in charge of the office facilities of the Organisation.
 - (e) Handle and conduct all official correspondence of the Organisation.
 - (f) Be in charge of classified documents of the Organisation.
 - (g) Be the Executive's representative in the Social Welfare Committee.
 - (h) Be available at the stipulated time in the CUEASO Duty Roster.

- iv) The Deputy Secretary shall:
 - (a) Deputise the Secretary.
 - (b) Assume the duties of the Secretary in the event of temporary absence occasioned by either sickness or otherwise.
 - (c) Be the Executive's representative in the Sports Committee.

- (d) Be available at the stipulated time in the CUEASO Duty Roster.
- v) The Treasurer shall:
 - (a) Keep and maintain all records of accounts.
 - (b) Be the Chairperson of the Finance Committee.
 - (c) Prepare and present the annual budget to the General Assembly for approval.
 - (d) Submit to the General Assembly a report of the financial position of the Organisation every semester.
 - (e) Surrender all books of accounts for auditing.
 - (f) Be a co-signatory to all financial transactions of the Organisation.
 - (g) Keep a sum of money for petty disbursement as approved by the Organisation's Finance Committee.
 - (h) Be the Executive's representative in the Spiritual Welfare Committee.
 - (i) Be available at the stipulated time in the CUEASO Duty Roaster.
- vi) The Publicity Secretary shall:
 - (a) Be the communicator of the Organisation.
 - (b) Be in charge of organising all functions of the Organisation.
 - (c) Be in charge of disseminating information, reporting and communication within and without the University.
 - (d) Keep a record of events of the Organisation.
 - (e) Be the Executive's representative in the Research and Publications Committee.
 - (f) Be available at the stipulated time in the CUEASO Duty Roster.
- vii) The International Students Representative shall:
 - (a) Facilitate international students' welfare in the organisation in the following areas: reception and orientation of new students.
 - (b) Collaborate with the University's Immigration's Office for efficient processing of relevant student documents.

- (c) In conjunction with other international students and the relevant University authority, promote CUEA in the respective countries.

ARTICLE 13: DISSOLUTION OF THE EXECUTIVE

- i) The Management Board may dissolve the CUEASO Executive if it:
 - (a) Contravenes the ideals and compromise the integrity and reputation of CUEASO and the University.
 - (b) Fails to dispense the duties of the Organisation as stipulated in the Constitution.
 - (c) Mismanages the Organisation's funds.
- ii) The Management Board may remove from office any member of the Executive if he/she:
 - (a) Contravenes the ideals and compromise the integrity and reputation of CUEASO and the University.
 - (b) Fails to dispense the duties of the Organisation as stipulated in the Constitution.
 - (c) Mismanages the Organisation's funds.
- iii) Without any coercion, bias or prejudice, the above shall be done upon completion of thorough investigations, with tangible evidence thereof.

PART III

CLUBS / ASSOCIATIONS AND MOVEMENTS

ARTICLE 14: MEMBERSHIP

- i) Membership in all clubs, movements and associations shall be open to any registered student at The Catholic University of Eastern Africa without any kind of discrimination.
- ii) Three quarters of any Club, Association or Movement's membership must consist of current registered students at The Catholic University of Eastern Africa. However, any club, movement or association is free to be open for associate membership to alumni, faculty and staff of the University.

ARTICLE 15: REGISTRATION

- i) Students proposing to form a club, association or movement shall prepare a constitution in which they shall spell out the objectives and activities of the intended club, association or movement. The names and designations of office bearers, patron, membership requirements and possible source(s) of funding must be indicated.
- ii) Application for registration shall require a minimum of twenty initial members.
- iii) Application for registration shall be submitted to the Organisation's Executive who will forward it to the Students Governing Convention before it is taken to the Dean of Students who shall in turn forward it to the University Management.
- iv) Any club, movement or association shall be officially approved by the University Management before being entitled to CUEASO funding.

- v) The interim office bearers shall expect communication from the Dean of Students within 30 days from the date of submission of their application for registration.

ARTICLE 16: ACTIVITIES

- i) All registered clubs, associations or movements must submit their plan of action and/or calendar of activities for a particular academic year within two weeks from the beginning of the semester to the chairperson of clubs, association and movements committee and the Dean of Students.
- ii) All clubs, movements and associations are expected to prepare a comprehensive annual budget and present it to the Finance Committee by the end of the academic year. They shall be required to submit their financial statement before the end of each semester to the Finance Committee.
- iii) Besides CUEASO financial support, all registered clubs, associations and movements shall finance their own activities.
- iv) Activities in the calendar University shall take precedence over all activities of organisations, clubs, associations and movements.

ARTICLE 17: FINANCE

- i) No club, movement or association may exist for the purpose of making profit for its members or officers. Any income accruing from membership fee and/or fundraising revenue shall go into the club, movement or association's treasury for future use.
- ii) All clubs, movements and associations are expected to prepare comprehensive budgets for a particular academic year and present it to the CUEASO Treasurer by the end of the academic year. They shall be required to submit their financial statements before the end of each semester to the Finance Committee. Activities that were NOT initially budgeted for shall NOT be funded.

ARTICLE 18: CANCELLATION

The University Management Board reserves the right to deny or cancel the registration of a Club, Movement or Association if it is found to act in contravention of the regulations stipulated in the University Student Handbook and CUEASO Constitution.

PART IV

COMMITTEES

ARTICLE 19: GENERAL ORGANISATION

All committees shall:

- (i) Be formed by the Organisation through the Student Governing Convention.
- (ii) Have Chairpersons, Secretaries and Treasurers.
- (iii) Hold their elections not later than two weeks after the general elections of each academic year.
- (iv) Meet at least once every month.
- (v) Submit all minutes of their meetings to the Organisation's Executive and Dean of Students.

The Organisation may form ad hoc committees when a need arises.

ARTICLE 20: ACADEMIC AFFAIRS COMMITTEE (AAC)

A. Membership to AAC comprises:

- i) Class and Unit Representatives
- ii) AAC Committee members

The Functions of AAC Executive shall be:

- (i) To carry out the day-to-day functions of the Committee.
- (ii) To represent and oversee students' academic interests.
- (iii) To elect representatives to Departmental Academic Boards.
The elected representatives must be from the respective departments and faculties.

One may loose his/her position as a Class Representative if he/she misses three consecutive meetings without permission from the chairperson.

B. The Executive Committee shall consist of:

- i) AAC Chairperson
- ii) Deputy Chairperson of Academic Affairs
- iii) Secretary
- iv) Treasurer
- v) Faculty Representatives

C. AAC ELECTION

- i) Only AAC members are eligible to vote or contest for positions.
- ii) The mode of election shall be by secret ballot.
- iii) A simple majority of the votes cast will determine the winner(s).

ARTICLE 21: SPORTS / GAMES COMMITTEE

The committee shall consist of all sports and games captains.

Its functions shall be to:

- i) Elect the Chairperson, Secretary and Treasurer.
- ii) Organise and co-ordinate all sports events and games in and out of the campus in consultation with the CUEASO International Students Representative and University Sports Tutor.
- iii) Promote Inter-University/College sports activities.

ARTICLE 22: THE SPIRITUAL WELFARE COMMITTEE

The committee shall consist of all the spiritual welfare representatives from movements and spiritual associations approved by the University Management.

Its functions shall be to:

- i) Elect the Chairperson, Secretary and Treasurer.
- ii) Collaborate with the Chaplaincy to promote the spiritual growth of students without bias.
- iii) Encourage respect among the different religious faiths through *inter religious dialogue*.
- iv) Assist in arranging liturgical celebrations and organising retreats, pilgrims and other spiritual events.
- v) Organise and co-ordinate all spiritual events in and out of the campus in collaboration with the Organisation's Executive and University Chaplain.

ARTICLE 23: RESEARCH AND PUBLICATION COMMITTEE

The committee shall consist of:

- i) A member from each Faculty.
- ii) A member from the Catholic University Post Graduate Students Association (CUPSA)
- iii) CUEASO Publicity Secretary.

Its functions shall be to:

- i) Elect the Chairperson, Secretary and Treasurer.
- ii) Run the Organisation's magazine and solicit articles.
- iii) Affix the cost of the Organisation's magazine.
- iv) Promote research and dissemination.
- v) Perform other responsibilities related to research and publication.

ARTICLE 24: THE CLUBS, MOVEMENTS, AND ASSOCIATIONS COMMITTEE

The committee shall consist of all Chairpersons, Secretaries and Treasurers of clubs, movements, and associations.

Its functions shall be to:

- i) Elect the Chairperson, Secretary, and Treasurer.
- ii) Co-ordinate the activities of all clubs, associations and movements on campus in consultation with the CUEASO Deputy Chairperson.

ARTICLE 25: SOCIAL WELFARE COMMITTEE

The committee shall consist of two representatives from each official CUEA hostel and two members of all non-residents appointed by SGC and a peer counsellor.

Its functions shall be to:

- i) Elect the Chairperson and Secretary and Treasurer.
- ii) Co-ordinate students' welfare in the following areas:
 - a) Cafeteria
 - b) Medical care
 - c) Transport
 - d) Hospitality and entertainment
 - e) Students work study programme
- iii) Promote inter and intra university social activities.

PART V

ELECTIONS

ARTICLE 26: GENERAL ELECTIONS

- i) An annual general election shall be held by registered members of the Organisation to elect officials of the Executive.
- ii) The election shall be held a month before the second semester examinations begins.
- iii) The Dean of Students shall announce the date of the elections in writing at least twenty-one working days before the elections.
- iv) All elections shall be by secret ballot supervised by the Dean of Students as the Returning Officer.
- v) Each member of the Organisation shall vote for only one candidate for each office.
- vi) The elective positions are Chairperson and Deputy, Secretary, Deputy Secretary, Treasurer, Publicity Secretary, and International Students Representative.
- vii) Campaigns shall be carried out in an orderly manner and shall begin after official notification from the Dean of Students office not less than five days to the day of elections.
- viii) No campaigning shall be carried out on the day of elections.
- ix) If there is breach of procedure by candidate(s) or any other member of the Organisation, the Electoral Commission and Dean of Students shall take appropriate action(s).

ARTICLE 27: NOMINATIONS

- i) Application forms shall be obtained from the Dean of Students on announcement of the election date.
- ii) Applications forms for the Organisation's Executive shall contain the name and signature of the candidate along with twenty proposers who are members of the Organisation. The

Returning Officer should countersign the nominations forms.

- iii) Application forms shall be returned to the Dean of Students within five working days.
- iv) Applicants who will be eligible to contest shall be confirmed within five working days from the last day of returning forms.
- v) Appeals should be made within three working days following the confirmation of applicants.
- vi) The applicants shall have the opportunity to address the Organisation members not less than two days before the election date.

ARTICLE 28: THE ELECTORAL COMMISSION

- i) Shall consist of at least twenty members.
- ii) To be appointed to the Electoral Commission, one should apply and be vetted by the Students Governing Convention and the Dean of Students.
- iii) The Commission shall elect from among its members the Chief Commissioners as per the number of polling stations.
- iv) It shall be present at the counting of votes in conjunction with the Returning Officer, the candidate and one agent of each contesting candidate.
- v) The Commission shall not have incumbent members of the CUEASO Executive or any member of the Organisation who has open support for any contender in the current election.

ARTICLE 29: CHAIRPERSON OF THE ELECTORAL COMMISSION

The Chairperson of the Electoral Commission shall:

- i) Facilitate the whole electoral process and any by-election that may arise before establishment of a new Electoral Commission.
- ii) Approve or disapprove the application of candidates in consultation with the University Management Board. In case of disapproval, reasons shall be stated in writing.

- iii) Be in charge of counting of votes, assisted by members of the Commission.
 - iv) Announce the results after the counting of votes.
 - v) Communicate the results of the election to the CUEA community in writing within 24 hours.
 - vi) Be in office for one academic year and be eligible for a one-term renewal.
 - vii) Guide and coordinate the public presentation where candidates shall address members of the Organisation as per Article 28(vi).
 - viii) Ensure the presentations and order of presenters is coordinated and conducted in a transparent and democratic manner.
- NB:** In case of resignation, another chairperson will be appointed by the SGC.

ARTICLE 30: WITHDRAWAL OF A CANDIDATE

A candidate may withdraw his/her candidature in writing stating the reasons for withdrawal to the Dean of Students at least two days before the elections.

ARTICLE 31: VALIDITY OF ELECTIONS

- i) The validity of elections will be based on those who are registered present and voting.
- ii) A simple majority of votes cast shall be enough for all officials after considering 'i'.
- iii) Whenever there is a tie, the election shall be repeated within seven days for those who have tied until the required majority is attained.
- iv) The "handover" ceremony shall be carried out in a Special General Assembly during which the outgoing officials shall be required to give reports from their offices.

ARTICLE 32: NULLIFICATION OF ELECTIONS

- i) The Electoral Commission has the right to nullify elections if there is evidence that they were not conducted in accordance with the electoral rules and regulations.
- ii) Any candidate or member of the Organisation dissatisfied with the results of an election has the right to appeal to the Chairperson of the Electoral Commission within five days of the elections.
- iii) The appeal should be in writing to the Chairperson of the Electoral Commission. The Commission, the candidate (complainant) and one representative of each of the other candidates shall rule on such an appeal. This decision shall be deemed final.
- iv) In the event of nullification of an election, the Returning Officer shall call for a by-election within seven days from the date of the nullification.

ARTICLE 33: BY-ELECTIONS

- i) If a post falls vacant before the end of a normal term of office, a by-election shall be held.
- ii) The Dean of Students and Electoral Commission shall determine the date of the by-election which shall be carried out within 21 days from the date the seat fell vacant.
- iii) Part (ii) above shall not apply in case of suspension of an entire CUEASO Executive or an individual official pending investigation OR if the post falls vacant during an academic vacation.
- iv) The procedures for by-elections shall follow the general guidelines of elections for the Executive as stipulated in this Constitution.

ARTICLE 34: ELIGIBLE MEMBERS

- i) The Catholic University of Eastern Africa abides by Catholic Principles, ideas and attitudes. Hence, only students of good moral and spiritual standing and human integrity shall be eligible for the various offices.

- ii) All prospective candidates should possess integrity, honesty and a sense of duty.
- iii) All prospective candidates should be fluent in English.
- iv) A prospective candidate shall be a full time student of the University and shall possess at least a 'B' average in academic performance.
- v) No office bearer shall serve the Organisation for more than two terms.
- vi) A prospective candidate should not be out of the University for a period of more than two weeks during the academic year.
- vii) All prospective candidates should have a good public record within and outside the University.
- viii) A candidate should not hold any office outside the University that may have conflicting interests with the Organisation.

PART VI

MEETINGS

ARTICLE 35: GENERAL MEETINGS

- i) There shall be two classes of General meetings: General Assembly and Special General Assembly.
- ii) The General Assembly shall be convened once per semester, no later than the 5th week from the day of opening.
- iii) The convention of the General Assembly and the agenda shall be announced to all members in writing not less than 14 days prior to the day of the Assembly.
- iv) The Executive may convene a Special General Assembly for any specific purpose. This shall be communicated to all members of the Organisation by written notice not less than seven days before.
- v) The quorum for general meetings shall be one third of all members.
- vi) The general meetings shall begin and conclude with a prayer.
- vii) The duration of the meetings shall be dictated by the agenda.
- viii) The agenda of the general meetings shall be:
 - a) To introduce new officials after the elections, if any.
 - b) Chairperson's report.
 - c) Reports from Chairpersons of committees.
 - d) Question and answer session.
 - e) To consider any other business with regard to the agenda and/or with the consent of the chair.

ARTICLE 36: THE STUDENTS GOVERNING CONVENTION

The Students Governing Convention shall:

- i) Meet at least once every month.
- ii) Notice of the meeting shall be at least 7 days.

- iii) The quorum shall be 51% of all members of the Convention.
- iv) Minutes of the Students Convention shall be circulated two weeks after the meeting.
- v) All Convention meetings shall begin and conclude with a prayer.
- vi) The duration of Convention meetings shall be dictated by the agenda.
- vii) Members shall be paid such an allowance as may be determined by the Finance Committee endorsed by SGC and from time to time by the Management Board.

ARTICLE 37: THE EXECUTIVE OF THE ORGANISATION

The Executive of the Organisation:

- i) Shall meet as often as required but at least twice a month.
- ii) Quorum shall be two thirds of all members of the Executive.
- iii) The members shall be entitled to a monthly allowance recommended by the Organisation's Finance Committee, endorsed by the Students Governing Convention and approved by the Management Board.
- iv) Minutes of the meetings shall be circulated to members at least 24 hours before the next meeting at which they will be confirmed.
- v) A copy of the minutes of each Executive meeting shall be provided to the Dean of Students.

PART VII

FINANCE

ARTICLE 38: SOURCE OF FUNDING

- i) The Organisation shall derive its funds from (a) subscription fees, (b) donations, (c) fundraising activities, grants, interest and profit from property and capital, (d) any legal entitlement to the Organisation or any source of means approved by the Organisation or agent(s) of the Organisation.
- ii) All money received shall be deposited in the paying office of the University in the name of the Organisation.

ARTICLE 39: USE OF FUNDS

Funds shall be used solely for the purpose spelled out in the budget of the Organisation.

ARTICLE 40: FINANCE COMMITTEE OF THE ORGANISATION

a) Composition

Membership of this committee shall consist of:

- 1. Chairperson of the Organisation
- 2. Treasurer of the Organisation
- 3. Dean of Students or representative
- 4. Three members elected by the Students Governing Convention
- 5. University finance representative

b) Its functions shall be to:

- 1. Draw up and review budgets for the activities of the Organisation.
- 2. Meet at least once per month.

The quorum of the committee shall be five members.

ARTICLE 41: SIGNATORIES

The following shall be the signatories to all financial transactions of the Organisation:

- i) Chairperson
- ii) Secretary
- iii) Treasurer
- iv) Dean of Students

ARTICLE 42: AUDITING

- (i) The accounts and other financial records shall be audited by the University Internal Audit office.
- (ii) The accounts and records of the organisation shall be open for inspection by the University administration or designated agent(s) of the Organisation at any time.

PART VIII
TERMINATION OF OFFICE

ARTICLE 43: EXPIRY OF TERM OF OFFICE

- i) The Executive shall be dissolved at the expiry of the term of office.
- ii) The term of office for all officials shall run from a month before the beginning of the second semester examinations of one academic year to the same month in the next academic year.
- iii) In the event of failure to hold elections as required by this Constitution, the Dean of Students in consultation with the Students Governing Convention shall appoint a caretaker Executive Committee pending elections.

ARTICLE 44: VOTE OF NO CONFIDENCE

- i) In the event of the Executive or its member(s) showing persistent failure to execute their duties, they shall be disciplined by the Students Governing Convention.
- ii) Where it is necessary to pass a vote of no confidence, the procedure shall be as follows:
 - (a) The issue will be reported to the Dean of Students.
 - (b) A committee appointed by the SGC will be set up to investigate.
 - (c) The report will be tabled to SGC for deliberations and disciplinary action.
 - (d) Members of SGC may pass a vote of no confidence with a two-thirds majority vote.
- iii) A special General Assembly shall be convened and presided over by the Dean of Students in conjunction with the Students Governing Convention to report the disciplinary action taken.

- iv) A vote of no confidence shall be validated by a two-thirds majority of members of the SGC.
- v) In the event of a vote of no confidence, the Dean of Students shall call for a by-election within ten working days from the time a vote of no confidence is passed by the SGC.

ARTICLE 45: RESIGNATION

- i) Any office bearer shall have the right to resign.
- ii) He/she shall submit a letter of resignation to the Dean of Students.
- iii) If the Chairperson resigns, the Deputy-Chairperson shall act in his\her capacity pending a by-election.
- iv) In the event that both the Chairperson and Deputy-Chairperson resign, the remaining members of the Executive shall fill the vacant posts by nominating amongst themselves an acting Chairperson and his/her Deputy pending a by-election.
- v) If the entire Executive resigns, the Dean of Students shall, in consultation with the Students Governing Convention, appoint an interim committee to act until new elections are held.
- vi) The Dean of Students shall convene a Special Students Governing Convention within two working days of receiving the resignation notice. The resigning officers shall be required to hand over all official documents and items in their custody.
- vii) The Dean of students shall call a by-election within one month after reporting the resignation of the said Executive to the Special Students Governing Convention.

PART IX
**CONSTITUTIONAL AMMENDMENTS OR
REVIEW**

ARTICLE 46: AMMENDMENTS/REVIEW PROCEDURE

- i) Members of the Organisation may amend this constitution partially or entirely through a process of broad participation, involving a petition signed by a quarter of the members of the Organisation is submitted to the Dean of Students.
- ii) The proposed amendments shall be submitted to the Students Governing Convention, which will then have a mandate to form a Constitutional Review Commission.
- iii) Amendments endorsed shall be forwarded to the University Management for approval.
- iv) Upon completion of the review, amendments of the Constitution shall be presented for adoption to the Student Body in a Special General Assembly.

PART X

INTERPRETATION

ARTICLE 47: INTERPRETATION

In the event of any legal disputes that may arise, the Organization shall, through the Students Governing Convention, follow procedures stipulated in this Constitution and the Students Handbook.

ARTICLE 48: RESOLUTION OF DISPUTES

In the event of disagreement on interpretation by SGC, the University Management shall be the final interpreter.

Mission Statement of The Catholic University of Eastern Africa

The Catholic University of Eastern Africa is a Catholic institution of higher learning founded by and administered under the auspices of the Association of Member Episcopal Conferences of Eastern Africa (AMECEA). Inspired by the words of Jesus Christ, “Consecrate them in the truth” (Jn. 17:17), it seeks to promote scientific research, quality teaching and community service for the purpose of enhancing Christian living.

Based on the Word of God, the living tradition and the teaching of the church both universal and local, it provides programmes designed to prepare qualified personnel for the Church and society.

It also seeks to promote contact and cooperation with other universities and institutions so as to bring about a nobler human society.