

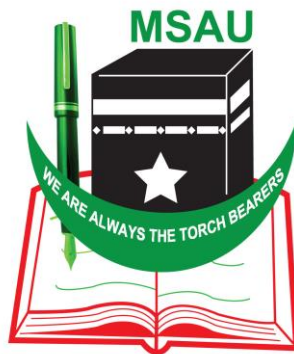
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# THE MUSLIM STUDENTS' ASSOCIATION OF UGANDA (MSAU)

**KAMPALA DISTRICT EXECUTIVE COUNCIL**

**SUB-CONSTITUTION FOR DIVISION EXECUTIVE COUNCILS**

**CONSTITUTION FOR NAKAWA DIVISION**



## **The preamble**

This constitution presents memorandum and articles of association of Muslim students' activities at District level. It is a sub-constitution drawn out of the Regional Executive Council constitution which in turn was drawn out of the National MSAU constitution, which was adopted by the 9<sup>th</sup> Delegates Conference of MSAU that sat at Mbogo High School, Central from 16-18 December 2022. Any presents herein is a fulfillment of the general MSAU Vision and Mission, in case of any contradiction, the National Constitution shall prevail.

## **ARTICLE 01: NAME**

The Name of the Association is the MUSLIM STUDENTS' ASSOCIATION OF UGANDA and may be abbreviated as MSAU by which abbreviation is referred to hereafter. Within limits of this constitution, it is also referred to as "The Association". The details herein shall apply inclusively to Divisional Executive Councils abbreviated as DECs. In this case the DEC is **NAKAWA DIVISION EXECUTIVE COUNCIL** which is one of the five Divisions of Kampala District.

## **ARTICLE 02: THE VISION**

MSAU's vision is "is to become a knowledgeable, responsible and responsive Muslim students' population practicing Islam in total, participating in and contributing to the progress of the Muslim Ummah, in Uganda and the world at large."

## **ARTICLE 03: THE MISSION**

MSAU seeks "to be a vibrant association that mobilizes and sensitizes the Muslim students to lead an Islamic life, participate in and contribute towards programmes aimed at moving the Muslim community forward through promotion of education, good leadership and moral uprightness, using the Qur'an and Sunnah as supreme sources of guidance.

## **ARTICLE 04: THE OBJECTIVES OF MSAU**

The objectives of the Division Executive Councils shall be the same as those of the entire association and are;

1. To promote Academic Excellency among Muslim students in Uganda.
2. To promote Moral Uprightness among Muslim students.
3. To foster Unity among Muslim students in Uganda.
4. To Unite and Coordinate Muslim students activities within Uganda.
5. To encourage Muslim parents educate their children.
6. To safeguard Muslim students Rights in various schools/institutions in Uganda.
7. To train Muslim students in Leadership and Management skills.
8. To amalgamate with any Muslim organization pursuing similar causes.
9. To promote the Social Welfare of Muslim students.
10. To uphold the international dignity of Islam within and outside Uganda.
11. To formulate and defend the Interests of Muslim students in Uganda.
12. To represent Ugandan Muslim students on all regional, national and international forums.
13. To raise funds that will promote the cause of Muslim students in Uganda.
14. To translate Islamic literature into local languages for easy propagation of Islam.
15. To publish and distribute Islamic books, journals, magazines, newsletters, periodicals that facilitate propagation of Islam.

## **ARTICLE 05: THE ACTIVITIES OF MSAU – AT DIVISION LEVEL**

Nakawa Division Executive Council shall achieve the above objectives through execution of the following activities among others;

1. Continuous formation/review of Muslim Students Associations (MSA) in each of the Universities, Tertiary Institutions and schools within Nakawa Division with help of the Kampala District Executive Council.
2. The DEC shall monitor the programmes, activities and progress of all MSAs in Nakawa Division.
3. It shall carry out mobilisation visits to all the Universities, Institutions and schools with the aim of encouraging academic excellence and moral uprightness.
4. Visit various mosques within the division encouraging Muslim education.
5. Organize division wide seminars for students and parents.
6. Organize focused Dawah programmes for Muslim students with particular needs and seminars for Muslim girls.
7. Carry out leadership training camps for students' leaders.
8. Organize Social programmes e.g Social dinner, Idd party, Candidates' Duas.
9. Partner with other organization in organizing Dawah programmes.
10. Liaise for support and protection of Muslim students interests.
11. Lobby for scholarship assistance for Muslim students.

#### **ARTICLE 06: THE MSAU PHILOSOPHY**

The way of MSAU is engrained in the following belief;

- i. We are always the torch bearers
- ii. We do the best possible in a Voluntary manner
- iii. We never give up

#### **ARTICLE 07: THE MSAU CORE VALUES**

The system of MSAU shall always attach great value and importance to the following;

- i. Academic excellence
- ii. Moral uprightness
- iii. Leadership efficiency
- iv. Social change
- v. Unity of purpose

#### **ARTICLE 08: THE MSAU METHOD**

The method of execution of MSAU activities shall be seen in attainment of the following key fundamental issues;

- i. Muslim Students Mobilisation
- ii. Muslim Students Organisation
- iii. Muslim students Training
- iv. Muslim Students Guidance

#### **ARTICLE 9: MSAU PROGRAMS**

- 1) Mobilisation and Sensitisation program
- 2) Capacity Building program
- 3) Tarbiya program
- 4) Structural Building and Strengthening program
- 5) Careers Guidance program
- 6) MSAU Media program
- 7) Community Health program
- 8) Women Affairs program
- 9) Caravans
- 10) Ramadhan seminars

All these programs have detailed documents that describe their scope and procedure.

## **ARTICLE 10: MEMBERSHIP OF MSAU**

### **Eligibility**

- i) Membership of MSAU shall be open to all Muslim students associations within Uganda regardless of race or tribe.
- ii) All Muslim students associations in Uganda are deemed to be affiliated to MSAU.
- iii) All Muslim students associations in Uganda in the level of primary schools to higher institutions of learning shall be members.
- iv) All members shall have full rights and shall be eligible for appointment to offices of MSAU or affiliated students associations.
- v) The DEC shall keep an up to date register of all registered Muslim Students' Associations (MSAs) in the district.

### **Rights and Obligations of Members**

- i) Attending general meetings.
- ii) Proposing motions and moving resolutions.
- iii) Nominating and seconding new office bearers in the general meeting.
- iv) Participating in general activities of MSAU.
- v) Selecting and sending delegates to the MSAU Delegates Conference.
- vi) Muslim Students' Associations are free to conduct activities and inform the DEC.
- vii) Any DEC disputes can be arbitrated by the REC or NEC.
- viii) Any member is free to notify the General Secretary that he intends to move a motion at a meeting that a particular member be expelled.

### **Cessation of membership**

- i) Any member association for any reason cease to subscribe to the memorandum and Articles of Association of MSAU shall ipso facto cease to be a member of MSAU.
- ii) When a motion to expel a member association from MSAU is supported by at least 2/3 of the members present in the meeting, the member association concerned shall forthwith cease to be a member of MSAU.
- iii) Where a member association has lost membership, its name shall be deregistered.
- iv) Members may also upon completion of their studies cease their membership.

#### **ARTICLE 11: LEGALITY**

- a) This sub-constitution shall be the guide to Muslim students in the Division but the MSAU National constitution shall be the supreme.
- b) In case of any conflict in interpretation, the Qur'an and Ahadith shall prevail over this constitution.

#### **ARTICLE 12: PRINCIPLES**

- a) All operations of MSAU in the District shall be Islamic.
- b) In light of the above clause (a), MSAU shall derive its laws from the Islamic law as in the Qur'an and Ahadith; by Qiyas and Ijima.
- c) The organization system shall be democratic structurally.

#### **ARTICLE 13: LIABILITY OF MEMBERS**

- i) The liability of members is by Guarantee. Every member of the association undertakes to contribute to the welfare of the association through personal contributions or canvassing from other people.

- ii) The association has no share capital and shall solely serve the interests of Muslim students from time to time.
- iii) The income and property wheresoever derived shall be applied exclusively towards the promotion of the objects of the association.
- iv) In case of dissolution whatsoever, the property of the DEC shall remain a property of MSAU.

#### ARTICLE 14: THE GENERAL ADMINISTRATIVE STRUCTURE OF MSAU

- i) The Delegates conference (D.C)
- ii) The Governing Council (G.C)
- iii) The Board of Trustees (BOT)
- iv) The National Executive Council (NEC)
- v) The Regional Executive Council (REC)
- vi) The District Executive Council (DEC)
- vii) The School/Institutional Muslim Students Association (MSA)

The Delegates' Conference as per the MSAU constitution is the supreme body and sits at least once in three years. It has the powers to amend the constitution and to elect a new G.C. District Patrons, Speaker and Executive Secretary.

The G.C sits at least once a year to among other things select a new DEC which like the REC and DEC has a term of only one year in office.

**The District Patron is the chairman of the G.C.**

The DEC is the **most executive body** that runs the affairs of the association. It is headed by the Chairman. The District Patron is advisor to the DEC. The Division is the frontline structure that runs affairs of all academic centres within that division. It is headed by a patron with two or three deputies. The Division is composed of all MSA chairmen from all schools in that division together with an elected executive.



The REC is made up of all District Executive Council Chairmen together with an elected executive. The Regional Chairman of each region is a member of the NEC. Every Regional Executive has a Regional Patron with two deputies.

The National Patron is the head of all other Patrons and thus the chairman of the **Patrons Conference**.

## **ARTICLE 15: COMPOSITION OF THE DEC**

**a) Within limits of this constitution, there shall be formation of three levels of Division Executive Councils;**

- i) University and Tertiary Division Executive Council
- ii) Secondary Division Executive Council
- iii) Primary Division Executive Council

**b) The Tertiary Division Executive Council shall comprise of the following offices:**

- 1. The Chairman
- 2. The Vice Chairman and Secretary for Religious Affairs
- 3. The Secretary for Women Affairs
- 4. The General Secretary
- 5. The Finance Secretary
- 6. The Social Affairs
- 7. The Education Secretary
- 8. The Mobilisation Secretary
- 9. The Media Productions Secretary
- 10. The Capacity Development Secretary
- 11. The Sports and Recreation Secretary
- 12. Universities and Institutions Coordinator

13. Secondary Schools Coordinator
14. Primary Schools Coordinator
15. All MSA Chairmen

### **Division Patron and two Deputy Patrons**

The DEC chairman shall preferably be a chairman of one of the MSAs in the division.

#### **c) The Executive Committee shall comprise of:**

1. The Chairman
2. The Vice Chairman and Secretary for Religious Affairs
3. The Secretary for Women Affairs
4. The General Secretary
5. The Education Secretary
6. The Capacity Development Secretary
7. The Social Affairs Secretary

## **ARTICLE 16: DUTIES, RESPONSIBILITIES AND POWERS OF OFFICE BEARERS**

### **1. The Chairman**

- i) Shall be a male Muslim student of a University within Kampala
- ii) Shall preferably be a chairman of the one of the University MSA
- iii) Shall be the head of the DEC and ranked first in the hierarchy
- iv) Shall preside over the Executive and Council meetings as the chairman
- v) Shall have powers to convene emergency meetings
- vi) May handle emergency correspondences.
- vii) Shall supervise the General activities of the DEC
- viii) Shall be a signatory to the DEC bank accounts
- ix) Shall be the association figure head in the district
- x) Shall be a person of proven integrity, leadership skills, team player, innovative and self-motivated
- xi) May make emergency decisions and report to the Executive within one week
- xii) The Executive powers of the DEC shall rest in the Chairman
- xiii) Shall present an annual report to the general assembly/last meeting of the DEC at the end of his term of office and it must include a detailed account of the association's assets, property and finances
- xiv) The Chairman may invite any other member of the public to attend a DEC meeting if he feels his presence will be beneficial to the association

- xv) The agenda for any meeting shall be prepared by the chairman or by the General Secretary on the advice of the chairman
- xvi) He may suspend an office bearer and inform the next sitting of the DEC
- xvii) Shall have the responsibility to draft the overall action plan for the DEC
- xviii) Shall receive donations, purchases, and any other items for the DEC
- xix) The seal, books, official papers, documents and correspondences shall be in custody of and under the direct control of the Chairman.
- xx) The chairman may upon approval of the DEC co-opt other members to the DEC by creating virtual offices in his term of office. But such offices shall expire upon completion of his term of office and shall not be regarded as such outside the confines of that DEC.

## **2. The Vice Chairman and Secretary for Religious Affairs**

- i) Shall be a male Muslim student at a tertiary institution
- ii) Shall rank second to the Chairman in the DEC hierarchy
- iii) Shall assist the Chairman in execution of his duties
- iv) Shall act as Chairman in absence of the latter
- v) Shall execute any other duties assigned to him by the Chairman or DEC
- vi) Shall be a person morally upright and with good communication abilities
- vii) Shall act as the Human Resources Manager in the association
- viii) Shall act as Chief Whip for the association.
- ix) Shall be responsible for coordination of religious programmes of the district.
- x) Shall guide all DEC business along Islamic norms
- xi) Shall forthwith enforce Sharia in all DEC activities
- xii) Shall be chairman of the Dawah committee comprising of Secretaries for Religious Affairs of the Divisions.
- xiii) Shall workout programmes of instruction, youth rallies and regional trips.

## **3. The Secretary for Women Affairs**

- i) Shall be a female student at a University
- ii) Shall rank third in the administrative hierarchy of the DEC
- iii) Shall head the sister's wing of the DEC and preside over their meetings
- iv) Shall act as advisor to the DEC on matters of female members of the association and on general gender issues.
- v) Shall coordinate the sister's wing with women organizations
- vi) Shall appoint a Women Affairs Committee (WAC) of which she will be the chairman
- vii) Shall work with the Sports Secretary to organise women sports and recreation programmes.
- viii) Shall work with the Religious Affairs Secretary to ensure gender sensitivity and equality in all programmes.
- ix) Shall be a sister of proven integrity, and character
- x) Shall assess and organize tailor made programmes for Muslim sisters

- xi) Shall organize Muslim girls' seminars from time to time.

#### **4. The General Secretary**

- i) Shall be a Muslim student in a University/Tertiary Institution
- ii) Shall be fourth ranking in the hierarchy of the DEC
- iii) Shall summon Executive and Council meeting on advice of the chairman
- iv) Shall prepare the agenda for all meetings on advice of the chairman
- v) Shall write minutes during all meetings
- vi) Shall file all DEC reports and other valuable documents including records of meeting attendance
- vii) Shall handle all internal and external correspondences, but shall do this with full knowledge of the chairman
- viii) Shall keep the DEC well informed about what is going on in the district
- ix) Shall keep an up to date register of full members as well as business of all registered MSAs.
- x) Shall ensure that all minutes of all meetings are typed, edited and availed to members before the next meeting
- xi) Shall be a person with good writing and communication skills.

#### **5) The Finance Secretary**

- i) Shall be a Muslim student in a tertiary institution.
- ii) Shall head all funding programmes of the association.
- iii) Shall be a highly trustworthy person with high self-esteem.
- iv) Shall be the custodian of association funds
- v) Shall act as Projects Manager for the association
- vi) Shall emphasise payment of membership and subscription fees at all forums.
- vii) Shall receive and bank all funds due to the association on the MSAU account.
- viii) Shall spend money after consultation with the DEC or the Chairman
- ix) Shall account for the money spent in association business with valid receipts or other documentary evidence and ensure the same at all lower structures.
- x) Thus, all money received wheresoever should be given/reported to the Finance secretary who should issue a receipt. Then all expenditures should be accompanied by a payment voucher, duly signed.
- xi) Shall chair the finance committee comprising of regional finance secretaries.
- xii) Shall ensure organisation of fundraisings for the association at all levels.
- xiii) Shall produce a financial report at the end of the term of office, countersigned by the Chairman or Vice Chairman.
- xiv) Shall be the custodian of the association assets and shall account for them.
- xv) Shall keep up to a maximum of 500,000/= as cash for two weeks beyond which it has to be banked.
- xvi) Shall keep and update all association books of accounts.

#### **6) The Education Secretary**

- i) Shall be responsible for academic programs of MSAU
- ii) Shall prepare messages to be delivered in schools
- iii) Shall compile and update list of all Muslim schools in the country.
- iv) Shall assess education needs of the Muslim community and advise MSAU.
- v) Shall assess and compile challenges hindering academic success
- vi) Shall work out list of Muslim professionals and make appropriate linkages.
- vii) Shall solicit for scholarship opportunities for Muslim Students
- viii) Shall be charged with coordinating Careers guidance in schools.

## **7) The Capacity Development Secretary**

- i) Shall be responsible for coordination training programs for all Muslim students leaders in the country from time to time.
- ii) Shall ensure all new leaders at all levels undergo induction training
- iii) Shall liaise with the Trainers Forum to organise Basic Training Courses across the country.
- iv) Shall mobilise funds to facilitate the training programs in the country
- v) Shall solicit for training materials to aid trainings
- vi) Shall lobby for setting up training centres across the country
- vii) Shall work to expand the size of the Trainers Forum

## **8) The Social Affairs Secretary**

- i) Shall ensure Muslim students interact more frequently in formal and informal settings to build lasting cohesion.
- ii) Shall encourage all leaders at each level to arrange for social dinners at all possible places to increase friendship.
- iii) Shall promote social visits to other universities and places for purposes of boosting friendships and collaboration.
- iv) Shall ensure structures organise social meetings for members to bond more closely
- v) Shall be responsible for organisation of competitions at all levels.
- vi) Shall coordinate organisation and conduct of Caravans in the country.

## **9) The Mobilisation and Sensitisation Secretary**

- i) Shall act as the Chief Morale of the association
- ii) Shall be responsible for publicity of the association and its business
- iii) Shall ensure that all association programmes are well attended
- iv) Shall make all public communications for association activities that require public involvement
- v) Shall act as the Public Relations Officer of the association
- vi) Shall monitor the wellbeing of all association members
- vii) Shall ensure that there is life in execution of association activities.
- viii) Shall work out mechanisms of increasing love for MSAU and her programs

### **10) Media Productions Secretary**

- i) Shall act as the information officer for the association
- ii) Shall source for relevant information (internet, papers...) and update DEC members on any major happenings, locally, nationally and internationally
- iii) Shall assess, analyse any available data to retrieve relevant information
- iv) Shall be responsible for gathering any relevant information for any activity
- v) Shall organize radio programmes for the association
- vi) Shall be in charge of any media publications of the association
- vii) Shall work with the mobilization Secretary to improve publicity of the association
- viii) Shall run the association news letter
- ix) Shall appoint and be Chairman of the Media Committee of the DEC.

### **11) The Sports and Recreation Secretary**

- i) Shall promote Muslim students welfare through sports and recreation activities
- ii) Shall prepare sporting activities of varied nature at varied times
- iii) Shall develop a general sports menu for MSAU
- iv) Shall coordinate organisation of Sports Galas in the country
- v) Shall solicit for sports materials
- vi) Shall promote organisation of drama productions at all levels.
- vii) Shall form and be chair of the sports committee of MSAU

### **12. The Universities and schools coordinators**

- i) Ensure MSAs handover
- ii) Ensure all new leaders undergo office induction and leadership training.
- iii) Coordinate Careers Guidance programs
- iv) Coordinate seminars and other social activities
- v) Coordinate reception and induction of new students into dawah work

### **12. The MSA Chairmen**

- i) All Chairmen of all MSAs shall be members of the Division Executive Council.
- ii) The members shall attend DEC meetings and participate fully in all programs
- iii) They shall act as advisors to the Division Chairman
- iv) Shall help in implementation of MSAU decisions in the Divisions
- v) Shall execute any other duties assigned to them by the chairman or DEC
- vi) Shall be free to join any standing sub-committees

### **13. Standing Committees**

The DEC shall have the following standing committees:

1. Women Affairs Committee

2. Finance Committee
3. Dawah Committee
4. Media Committee

- I. The office bearer of the respective office shall be automatic chairman of the standing committee
- II. Where the office has an assistant, he/she automatically becomes the Secretary to the committee
- III. The standing committee shall have only two posts; the Chairman and Secretary, the rest as members, but may have assigned tasks to execute.
- IV. In any case, membership in total to any standing committees shall not exceed five persons
- V. Other members of the executive are free to join any other standing committee
- VI. The standing committee may involve as member any other persons outside the DEC
- VII. The DEC chairman shall not belong to any standing committee but may attend any committee meetings
- VIII. The committees shall assist the office bearer in execution and fulfillment of the duties of his/her office

## **16. The Division Patron**

- I. The Division Executive Council shall have a Division Patron and two assistants; a male and a female.
- II. The Patron shall be a (male) Muslim elderly person preferably a MSA patron.
- III. He shall preferably have good linkages with division academic institutions.
- IV. Shall have personal interest in Muslim students' welfare
- V. Shall be a Muslim with proven integrity and character
- VI. Shall possess ability to guide Muslim students' affairs
- VII. Shall act as Principal advisor to the DEC
- VIII. Shall be Principal signatory to all DEC accounts

- IX. Shall preside over DEC elections in the General Meeting
- X. Shall preside over swearing in of new office bearers
- XI. Shall ensure that office bearers stick to the objectives of the association
- XII. Shall ensure that new office bearers undergo induction and leadership training
- XIII. Shall have powers to dissolve the DEC in case of proven conduct likely to harm the reputation of the association
- XIV. He shall be appointed by the DEC and approved by the Regional Patron
- XV. The National or Regional or District Patron may appoint and also suspend the Division Patron upon conduct defiant of MSAU objects or contrary to Islam.
- XVI. The Division Patron shall have a term of office for three years and may be renewed.

#### **ARTICLE 18: MUSLIM STUDENTS ASSOCIATIONS (MSA)**

- i. Each University, Tertiary Institution, school shall have a Muslim Students Association. Where it does not exist, the division shall ensure it is formed.
- ii. The MSAs shall operate using a proper MSA constitution drawn out of the District Constitution, stipulating required activities at that level.
- iii. The MSAs are the primary functional structures of MSAU.
- iv. The MSAs shall generate work plans, for use in drawing the Division work plan, which shall thus be encompassing Districtwide activities.
- v. The MSA patron shall preferably be a member of staff.

#### **ARTICLE 19: MSAU FORUMS**

##### **a) THE SENIOR MEMBERS' FORUM (SMF)**

There shall be established a body for outstanding former MSAU leaders called “**Senior Members' Forum**”. The role of the forum shall be to bring together these persons for the purpose of supporting development efforts of MSAU. It shall have an elected seven-man executive, for a two-year term. It shall be regulated by the Governing Council for its operations, and shall have its modus operandi. A membership fee of 50,000 shillings is to be paid plus an annual subscription of 20,000 shillings.

##### **b) TRAINERS FORUM**

- I. MSAU shall have a Forum for its trainers referred to as Trainers Forum
- II. The trainers are Senior leaders of MSAU who have undertaken training and are well versed with all aspects and matters of MSAU.
- III. They have attended the Basic Training Course (BTC), Master Training Course (MTC) and Training of Trainers (TOT), passed and have been certified.
- IV. They have capacity to direct and guide lower level training at levels of BTCs.



- V. They have an established leadership and terms of reference.

**c) PATRONS FORUM**

- I. The MSAU patrons have two forums;
  - 1) The National and Regional Forum
  - 2) The District and MSA Forum
- II. When the patrons congregate together, they constitute the “Patrons Congress”
- III. The meeting of National, Regional and District patrons constitute the “District Patrons Congress”
- IV. The business of patrons is stipulated in a document called the “**Patrons Handbook**”

**d) MEDIA FORUM**

The Media Forum of MSAU derives its gist from the Media Policy. The policy sets up the media committee to act as a forum for enhancing the media agenda of MSAU.

**Aims of the Media Forum**

- a) To encourage MSAU members to use social media.
- b) To enlist the framework for social media use by MSAU
- c) To offer guidance on the type and quality of information to send out
- d) To regulate use of the media by the association
- e) To allow for swift action in case of breach of notion does occur.

**ARTICLE 20: PROCEDURE OF GETTING NEW MSAU LEADERS**

The general calendar for changing of MSAU leaders shall be as follows; MSA in September, DEC in October, REC in November, and DEC in December of each calendar year. However, in case local conditions dictate otherwise, adjustments shall be made accordingly.

**1. Eligibility**

- I. Changing of leaders shall be conducted at the end of the one-year term of office.
- II. All Muslim students are eligible for appointment provided they have at least one academic year of study i.e. not finalists.
- III. Persons to be recommended to DEC positions must be Muslim students at a tertiary institution and University.
- IV. There shall not be campaigns for any leadership position in MSAU and any member who contravenes this law shall be deemed to have dubious intentions and shall be disqualified.

- V. Persons against whom MSAU has been advised because of dubious character and intention shall not be considered.

**2. Filling vacant offices**

- I. Whenever an office prematurely falls vacant, efforts shall be made to fill it.
- II. Before the office is filled, the DEC shall appoint any member from within the Council to act in that position.
- III. Filling of the vacant office shall be a main item on the agenda of the next sitting of the DEC presided over by the Patron.

**3. Appointment of DEC members**

- I. Appointment of a new DEC shall be conducted by a meeting of the Patron and the outgoing DEC
- II. The outgoing Chairman shall present a report for his regime covering work plan implementation, achievements, failures, challenges, financial matters and recommendations.
- III. The report shall be discussed satisfactorily, making all the relevant observations and drawing plans for the future.
- IV. The Chairman shall then dissolve his DEC and pave way for appointment of new a DEC.

**Procedure**

- i. The Division Patron shall preside over the meeting for selection of the new DEC.
- ii. The Meeting shall use the **Shura system** in getting new office bearers.
- iii. The outgoing DEC shall come up with a list of potential persons to take up positions in the next DEC. The proposed list shall be discussed in the DEC meeting to make all detailed vetting of proposed persons.
- iv. The meeting may approve the list fully or make adjustments.
- v. There shall not be casting of votes!
- vi. However, in cases where circumstances dictate total failure to hold a meeting of the DEC, the outgoing DEC and Division Patron shall sit and directly appoint a new DEC.

**ARTICLE 21: HANDOVER AND SWEARING IN PROCEDURE**

Persons approved for the next DEC shall assume office in a week's time after taking the MSAU oath at the swearing in ceremony that shall be presided over by the Division Patron, his deputy or such a person delegated by the Division Patron.

Both the outgoing and incoming office bearers shall attend the swearing in/handover ceremony and any invited members of the Muslim public.

At the handover ceremony, new office bearers shall receive official files, assets and other property of the association from the District Patron. The handover may be held jointly.

**1) Whenever setting out for handover, the following aspects shall be given priority in the organisation process;**

- a) The Outgoing Regime Report in relation with their work plan but inclusive of other activities done along. To show how the objectives were met and progress made.
- b) Financial Report; showing incomes, sources, expenditures, balance, debtors and creditors.
- c) Work plan of the incoming Executive; developed with the Patron from the strategic plan and outgoing regime report.
- d) Files for each of the office as per Constitution; these are collected beforehand by the Chairman, to avoid reaching handover day when files are missing.
- e) Oath of assuming office, for each office, printed out. Swearing in is by oath.
- f) Lists of outgoing and incoming executive members.
- g) Appointment letters for each officer printed and signed by the Patron.
- h) Asset Register for property to be passed on.
- i) Certificates for outgoing team, who deserve them.
- j) Program line up to guide logical flow of events.
- k) Invitation of current and senior members, MSAU leaders, and other schools.
- l) Venue selection and nice set up to create a lasting image in the members.

**2) Basic Handover Program line up**

1. Opening recitation of the Qur'an
2. Welcome remarks by the Duty Manager
3. Regime report for outgoing team by the Chairman
4. Financial report by the Finance Secretary
5. Handing over of assets back to the patron
6. Handing over of office files back to the patron & getting certificate for outgoing team
7. Handing over office files and appointment letters to the new executive.
8. Swearing in of new executive by the Division Patron
9. New work plan by incoming Chairman
10. Guest speeches
11. Chief guest (Patron)

**ARTICLE 22: INDUCTION PROCEDURE OF NEW LEADERS**

New office bearers shall receive induction into MSAU functionary in a program organized by the Division Patron or his deputy after assumption of office. The induction may be carried out that very day of handover in the morning or the following day. Depending on circumstances, the program may last 1-2 days.

The induction shall cover the following basic aspects of MSAU;

- a) History, present and future of the Division
- b) General information about the DEC
- c) The MSAU Programs and activities carried out
- d) The DEC constitution and roles of each officer
- e) The work plan of that regime
- f) Principles and practices of execution of MSAU activities
- g) Resources mobilisation

## **ARTICLE 23: PROCEDURE OF EXECUTION OF MSAU ACTIVITIES**

The document “**How to Organise MSAU Activities**” spells out in detail how each particular activity is organised and carried out to get the set objectives. Note should be made of the fact that generally, one activity at a time is organised and conducted to avoid multi-tasking.

Each activity is planned by clearly stipulating the following;

- a) Purpose of the activity
- b) Objective(s) to be met by conducting the activity
- c) Specific acts to be executed during the course that activity
- d) Mode of execution of set acts
- e) Programme line up and its management

## **ARTICLE 24: GRADING SYSTEM**

The criterion for selecting an individual to a leadership position in MSAU is based on his/her score on the grading system. To be able to serve on any structure from MSA to BOT depends on ones rank on the system.

A leader can thus advance from one rank to another and thus be in position to serve at an upper structure. This upward movement is based on training, advancement, performance and service.

Points are obtained on a number of set aspects which enable one to advance in ranking as in the grading system document.

### **1) Growth and Promotion**

This grading system creates leaders with exceptional performance as shall be determined by accumulated points. Certain ranks will be attained as to amounts of points one

possesses. The Grading Committee shall promote (and demote) people as per their progress along the points scale.

## 2) The Points Scale

POINTS	RANK
0-5	MSAU MEMBER
6-19	MSAU LEADER
20-39	MSAU TRAINER
40- 99	MSAU RESOURCE
100- 299	MSAU STAR
300 AND ABOVE	MSAU ASSET

## ARTICLE 25: PROCEDURE OF CONDUCTING BUSINESS IN MEETINGS

1. **The order of business at all meetings shall be as follows:**
  - a) Opening Recitation of verses from the Holy Qur'an
  - b) Recording of membership in attendance (apologies)
  - c) Communication from the chairman
  - d) Reading of minutes from the previous meeting (if any)
  - e) Reports of officials or standing committees
  - f) Matters arising from c, d, e above
  - g) New business and actions to take
  - h) Closing Recitation of verses from the Holy Qur'an
2.
  - i) The meeting business shall be conducted by way of motion. Any member shall be at liberty to move any motion which has to be seconded by at least two members.
  - ii) The Chairman shall keep order
  - iii) The Chairman may rule out of order any member acting in a manner unbefitting an orderly debate.
  - iv) A motion put to debate may be put to vote and the Chairman shall declare it carried or lost.

- v) The Chairman shall have a final discretion to make a final ruling and close a motion, and his decision shall be final and binding.
  - vi) In case of a tie for a matter put to vote, the chairman shall have a casting vote.
- 3.
- i) The quorum for council meeting shall be half the members
  - ii) The quorum for executive meeting shall be four members.
  - iii) At any meeting, if thirty minutes expire from the set time before quorum is realized, such a meeting shall be dissolved and stand adjourned to the same day and time of the next week.
  - iv) If the chairman is not present within fifteen minutes the Vice Chairman shall take over, and in case he is not around, the members present may appoint any executive member as chairman.
4. Notice of meeting shall be fully signed by the General Secretary and sent at least one week early and receipt acknowledged.
5. Emergency meetings shall be held if an advance notice of one day is given to members and in case of emergency meetings, at least three of the executive members must be present in person.
6. The last meeting in the term of office shall be called General meeting and shall be held at least one week before hand over.

There shall be;

- Review of progress of the association for the last year
- Preparation of handover report
- Plan the handover ceremony to new office bearers
- Election of new office bearers.

The General meeting shall be summoned by at least a two weeks' notice duly signed by the General Secretary.

## **ARTICLE 26: REMOVAL FROM OFFICE**

### **1. Reasons for Removal from Office**

Any member of MSAU may be removed from office if he/she;

- i) Ceases to be a Muslim
- ii) Involves in activities that are contrary to Islamic teachings
- iii) Becomes of unsound mind
- iv) Fails to cope with the objectives of MSAU
- v) Becomes incompetent in fulfilling thy duties.

### **2. Suspension**

- i) The Chairman of DEC may decide to temporarily remove from office an office bearer as a result of dubious circumstances surrounding his/her integrity in service.
- ii) A fact finding-committee shall then be set up to look into facts leading to suspension of the officer and report to the DEC in a set period.
- iii) Acting on the report submitted by the fact-finding committee, the DEC may decide to reinstate or expel the suspended officer.
- iv) The Patron may suspend any office bearer from office upon valid evidence of conduct contrary to Islam and MSAU objectives.

### **3. Vote of No Confidence**

- i) If any member of the DEC is known to have acted with disrespect to the principles of Islam, violated the MSAU constitution or is guilty of gross misconduct, a member of the DEC may move a motion of no confidence in the officer.
- ii) This motion shall be written, signed by the mover, countersigned by two seconders, and shall be followed by a petition signed by at least ½ of the DEC members and then submitted to the Chairman.
- iii) The Chairman shall then summon a DEC meeting to discuss the motion.

## **ARTICLE 27: INDEMNITY**

Every member and office bearer for the time being of the association shall indemnify out of the assets of the association against any liability incurred by him executing any activities of the association whether civil or criminal in which judgment is given in his favour or is acquitted or in correction with any application in which relief is granted to him by the court.

#### **ARTICLE 28: THE SEAL**

- a) The MSAU-DEC shall have a seal known as the “Common Seal” of the DEC engraved with its characters.
- b) The common seal shall be the official signature of the DEC and shall be fixed on all contracts, communications and important documents deemed as such by the DEC.

#### **ARTICLE 29: INTERPRETATION OF THE CONSTITUTION**

Any matter arising as to the interpretation of these presents shall be referred to the G.C of MSAU, whose interpretation by a simple majority decision shall be final.

#### **ARTICLE 30: AMENDMENT OF THESE PRESENTS**

These presents may be modified, enlarged or amended from time to time by a decision of the District Executive Council forwarded to the REC and DEC. When the DEC upholds the amendment, it shall present it to the Governing Council, whose decision shall be binding to accept or reject the proposal. When the proposal is accepted, the amendment shall be effected by the Executive Secretary and a new copy of the constitution signed.



**ARTICLE 31: THE MSAU OATH**

New office bearers assuming office shall do so upon pronouncing the MSAU oath,

Putting up their right hands in a swearing in ceremony, presided over by the Division

Patron and shall proceed as follows;

**BISIMILLAH! ARRAHIMAAN RAHIIM**

**I .....swear that, I shall faithfully exercise the functions of the office of .....of the Muslim Students Association of Uganda, Nakawa Division Executive Council and shall Uphold, preserve, and defend the constitution and observe the teachings of the Holy Qur'an and Sunnah and that I shall work tirelessly to promote the cause of Muslim Students in Uganda. I undertake this obligation voluntarily and promise to do my best in fostering MSAU objectives.**

**So Help and Guide me Allah.**

**ARTICLE 32: ADOPTION**

**Adopted as amended by the 9<sup>th</sup> MSAU Delegates Conference this ..... Day of ....., 2023 and signed for and on behalf of Nakawa Division by:**

<b>S/N</b>	<b>POST</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>1</b>	<b>CHAIRMAN</b>		
<b>2</b>	<b>VICE CHAIRMAN</b>		
<b>3</b>	<b>WOMEN AFFAIRS SECRETARY</b>		
<b>4</b>	<b>GENERAL SECRETARY</b>		
<b>5</b>	<b>FINANCE SECRETARY</b>		
<b>6</b>	<b>SOCIAL AFFAIRS SEC.</b>		
<b>7</b>	<b>CAPACITY DEV. SEC.</b>		
<b>8</b>	<b>EDUCATION SECRETARY</b>		
<b>9</b>	<b>SPORTS SECRETARY</b>		
<b>10</b>	<b>SCHOOL COORDINATOR</b>		
<b>11</b>	<b>D/DISTRICT PATRON</b>		
<b>12</b>	<b>DISTRICT PATRON</b>		
<b>13</b>	<b>REGIONAL CHAIRMAN</b>		
<b>14</b>	<b>REGIONAL PATRON</b>		
<b>15</b>	<b>PRESIDENT</b>		