

2014

# DeKUTAA CONSTITUTION



**THE CONSTITUTION OF  
DEDAN KIMATHI UNIVERSITY OF  
TECHNOLOGY ALUMNI ASSOCIATION**

## TABLE OF CONTENTS

<b>PART A: PREAMBLE .....</b>	<b>5</b>
<b>PART B: NAME, MISSION AND OBJECTIVES .....</b>	<b>6</b>
ARTICLE 1: NAME.....	6
ARTICLE 2: MISSION .....	6
ARTICLE 3: OBJECTIVES.....	6
ARTICLE 4: POWERS AND FUNCTIONS OF THE ASSOCIATION.....	8
ARTICLE 5: QUALIFICATION FOR MEMBERSHIP .....	9
Section 1: Ordinary Members .....	9
Section 2: Associate members .....	9
Section 4: Life Members .....	10
Section 5: Joint Members.....	10
ARTICLE 6: TERMINATION OF MEMBERSHIP .....	11
Section 1: Voluntary termination of membership.....	11
Section 2: Compulsory Termination of membership.....	11
Section 3: Implied termination of membership .....	11
ARTICLE 7: GOVERNANCE .....	12
Section 1: DEKUTAA Advisory Board.....	12
Section 2: The Executive Committee.....	12
Section 4: Eligibility and Tenure of Office.....	13
Section 5: Ceasing to be a member .....	13
Section 6: Removal from office .....	13
<b>PART D:    MANAGEMENT OF THE ASSOCIATION .....</b>	<b>14</b>
ARTICLE 8: DUTIES OF THE DEKUTAA EXECUTIVE COMMITTEE.....	14

ARTICLE 10: SECRETARIAT OF THE ASSOCIATION .....	18
Section 1: Location of office .....	18
Section 2: Organization structure.....	18
ARTICLE 11: MEETINGS .....	19
Section 1: Types of meetings .....	19
<b>PART E: ELECTIONS AND BY-ELECTIONS.....</b>	<b>21</b>
ARTICLE 12: ELECTIONS.....	21
Section 1: Procedure for the elections .....	21
Section 2: Tallying of Votes.....	21
Section 3: Election Malpractices .....	21
Section 4: Electoral Commission .....	22
Section 5: Dissolution of the electoral commission who constitutes the committee.....	22
ARTICLE 13: REMOVAL FROM OFFICE.....	23
Section 1: Removal of Officers from Office .....	23
Section 2: Procedure for removal an officer (s) from office .....	23
Section 3: Filling of Vacancies.....	23
ARTICLE 14: BY ELECTIONS .....	23
<b>PART F: DEKUTAA's FINANCES.....</b>	<b>24</b>
ARTICLE 15: FINANCE AND INVESTMENTS .....	24
Section 1: Sources of the Alumni Finance:.....	24
Section 2: Expenditure.....	24
Section 3: Signatories of the DEKUTAA account.....	25
<b>PART G: REVIEW .....</b>	<b>26</b>
ARTICLE 16: AMENDMENT OF THE CONSTITUTION .....	26

**ARTICLE 17: TRANSITIONAL CLAUSE ..... 26**  
**ARTICLE 18: DISSOLUTION..... 27**

## ACRONYMS

AGM	-	Annual General Meeting
DEKUTAA	-	Dedan Kimathi University of Technology Alumni Association
KUCT	-	Kimathi University College of Technology
DeKUT	-	Dedan Kimathi University of Technology

## DEFINITION OF TERMS

**Spoilt Votes** - Shall stand for that which is obliterated, or damaged or ambiguous or illegible and it cannot be deciphered which candidate for whom it was cast.

**University** - Dedan Kimathi University of Technology.

**Year** - This will refer to an academic year, beginning, May to September of the next year.

## PART A: PREAMBLE

We, the former students of DeKUT having appreciated the role played by the university in shaping our current academic and social status, and in consciousness of the need to forge and foster the bonds of friendship and having desired to further contribute in various aspects to the life of DeKUT, herein resolve to form an association.

## **PART B: NAME, MISSION AND OBJECTIVES**

### **ARTICLE 1: NAME**

The name of the association shall be Dedan Kimathi University of Technology Alumni Association herein referred to as “DEKUTAA”.

### **ARTICLE 2: MISSION**

The mission of the Association is to engage alumni, friends and students in ways that benefit its members and Dedan Kimathi University of Technology through opportunities that stimulate a lifetime of interest, loyalty and support.

### **ARTICLE 3: OBJECTIVES**

- i. To promote the reputation and well-being of the University.
- ii. To enhance the image of the Alumni Association both inside and outside the University Community as an important stakeholder body in the University and as an asset to the University to support the realization of the University’s mission and goals.
- iii. To provide networking opportunities through the development of programs and initiatives that will foster relationships among alumni, students, and faculty and university professionals.
- iv. To promote social and intellectual interaction between Dedan Kimathi University of Technology, within and without the Alumni.
- v. To contribute to fostering a culture of innovation by the students.
- vi. To provide opportunities including mentorship for students to smoothly integrate into the society upon graduation.
- vii. To engage in a concerted effort of fundraising in order to enhance the financial position of the University and to assist the association in engaging in charitable activities.
- viii. To support the University in attaining its strategic goals and objective.
- ix. To foster loyalty to and pride in the University among members through effective communication so that they may positively influence others.

- x. To contribute to the growth of Dedan Kimathi University of Technology by initiating, organizing and sustaining programmes such as:
  - Scholarships for students
  - Achievement awards
  - Distinguished service awards to exemplary alumni members
- xi. To establish collaborative links with other Alumni bodies and organizations in and outside Kenya.
- xii. To participate in any other worthwhile national and international development activities that will identify the Association and the University in good light.
- xiii. To promote, strengthen students' industrial attachments and assist in finding placement for students after graduation.
- xiv. To form Chapters of the Alumni within and outside the country to reach out to all the members.
- xv. The Association shall not aim at gaining economic profit.

#### **ARTICLE 4: POWERS AND FUNCTIONS OF THE ASSOCIATION**

In pursuance of its objectives and for enhanced performance of its functions under this Constitution, the Association shall have powers to:

- a) Engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the objectives of the Association as set out in this Constitution.
- b) Solicit donations, gifts and other forms of material aid acceptable to the Association for meeting the financial requirements and other needs of the Association in furtherance of its objectives.
- c) Make rules prescribing:
  - i. The rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees, subscription fees, and other contributions/donations towards the funds of the Association.
  - ii. The circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
  - iii. Such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honor and dignity of the Association as well as efficacy in its operations.
  - iv. How to exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by the Association for carrying out, or giving effect to, the purpose for which the Association is established; for as long as such an activity does not contravene the rules and statute of the University.
- d) To discuss and state its opinion on any matters within the sphere of competence of the University; to elect from among its members, an executive committee consisting of the Chairman, Treasurer and any other official as prescribed by the Regulations of the Alumni Association
- e) To rank in order of preference the five applicants submitted to them by the Senate for the position of Chancellor as provided for the Second Schedule of the Universities Act 2012.

## **PART C: MEMBERSHIP**

### **ARTICLE 5: QUALIFICATION FOR MEMBERSHIP**

Membership of the association shall be open to any person who by law qualifies to be party to a contract and ascribes to the by-laws of the association as provided here under.

- (i) Is a graduate of the University or its affiliate campuses who has paid fees prescribed by the Association.
- (ii) Is a full time and/or a former staff working with the University and is not a former student who has degree/s from other recognized Institutions.
- (iii) Is a joint member- who qualifies by virtue of being a spouse or a child of a member of the Association who chooses to contribute to the University.

For the purpose of this constitution the members of the association shall be:

#### **Section 1: Ordinary Members**

- i. All graduates who have paid the prescribed fee by the association.
- ii. Honorary graduates
- iii. Former students of Kimathi Institute of Technology who are holders of certificates and diplomas or degrees
- iv. Former students of the University College or the former Kimathi Institute of Technology who completed an approved programme of study and qualified for the award of a degree, diploma or certificate.
- v. Such other persons or classes of persons as may be determined by the Alumni Association and designated for membership by ordinance.

#### **Section 2: Associate members**

- (i) Present academic staff of the University.
- (ii) Past academic staff of the University provided they were not dismissed on disciplinary grounds.

### **Section 3: Honorary Members**

Honorary members shall not be obliged to pay the membership fee.

- i. Any person who has contributed towards the University development and has maintained close association with the University.
- ii. Chancellor, Vice Chancellor, Deputy Vice Chancellors, Principal, Council Members, Deputy Principals, Associate Principals, Professors and all Honorary Awards Recipients, as may be nominated by the Alumni Advisory Board. The nominees must be vetted and approved by the Alumni Executive Committee.
- iii. Any other person or institution that the alumni executive committee may deem fit.

### **Section 4: Life Members**

The members who satisfy the requirements envisaged in sections 1, 2 and 3 of this article shall be eligible for life membership upon payment of life membership fee prescribed by the alumni executive committee.

### **Section 5: Joint Members**

Joint members shall be spouses or children of members of the Association on or both of whom are in any of the membership listed above, who chooses to make a joint contribution to the University.

## **ARTICLE 6: TERMINATION OF MEMBERSHIP**

### **Section 1: Voluntary termination of membership**

Any member desiring to resign from the alumni association shall submit his/her resignation to the Secretary General which shall take effect from the date of receipt by the secretary of such notice. The Secretary General shall acknowledge the notice in writing and report to the executive committee within seven days from the day of receipt of such notice.

### **Section 2: Compulsory Termination of membership**

Any member may be expelled from membership if the Executive Committee so recommends and if a general meeting of the association shall resolve by two-thirds majority of the members present that such a member should be expelled on the grounds that his/her conduct has adversely affected the reputation or dignity of the association or that he/she has contravened any of the by-laws of the association. The Executive Committee shall have the power to suspend a member from his membership until the next general meeting of the association designated for election.

### **Section 3: Implied termination of membership**

Any member who shall fall into arrears with his/her annual subscriptions for three or more years shall automatically cease to be a member of the association and his/her name shall be struck off the register of members. The association may however at its discretion reinstate such a member on payment of the total outstanding amount.

**NB:** Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him/her at any time.

## **ARTICLE 7: GOVERNANCE**

The DEKUTAA shall have an Advisory Board and an Executive Committee.

### **Section 1: DEKUTAA Advisory Board**

The DEKUTAA Advisory Board is one of the organs setup to enhance alumni relations with the University. The Board shall have the following membership structure:

- i. A Chairman appointed by the Vice-Chancellor to serve for three years
- ii. Three (3) Committee members appointed by the Vice-Chancellor to serve for three years;
- iii. The Director of DEKUTAA or in his/ her absence, any other representative appointed by the chairperson, will be an ex-officio member and shall serve as the Secretary to the Board.

The role of the advisory board shall be:

- i. To provide counsel to the Board
- ii. To provide advice on long-term strategic planning
- iii. To advise on the payment of life membership fee and other fees.
- iv. To advise on development goals for the association
- v. To explain and be available for consultation on long-term development goals of the university and the role which the alumni could play in it.

The Advisory Board shall meet at least twice in a year.

### **Section 2: The Executive Committee**

The association's Executive Committee's office bearers shall be:-

- i. The Chairperson
- ii. The Vice Chairperson
- iii. Secretary General
- iv. Assistant Secretary General
- v. Treasurer
- vi. Organizing Secretary
- vii. Assistant Organizing Secretary
- viii. Chapter Secretaries

### **Section 3: The Executive Board**

There is created an Executive Board whose members shall be elected by the Executive Committee.

#### **Membership of the Executive Board:**

The Board shall comprise of the principal office bearers and one Chapter Secretary.

#### **Role of the Executive Board**

The duties and functions of the Executive Board shall be:

- i. Oversee the activities of the Executive Committee
- ii. Assign special activities to members of the Executive Committee for improving efficiency and effectiveness.
- iii. Run the affairs of the Executive Committee on their behalf.
- iv. Create special committees from among the members of the Executive Committee
- v. Perform other duties assigned by the Executive Committee in a collective meeting

### **Section 4: Eligibility and Tenure of Office**

To be eligible to hold the association's office, a person shall:

- i. Be fully paid up and an elected member of the association as elected at the AGM or Special General meeting.
- ii. Hold office for a period of three years or such a time as may be determined by the constitution.
- iii. No officer shall hold the same office for more than two consecutive terms.

### **Section 5: Ceasing to be a member**

An office bearer who ceases to be a member of the association shall automatically cease to be an office bearer.

### **Section 6: Removal from office**

Office bearers may be removed from office in the same way as is laid down in Article 6.

## **PART D: MANAGEMENT OF THE ASSOCIATION**

### **ARTICLE 8: DUTIES OF THE DEKUTAA EXECUTIVE COMMITTEE**

The committee shall exercise such powers as conferred by this constitution and any other in line with the leadership responsibilities provided for by this constitution on behalf of the association.

The duties will include to:

- i. Set and implement the objectives and running of the activities of the association.
- ii. Hold all the associations' assets in trust for the members.
- iii. Consider and approve proposals by the Chairperson to appoint a Committee to perform special tasks including the Executive Board.
- iv. Facilitate the work of the Association between meetings of the Annual General Meeting (AGM), and to take such actions and policies of the AGM.
- v. Consider the budget of the Association before it is presented to the AGM
- vi. Appoint auditors of the Association
- vii. Receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of the Association presented by the Treasurer.
- viii. Receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the AGM for approval.
- ix. Make recommendations for the amendment of the constitution.
- x. To ensure all statutory obligations of the Association are complied with e.g. filing of annual returns.
- xi. Any other duty as may be deemed for the good running of the association but not contrary to the DeKUT Statutes and DEKUTAA Constitution.

## **ARTICLE 9: DUTIES OF THE OFFICE BEARER**

### **a) Chairperson**

The Chairperson as the leader of the association:

- i. Shall unless prevented by illness or other sufficient cause, preside over committee meetings; special and general meetings.
- ii. Shall authorize use of the funds of the Association according to the budget approved by the AGM.
- iii. Shall be one of the three signatories of the Alumni Association.
- iv. Shall take lead supervisory and coordination role of both the Secretariat of the Association and Associations Committee.
- v. Shall facilitate the appointment of the relevant committees to carry out effective programs of the Alumni Association.
- vi. Serve as an ex-officio member of all sub committees.
- vii. Ensure that the Alumni Association is run efficiently in conformity with the principles set forth in this constitution.
- viii. Shall exercise general supervision over the management of the Association.

### **b) Vice Chairperson**

- i. To initiate the establishment and organization of Alumni Chapters
- ii. To recruit alumni and expand projects
- iii. To coordinate activities of the various Alumni Chapters
- iv. In the absence of the Chairperson, to perform functions of the Chairperson

### **c) Secretary General**

The functions of the Secretary General will be:

- i. To issue notices of meetings and maintain all attendance logs of all meetings.
- ii. To act as secretary to the Alumni Association.
- iii. To take minutes during the meeting of the AGM
- iv. To present minutes of the previous meetings.
- v. To register Alumni members in the Alumni roll as well as update it and keep it safely.

- vi. To act as custodian of all the records of the Association;
- vii. To draw the agenda for the meetings in consultation with the association members.
- viii. To monitor fulfillment of activities of the Association and prompt different offices accordingly.
- ix. To organize income-generating activities of the Association.

**d) Assistant Secretary**

- i. To handle issues of publicity for the Association;
- ii. To coordinate the production of the newsletter and other publications of the Association;
- iii. To distributes membership cards upon the payment of annual dues.
- iv. In the absence of the Secretary General, the Assistant Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him/her.

**e) Treasurer**

- i. The Treasurer shall be responsible for collecting all funds, paying all financial obligations including any allowances and emoluments as may be determined by the Executive Committee, keeping a written record of all financial transactions, and maintaining all financial accounts for DEKUTAA
- ii. Shall maintain all books of accounts and accurate records of all association's transactions.
- iii. To act as the custodian of the inventory of property for the Association.
- iv. To prepare and report to the Executive Committee the Association's regular financial documents and statements;
- v. To assist in preparation of the draft annual budget of the Association for presentation to the Executive Committee and the AGM
- vi. Shall be the mandatory signatory in all bank accounts and reports of the association.
- vii. Presents to the Executive Committee at each regular meeting, a statement of receipts, expenditures, and bills outstanding
- viii. Compiles a written financial report to be submitted semi-annually to the entire DEKUTAA.
- ix. Coordinates quarterly internal audits
- x. Coordinates external audits to be held no later than the end of the financial year. xi. Serves as Chair of the Finance Committee.
- xii. The Treasurer shall in general perform all of the duties of Office of Treasurer and such other duties as may be assigned to the Treasurer by the Chair or the members

## **E) Organizing Secretary**

There will be an office for the Organizing Secretary of the Association whose duties and functions shall include:

- i. In cooperation with the Executive Committee, the Organizing Secretary shall organize activities and events of the Association.
- ii. Mobilization of resources- both human and material, for the achievement of the goals and objectives of the association, particularly for the success of the activities of the association.
- iii. Keep members informed and updated of the planned and/ or on-going activities of the association
- iv. Promote social and intellectual interaction of members with and/ or within the association.
- v. Attend all special and regular meetings of the association.

## **f) Assistant Organizing Secretary**

There is established office of Assistant Organizing Secretary whose duties shall include:

- i. Ensure that records of the association are up to date.
- ii. Handle legal issues related to the activities or events of the association.
- iii. Coordinate with the Chapter Secretaries to ensure satisfactory participation of their members in the activities and events of the association.
- iv. In the absence of Organizing Secretary, perform his/ her duties as outlined in the Constitution.

## **g) Chapter Secretaries**

- i. Shall co-ordinate and follow up activities in consultation with the Executive Committee that would enhance establishment and growth of the chapters
- ii. Shall in liaison with the alumni main office, report on the progress of activities of their respective alumni chapter.
- iii. Keep the alumni association in contact with the community.
- iv. Organize community related activities.
- v. Perform other activities as may be directed by the committee Chairperson.
- vi. Shall record the minutes of the meetings of the Chapter and all business of the Chapter

- vii. Shall safely and systematically keep all books and records of accounts of the Chapter
- viii. Shall maintain an ongoing roster of members, including contact information for each member, the contents of which shall be shared with the main office on a regular basis to ensure that both have an accurate and complete list.

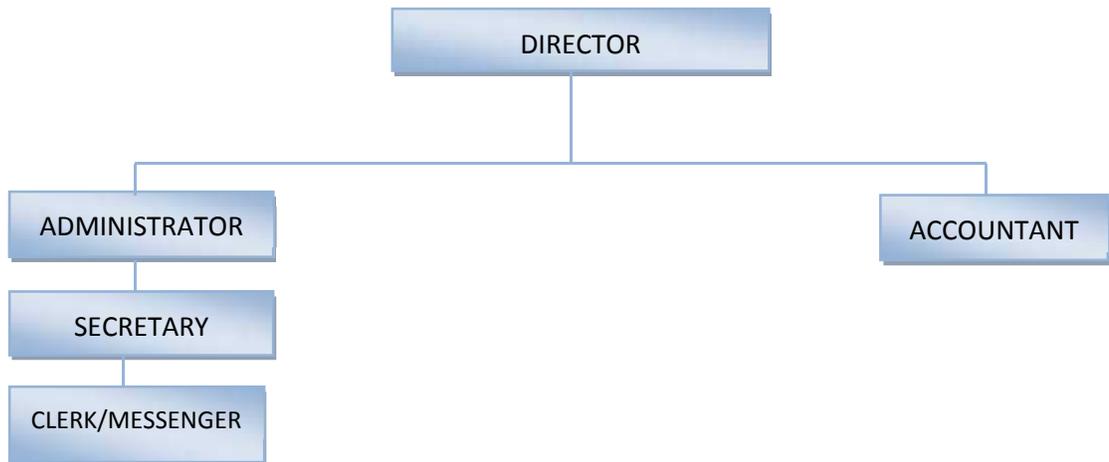
**ARTICLE 10: SECRETARIAT OF THE ASSOCIATION**

**Section 1: Location of office**

The secretariat of the Association shall be based in Dedan Kimathi University of Technology Main Campus and the postal address shall be 657-10100 NYERI.

The Director will be appointed by the Executive Committee to manage the Alumni Secretariat.

**Section 2: Organization structure**



## **ARTICLE 11: MEETINGS**

### **Section 1: Types of meetings**

There shall be three types of meetings:

- i. The Annual General Meeting
- ii. The Special General Meeting
- iii. The Board's Meeting

#### **(a) Annual General Meeting**

The Annual General Meeting shall be convened by the Secretary General at the request of the Chairman annually. Notice in writing of such annual general meeting, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than two (2) months before the date of the meeting.

The agenda for the Annual General Meeting shall be published at least 14 days before the day of the meeting and shall consist of the following:-

- i. Confirmation of the minutes of the previous annual general meeting
- ii. Consideration of the account
- iii. Election of executive committee members (whenever applicable)
- iv. Approval of accounts by the university auditors
- v. Such other matters as the executive committee may decide or as to which notice shall have been given by member (s) provided such notice shall reach the secretary at least four weeks before the date of the meeting.

#### **(b) Special General Meeting**

1. A Special General Meeting shall be called for any specific purpose by the Executive Committee. Notices in writing of such meeting shall be sent to all members not less than fourteen (14) days and where practicable in press advertisement not less than seven days before the date of such meeting.
2. A Special General Meeting may also be requested for a specific purpose in writing to the Secretary by not less than a third of the members and such meetings shall be held within 21 days.

**(c) The Executive Committee Meetings**

1. The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.

Half of the members of the Executive Committee shall form a quorum.

2. Notice and Agenda of such meetings shall be given at least seven (7) days before the date of the meeting.

**d) The Executive Board Meetings**

The executive board shall meet as frequently as they deem fit but not less than once every two months.

## **PART E: ELECTIONS AND BY-ELECTIONS**

### **ARTICLE 12: ELECTIONS**

The general elections of the Executive Committee shall, in normal circumstances, be held at the Annual General Meeting every three (3) years.

- a) Any ordinary member of the Alumni shall be eligible for election to any one of the vacant posts provided one is fully paid up.

#### **Section 1: Procedure for the elections**

- i. All the elections shall be by secret ballot and by majority vote
- ii. In the event of a tie between candidates the ballot shall be repeated until a candidate receives a simple majority
- iii. The elections shall be organized by a Returning Officer who is the Secretary of the Executive Committee
- iv. The nomination papers for any interested candidate must contain the names and signatures of at least a proposer and a seconder who must be current ordinary paid-up members of the Alumni.
- v. Each candidate shall collect the nomination papers from the Secretariat on payment of a non-refundable nomination fee to be decided by the Executive Committee on or at least seven days before the election date and returned at least two days before the date.

#### **Section 2: Tallying of Votes**

- a) During the counting of ballots papers:
  - i. A spoilt vote shall not be tallied on to any of the candidates
  - ii. A candidate may voluntarily be personally present and at no time shall a candidate be barred from witnessing the counting of ballot papers.

#### **Section 3: Election Malpractices**

- a) An election offence shall disqualify a candidate
- b) For purposes of this constitution, an election offence shall include;-

- i. Rigging
- ii. Harassment
- iii. Use of forceful means
- iv. Giving false information
- v. Placing campaign posters in prohibited areas.
- vi. Campaigning on the polling day and or any other act of omission that defeats the doctrine of free and fair elections.

#### **Section 4: Electoral Commission**

There shall be an electoral commission whose functions will include;

- i. To conduct elections
- ii. To announce election results
- iii. To hear election disputes
- iv. To prepare electoral voter lists

#### **Section 5: Dissolution of the electoral commission who constitutes the committee.**

- i. The Electoral Commission shall stand dissolved, if there is no election petition against election results and hand over their returns to the Alumni Officers, when new officials are inaugurated into office.
- ii. The Returning Officer shall prepare and publicize a statement showing persons who have been validly elected.
- iii. Any decision as to what shall be considered as spoilt vote shall be taken by the Returning Officer whose decision shall be final.
- iv. The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot paper.

## **ARTICLE 13: REMOVAL FROM OFFICE**

### **Section 1: Removal of Officers from Office**

The Executive Committee has the right to remove any officer (s) that neglects his/her required duties and/or any officer (s) that promotes behavior that negatively affects DEKUTAA's objectives and purpose. Any conduct, which would bring ill repute, damage, or injury to the stature or reputation of Dedan Kimathi University of Technology and/or DEKUTAA, would serve as grounds for removal.

### **Section 2: Procedure for removal an officer (s) from office**

The procedure shall be as follows:

- i. Notice in writing must be sent to the officer explaining the non-performance of duties and the date he/she must respond in writing within a minimum of 30 days.
- ii. The Recording Secretary will confirm verbally or electronically that the officer has received notice and remind him or her of the 30-day response requirement.
- iii. The Executive Committee will review the response and two-thirds (2/3) vote by the Executive Committee will confirm or deny removal.
- iv. Failure to respond results to automatic removal from office.

### **Section 3: Filling of Vacancies**

A vacancy in any office, except that of Chairman, occurring for any reason may be filled by the Chairman with the approval of the Executive Committee for the unexpired portion of the term.

## **ARTICLE 14: BY ELECTIONS**

A by-election shall be called under the following circumstances

- i. Where at least two thirds (2/3) of the fully paid up members in an AGM pass a vote of no confidence in the committee
- ii. Where an entire Executive Committee resigns
- iii. Where at least two thirds (2/3) of the members in a Special General Meeting pass a vote of no confidence in the Executive Committee

## **PART F: DEKUTAA's FINANCES**

### **ARTICLE 15: FINANCE AND INVESTMENTS**

#### **Section 1: Sources of the Alumni Finance:**

- i. Membership fee will be determined from time to time after consultation between the university and the alumni association.
- ii. Subscription fees payable annually.
- iii. Registration fees for participation in events to be determined by the Executive committee from time to time.
- iv. Revenues earned from investments e.g. fundraising, advertisements, interest in stocks, shares and bills and business.
- v. An endowment fund to be set by the Alumni in association with the University.

#### **Section 2: Expenditure**

- i. All moneys received for the purpose of DEKUTAA must be applied with prudence and stewardship to provide maximum benefit to DEKUTAA.
- ii. The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.
- iii. All monies shall be received by and paid to the Alumni Officer who shall deposit to any of the bank(s) approved by the committee.
- iv. All payments exceeding Five Thousand Shillings (Kshs. 5,000) shall be paid by cheque.
- v. All financial transaction shall be entered into the books of account that shall be availed to the auditor.
- vi. No payment shall be made out of the bank account without a resolution of the Executive Committee authorizing such payment and all cheques on such bank account.
- vii. A petty cash account, which shall not exceed the amount decided by the Executive Committee shall be maintained by the Alumni Officer for disbursement.
- viii. Audited financial report shall be submitted in writing by the Treasurer to the Executive Committee for examination and finally to the Annual General Meeting for adoption.

### **Section 3: Signatories of the DEKUTAA account**

The DEKUTAA account may operate any type of bank account for convenience and profitability decided by the Executive Committee in consultation with the Advisory Board. In any event, the signatories of the bank account of the alumni association will be:

- i. Chairperson
- ii. Treasurer
- iii. Secretary General

## **PART G: REVIEW**

### **ARTICLE 16: AMENDMENT OF THE CONSTITUTION**

Any proposed amendments to DEKUTAA Constitution must be submitted in writing to the Executive Committee and approved by a two-thirds vote of the whole committee before presentation to an ordinary AGM or special general meeting. A two-thirds vote of the paid up members voting in person shall be necessary for the adoption of such proposed amendment.

### **ARTICLE 17: TRANSITIONAL CLAUSE**

- a. The transitional clause outlined in Article 17 will take effect from the day of ratification of the Constitution in the first annual general meeting organized by bodies recognized in the transitional clause.
- b. This constitution recognizes the activities of the Steering Committees, RRI Committees and every other body or organ instituted as a representation of the Alumni Association before its ratification.
- c. This constitution recognizes the Interim Coordinator who shall be employed by the University in consultation with the Executive Committee to run the affairs of the Secretariat of DEKUTAA during the transition to autonomy.
- d. The Executive Committee shall review and make changes to the Constitution that exists before the effective date of this Constitution.
- e. The Signatories in Article 15 Section 3 will take over the account of the Alumni Association upon effective date of this Constitution.
- f. The Constitution in force immediately before the effective date of this constitution shall stand repealed on the effective date.
- g. The effective date of the Constitution shall be the official registration of the Dedan Kimathi University of Technology Alumni Association with the Registrar of Societies or the Ministry in charge of Social Services.

## **ARTICLE 18: DISSOLUTION**

- Section 1- The Association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be as afore stated. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 40 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- Section 2- Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.
- Section 3- When the dissolution of the Association has been approved by the Registrar, no further action shall be taken by the Board or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all the assets of the Association, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at within the resolution for dissolution is passed.