

KABALE UNIVERSITY CONVOCATION



CONSTITUTION

OCTOBER 2018

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PRELIMINARIES

DEFINITION OF KEY TERMS

In this Constitution, unless it is otherwise stated or implied, the terms set hereunder shall hold the same meaning as follows:

The **Act** means the University and other Tertiary Institutions Act 2001 (amended 2003, 2006).

The **Convocation** means the Kabale University Convocation as stipulated in section 70 of the Act.

The **University Council** means Kabale University Council as stipulated in section 38 of the Act.

Member refers to a registered and dully subscribed member of the Convocation.

Registrar means the Academic Registrar of Kabale University as stipulated in the Act.

The **Senate** means the Kabale University body responsible for academic matters as stipulated in section 44 of the Act.

Staff means an employee of Kabale University.

The University means Kabale University.

Convocation year means the financial year which starts in **July** and ends in **June** of the following year.

PREAMBLE

WHEREAS Kabale University Staff and the Alumni (*hereinafter collectively referred to as the Convocation*) are desirous of associating so as to provide a recognized platform for the members to take an active role in the affairs of Kabale University (*hereinafter referred to as the University*);

WHEREAS the Convocation commit themselves to the pursuit of the University Vision, Mission, Motto and Core Values;

WHEREAS the Convocation represents the interests of the members nationally and internationally;

WHEREAS the Convocation is one of the stakeholders' fora of the University aiming at contributing to the development of the University;

WHEREAS section 70 of the provides for the Convocation, the Convocation members do **HEREBY** subscribe to forming a Convocation;

And **WHEREAS** the Convocation undertakes to associate and execute the activities of the Convocation as laid down in this Constitution, the Convocation shall be bound to accord due respect to and shall comply with the provisions as stipulated herein.

CHAPTER 1: NAME, OBJECTIVES AND MEMBERSHIP

Article 1) THE NAME

The name of the Association shall be **KABALE UNIVERSITY CONVOCATION**.

Article 2) OBJECTIVES OF THE CONVOCATION

The objectives of the Convocation shall be:

- a) To foster and maintain a positive image of the University;
- b) To further the interests of the University by providing a platform of communication among the Convocation members with the University Management and the University Governing Bodies;
- c) To take interest in the affairs of the University and where appropriate, advise the University Management on any matter of mutual concern to the University and the Convocation;
- d) To create, amongst convocation members, a sense of responsibility, obligation and accountability towards the community in general and the University in particular; and
- e) To undertake resource mobilization from amongst its members and/or from any other source for the purpose of supporting Convocation ventures and to determine the manner and form in which the mobilized funds may be disbursed.

Article 3) MEMBERSHIP TO THE CONVOCATION

- a) As provided for in section 70 of the Act, the Convocation shall be constituted by the following categories of persons:
 - i. Graduates of Kabale University;
 - ii. Kabale University serving members of staff;
 - iii. Any other person as the University Council may authorize.
- b) A person shall become a member of the convocation upon payment of the prescribed membership fee and registration in the register of members.
- c) The aforementioned categories of persons shall participate in Convocation activities only if they are registered members who have fully paid the annual subscription fees.

Article 4) SUBSCRIPTIONS

There shall be a membership fee and an annual subscription fee that shall be fixed from time to time by the General Meeting. The general meeting may prescribe specific rights and privileges to these payments.

Article 5) MEMBERSHIP REGISTER

There shall be an up-to-date Register of Convocation members.

Article 6) CESSATION OF MEMBERSHIP

- a) A member may terminate his/her membership by submitting a letter of resignation to the Executive Committee.
- b) The Executive committee with the approval of the Convocation may terminate a person's membership if in their opinion he/she:
 - i) Has damaged the reputation of the Convocation
 - ii) No longer acts in the interests of the Convocation
 - iii) Has contravened the provisions of this Constitution.

CHAPTER 2: MANAGEMENT OF THE CONVOCATION

Article 7) EXECUTIVE COMMITTEE

- a) There shall be an Executive Committee of the Convocation which shall consist of thirteen (13) members. Save for the position of the General Secretary, the other executive committee members shall be elected by the Convocation from amongst its members. These shall consist of:
 - i. The Chairperson
 - ii. Vice Chairperson
 - iii. The General Secretary
 - iv. Deputy General Secretary
 - v. Treasurer
 - vi. One (1) representative of International Alumni
 - vii. Two (2) representatives, one male and one female, of the National Alumni
 - viii. Two (2) representatives, one male and one female, of Members of Staff
 - ix. And any other three (3) members who shall be elected at the General Meeting.

- b) In constituting the Executive Committee of the Convocation, gender shall be considered such that the least represented category constitutes at least one-third (1/3) of the membership.
- c) A Member of the Executive Committee of the Convocation shall serve for a term of four (4) years, and shall be eligible for re-election but shall not hold office for more than two consecutive terms.

Article 8) DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

The powers and duties of the Executive Committee shall be: -

- a) To implement the resolutions of the Convocation;
- b) To advise, as it considers appropriate, the Convocation on the time, place and procedures of meetings, the code of conduct of the Convocation members and Office Bearers;
- c) To convene the Annual General Meetings of the Convocation at least once a year;
- d) To convene meetings of the Convocation at such times as the Executive Committee may determine;
- e) To advise and to propose to the Convocation any matter relating to the University for discussion and to report the views of the Convocation on such matter to the Council or the Senate as the case may be;
- f) To enter into communication with the Council or the Senate on any matter relating to the well-being of the University;
- g) To report the proceedings of the Convocation to the Council and/or the Senate;
- h) To cause the establishment of Convocation Committees to execute specific tasks;
- i) To authorize disbursement of funds to finance convocation activities;
- j) To carry out any other activities to further the objectives of the convocation in conformity with this Constitution and University policies and regulations.

Article 9) CHAIRPERSON

- a) There shall be a Chairperson elected by the Convocation at an Annual General Meeting from amongst the Alumni who are not serving members of staff. He/She shall preside at all meetings of the Convocation.
- b) The Chairperson of the Convocation shall at the same time be Chairperson of the Executive Committee and also an *ex-officio* member to all Committees of the Convocation
- c) In the event that the post of Chairperson falls vacant, the Executive Committee shall elect one of its members to become the Chairperson and the provisions in

Article 27 of this Constitution shall apply to such election. Pending such an election, the Vice Chairperson, or the acting Vice Chairperson, as the case may be, shall perform the functions of the Chairperson.

Article 10) VICE CHAIRPERSON

- a) There shall be a Vice Chairperson elected by the Convocation from amongst Members at an Annual General Meeting.
- b) The Vice Chairperson of the Convocation shall at the same time be the Vice Chairperson of the Executive Committee.
- c) In the event that the post of Vice Chairperson falls vacant, the Executive Committee shall elect one of its members to become the Vice Chairperson and the provisions in Article 27 of this Constitution shall apply to such election.
- d) The Vice Chairperson, or the acting Vice Chairperson, as the case may be, shall in the absence of the Chairperson perform the functions of the Chairperson.

Article 11) GENERAL SECRETARY

- a) The General Secretary shall be the Academic Registrar.
- b) The General Secretary shall at the same time be Secretary to the Executive Committee.
- c) The duties of the General Secretary shall be: -
 - i. To attend all meetings of the Convocation and of the Executive Committee;
 - ii. To keep a record of minutes and resolutions and proceedings of all meetings of the Convocation and of the Executive Committee;
 - iii. To be responsible for all official correspondence and documentation of the Convocation;
 - iv. To convene all Convocation meetings including Annual General Meetings and Extraordinary General Meetings;
 - v. To assist the Chairperson in the performance of his/her official duties and exercise of his/her powers; and
 - vi. To perform such other duties as may be determined by Convocation from time to time.

Article 12) DEPUTY GENERAL SECRETARY

The duties of the Deputy General Secretary shall be: -

- i. To assist the General Secretary in the performance of his/her official duties and exercise of his/her powers;

- ii. To perform the functions of the General Secretary in the absence of the General Secretary; and
- iii. To perform such other duties as may be determined by the Convocation from time to time.

Article 13) TREASURER

- a) There shall be a Treasurer, elected by the Convocation at an Annual General Meeting from among the Alumni who are not serving members of staff.
- b) The duties of the Treasurer shall be:
 - i) To ensure that the funds of the Convocation are properly recorded and spent in accordance with the established policies and regulations;
 - ii) To support and promote convocation fundraising initiatives;
 - iii) To ensure that there is an annual Audit of Convocation Accounts;
 - iv) To present the Audited Accounts of the Convocation at the Annual General Meeting;
 - v) To liaise with the Office of the University Bursar to ensure that expenses are correctly charged, authorize release of funds and supervise Convocation Projects and investments; and
 - vi) To liaise with the University on behalf of the Convocation in order to determine investment decisions and Banking arrangements.

Article 14) VACANCY IN THE EXECUTIVE COMMITTEE

- a) The office of any member of the Executive Committee shall be considered vacant if the member: -
 - i. Ceases to be a member of the Convocation;
 - ii. Resigns his/her office by giving notice in writing to the Executive Committee;
 - iii. Dies or is physically incapable of performing his duties;
 - iv. Is removed or recalled from office because of: dishonesty, misconduct, misuse of convocation property and/or funds, having been convicted of crime, or proven to be mentally or physically unfit to continue running office.
- b) Any member of the Executive Committee who is absent for three consecutive Executive Committee meetings without a justifiable cause shall be considered to have absconded from duty and his/her position shall be considered vacant.

Article 15) REPRESENTATION ON THE UNIVERSITY GOVERNING BODIES

- a) There shall be representatives of the Convocation on Council and Senate elected from amongst Convocation Members at an Annual General Meeting.
- b) The representatives of Convocation to Council and Senate shall be Alumni who are not serving members of staff.
- c) A Convocation representative on Council or Senate shall serve for a term of four (4) years, and shall be eligible for re-election but shall not serve in such capacity for more than two consecutive terms

Article 16) OFFICE BEARERS' RESIGNATION

- a) A member of the Executive or a Representative on a University Governing Body may resign his/her post/office by serving written notice to the Executive Committee at least thirty (30) days before the intended date of resignation.
- b) In the event that an Executive member or a Representative resigns, the Executive shall appoint a caretaker from amongst Convocation members to perform the functions of the concerned office until the following annual general meeting.

Article 17) FINANCIAL PROVISIONS

Convocation Funds

Funds raised by the Convocation from among its members and from other sources shall be deposited on the Convocation Bank Account and shall be managed by the financial regulations stated hereunder.

With the approval of the Convocation, the funds shall be used for:

- i) Meeting recurrent expenditure;
- ii) Contributions to the development of the University;
- iii) Offering scholarships and Bursaries to disadvantaged persons with outstanding academic performance, or with exemplary character and behavior, or with outstanding performance in the field of sports;
- iv) Donations for charitable purposes;
- v) Investment in the event that monies are not required for convocation activities stipulated in i-iv.

Financial Year

The financial year of the Convocation shall be a period of twelve (12) months running from the first day of July to the last day of June.

Annual Budget

- i. The Executive Committee shall prepare an annual budget which shall be considered by Convocation at the Annual General Meeting.
- ii. No expenditure shall be incurred without the approved Budget or without the authorization of the Convocation.

Audit

- i. The Executive Committee shall ensure that there is an annual Audit of Convocation Accounts.
- ii. The Convocation shall appoint external auditor(s) to audit the Accounts.
- iii. The Audit Financial Statement shall be presented at the Annual General Meeting.

Bankers

The Convocation Annual General Meeting shall appoint the Bankers and Signatories to the Convocation Bank Account(s).

Article 18) PREMISES

- a) The Convocation Premises shall be at Kabale University, Kikungiri, Kabale Municipality. The Executive Committee shall carry out Convocation activities either in office space provided by the University or in premises built by Convocation on space allocated by the University.
- b) At an Annual General Meeting, the Convocation may decide to open branch office(s) in area(s) deemed deserving of such office(s).

CHAPTER 3: MEETINGS OF THE CONVOCATION

Article 19) PROCEEDINGS AT ANNUAL GENERAL MEETINGS

- a) An Annual General Meeting of the Convocation (the AGM) shall be convened by the Executive Committee.
- b) Notice of the AGM shall be widely publicized in the media by the General Secretary, at least three (3) weeks prior to the date of the meeting.
- c) Business to be transacted at the general meetings shall include: -
 - i. any business referred to the Convocation by the Council and/or Senate;
 - ii. Any business which, in the opinion of the Chairperson, is expedient for the Convocation to consider; and

- iii. any business in the form of a motion submitted in writing to the Executive Committee by a member entitled to vote, not less than thirty (30) days before the date of the meeting.
- d) The Executive Committee may decline to include a business item in the notice for the meeting if such business is considered to be beyond the powers of the Convocation.
- e) No business shall be transacted at any Annual General Meeting unless there is a quorum.
- f) Thirty-three percent (33%) of registered and subscribed members shall constitute a quorum. In case members present do not constitute a quorum, the AGM shall be adjourned to a date that shall be fixed by the Executive Committee. If at a subsequent meeting a quorum is not realized, all members present shall constitute a quorum.
- g) Only members present at a convocation meeting shall be entitled to vote.
- h) An Audited Financial Statement shall be tabled and presented at the AGM by the Treasurer.
- i) At every AGM, a report on the activities of the Executive committee and the Convocation shall be presented for consideration and adoption by the AGM.
- j) All resolutions or motions which may be put to vote at the Annual General Meeting shall be decided by a majority vote of the members entitled to vote and are present at the meeting.

Article 20) EXTRA-ORDINARY GENERAL MEETING

- a) An Extra-ordinary meeting of the Convocation may be convened by the Executive Committee when required.
- b) Notice of the Extra-Ordinary General meeting shall be publicized over the radio, the University website and/or e-mailed to members three (3) weeks prior to the date of the meeting.
- c) An Extra-ordinary meeting of the Convocation shall be convened by the Executive Committee when there arises any matter that requires urgent attention of the Convocation.
- d) Thirty-three percent (33%) of registered and paid-up members shall constitute a quorum.
- e) At an Extra-Ordinary General Meeting, the only business to be transacted shall be that specified in the notice convening the meeting.

Article 21) ORDER OF BUSINESS

The order of business shall be proposed by the Chairperson in consultation with the General Secretary. The order of business appearing on the Agenda may be amended by the meeting with the consent of the members present.

Article 22) CONFLICT OF INTEREST

Any member who may have a conflict of interest in any matter to be discussed at a meeting shall declare that interest and shall neither speak nor vote on that matter.

Article 23) VOTING

Decisions of the Convocation shall normally be taken by consensus. Where it is not possible to achieve consensus, the Chairperson shall subject the issue to a vote.

Article 24) DISSENT

Any member present shall be entitled to be recorded as dissenting from any decision of the Convocation he/she is not in agreement with.

Article 25) ADJOURNMENT

The Chairperson shall, with the consent of a two-thirds (2/3) majority of the members present, adjourn a meeting. The business not transacted shall be adjourned to a date and time that shall be fixed by the Executive Committee.

Article 26) QUESTIONS

In case Convocation members have questions, which need to be addressed by the Executive Committee, members shall submit written questions through the General Secretary seven (7) days before the general meeting at which they shall receive answers.

Article 27) ELECTIONS BY THE CONVOCATION

All elections at the Ordinary General Meetings of the Convocation shall be conducted in accordance with Convocation Rules.

- a) Upon being satisfied that there is a vacant position, the Executive Committee shall issue notice of the vacancy to members inviting nominations. The notice must state the following:
 - i. The vacancy to be filled;
 - ii. The relevant rules on eligibility;
 - iii. The length and term of office; and

- iv. The Closing date for nominations
- b) Candidates for election shall be nominated in writing by at least two (2) members entitled to vote. All nominations shall be submitted with a signed statement by the candidate that he/she is willing to stand for a particular office.
- c) Nominations shall be submitted through the General Secretary.
- d) Election of office bearers shall be conducted by secret ballot.
- e) In the event that candidates get the same number of votes cast at an election, the election exercise shall be repeated to determine the final winner.

Article 28) THE CONVOCATION ELECTORAL COMMISSION

- a) There shall be a convocation Electoral Commission comprised of five members as follows;
 - i) The Chairperson who shall be the Returning officers
 - ii) Secretary to the Commission
 - iii) Three members of the Commission
- b) The Convocation Electoral Commission shall be selected by the executive Committee 14 days prior to the General Elections.

Article 29) THE EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall meet at least twice a year for the conduct of Convocation business.
- b) The quorum necessary for the transaction of the Executive Committee business shall be nine (9) of the thirteen (13) members;
- c) The Executive Committee may invite any member or Officer of the University to attend any meeting of the Committee or of any sub-committee, or to serve as a member of a Sub-committee appointed by it.

CHAPTER 4: AMENDMENT OF THE CONSTITUTION

Article 30) AMENDMENTS

After the adoption of this Constitution, no amendment shall be affected to any provision of this Constitution unless:

- a) A convocation member has proposed and justified an amendment by written request submitted through the General Secretary;

- b) A notice of at least thirty (30) days has been issued to the Convocation members through the media and/or other forms of communication, stating the subject matter of the proposed amendment;
- c) The amendment has been debated and adopted by a two-thirds (2/3) majority of paid-up members present and voting at an Annual General Meeting, or at an Extra-Ordinary General Meeting convened for this purpose.

Article 31) CONFLICT.

In case any provision of this constitution is in conflict with any University regulation or national Law the university regulation or national law shall prevail.

DECLARED and ADOPTED at Kabale University this.....day of.....20....

.....
CHAIRPERSON

.....
SECRETARY