



THE CONSTITUTION

OF

CLARKE INTERNATIONAL UNIVERSITY

ALUMNI ASSOCIATION



04 OCT 2024

Adriko Charles
REGISTRAR

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SIGNATORIES

Alumni Chairperson

Name: SYLVIA ACEFEBET.

Signature: 

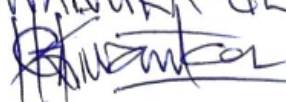
Alumni Secretary

Name: FLORENCE WAMUTU GITTHIJI

Signature: 

Alumni Lawyer

Name: KIWANUKA GEORGE

Signature: Kiwanuka George
ADVOCATE
P.O BOX 22016 Kampala
LLB(MUK) Dip L.p(LDC)

Alumni Patron

Name: Evelyn Grace Ayot

Signature: 



PREAMBLE

We, the Alumni of Clarke International University,

AWARE, of our common heritage and belonging;

RECOGNISING the need for continued mutual support and co-operation;

REALISING the role we can collectively play in the development policies of our University and influencing our society as well as bettering the lives

of the various alumni of the university.

COMMITTED to contribute spiritually, intellectually, morally, materially and socially to the growth and development of, Clarke International

University, Do hereby on this day of...19TH...APRIL, 20..24..

VOLUNTARILY resolve to **ADOPT** for our posterity this

CONSTITUTION as the supreme law governing the administration and activities of the Alumni Association.





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ARTICLE 1: SUPREMACY OF THE CONSTITUTION

- a) This Constitution shall be the supreme law of the Clarke International University Alumni Association (CIUAA).
- b) The constitution shall be subject to the provisions of Clarke International University Charter, University rules, regulations and Statutes.

ARTICLE 2: NAME AND ADDRESS

- a) The name of this Association shall be Clarke International University Alumni Association (CIUAA) (herein be referred to as the "Association").
- b) The Head Quarters of the Association shall be in Kampala, Uganda.
- c) The Association may with approval of the University Alumni Affairs office open up other area/zonal coordinating centers/branches/Chapters in the country and other parts of the world from time to time.

ARTICLE 3: VISION AND MISSION

- a) **Vision:** "To attain Greater Value for Alumni, Alma Mater and the World."
- b) **Mission Statement:** "Networking Leaders through successful Communication and Mentorship of the Alumni to lead innovate and transform society".

ARTICLE 4: AIMS AND OBJECTIVES

The aims and objectives of the Association shall be;

- a) To foster networking and communication among the Alumni, students, staff and administration of CIU.
- b) To build a national and international Alumni Network.
- c) To promote the name and the values of CIU.
- d) To establish collaborative links with other alumni bodies and organizations in Uganda and the rest of the world with similar interests.
- e) To promote unity and co-operation among the members of the association
- f) To bring together graduates and former students of Clarke International University (in this constitution referred to as "the University)". This shall be done through activities that the Association shall undertake;
 - (i) To form Branches and Chapters.



- (ii) To encourage members of the Association to take an active interest in the life and development of the University at local, national, and international levels.
 - (iii) To conduct and organise annual alumni reunions.
- g) To raise funds to further the above Vision, Mission, and Objectives. This shall be done through activities;
- (i) To provide services and develop skills useable by a graduate of the University or an Association member to further his or her career.
 - (ii) To conduct fundraising campaigns for various Alumni related causes.
 - (iii) To conduct the manufacture and sale of CIU Alumni souvenirs
- h) To promote the University's welfare, image and academic standards. This shall be done through activities to;
- (i) To promote the academic and professional excellence of the University and its Alumni, especially encouraging their continued growth personally and professionally and a spirit of fraternity among the Alumni.
 - (ii) To encourage and support recent graduates publish their academic research after graduation.
 - (iii) To promote cooperation between the University, the private and public sectors and industry in general.
 - (iv) To compile and maintain a history of the University.
- i) To pursue the above aims and objectives independent of political, religious, gender, racial, tribal and personal bias or any other attribute of discrimination.

ARTICLE 5: MEMBERSHIP

a) Roll of Members

- (1) The Association shall consist of all persons whose names appear on its roll of members.
- (2) The roll shall consist of:
 - (a) Any person who studied at Clarke International University (CIU) and whose name for purposes of the roll shall be compiled and kept by the University and accessible by the Alumni Association offices.
 - (b) All persons who have studied in institutions affiliated to CIU as shall be verified by the Registrar's Office from time to time and all other colleges that have since become part of CIU.
- (3) It is the duty of every member of the Association to register his/her



address with the Alumni Association Secretariat.

- (4) The roll of members shall be the conclusive evidence that any person whose name appears thereon is a member.

b) Categories of Membership

- (1) The membership of the association shall be open to all Alumni of Clarke International University and all her Constituent or affiliate Colleges or Campuses and such persons of good will who are willing to abide by the provisions of this Constitution.
- (2) There shall be four categories of membership of the Association which include Ordinary Membership, Associate Membership, Special Membership and Honorary Membership.
- (3) The member categories shall be determined as follows: -

(a) Ordinary Membership

This category of membership shall be open to all graduates of CIU.

Admission to ordinary membership shall be granted upon payment of membership and annual subscription fee.

Ordinary members shall be entitled to the following:-

- i) Attend all general meetings of the alumni.
- ii) The right to be nominated to serve as Executive Committee of the Association.
- iii) Hold any office in the association.
- iv) Vote for any members.
- v) Elect a person or be elected to any of the organs of the alumni
- vi) Vote for amendments of the Constitution.
- vii) To inspect books of accounts of the Association.
- viii) To participate in activities of the alumni and give assistance in the actions undertaken by it.
- ix) Be nominated or appointed as observers or representatives of the alumni to any meetings, which the alumni maybe required to participate.

(b) Associate Membership

This is open to any of the University's faculty members/ employees of CIU interested in joining the Association and any former student (other than a graduate) of the University and any other campus of the University.





A person seeking admission to associate membership must apply to the Executive Committee and upon acceptance by the Annual General Meeting shall be required to pay subscription fees.

Associate members shall have no right to vote or being voted into any association leadership position.

(c) **Special Membership**

This category of membership shall be open to: current students, parents of past/present students, well-wishers, friends interested in the growth/development of CIU.

A person seeking admission to special membership must apply to the Executive Committee and upon acceptance by the Annual General Meeting shall be required to pay subscription fees.

Special members shall have no right to vote or being voted into any association leadership position.

(d) **Honorary Membership**

The Executive Committee may at its discretion confer the status of Honorary Membership on any individual or corporate person or persons that it deems has made significant contribution to the influence or progress of the Association.

Honorary members shall have no right to vote or being voted into any association leadership position.

C) Cessation of Membership

(a) **Expulsion –**

Any member may be expelled from membership if the Executive Committee so recommends and if an Annual General Meeting of the Association shall resolve by a two-thirds majority of the members present and voting that such member should be expelled because his or her conduct has adversely affected the reputation or dignity of the Association.

(b) **Suspension –**

The Executive Committee shall have the power to suspend a member from his or her membership until the next Annual General Meeting of the Association following such suspension but notwithstanding such suspension, a member whose expulsion is proposed shall have the right to address the general meeting at which his or her expulsion is to be considered.





ARTICLE 6: MEMBER FEES OBLIGATIONS

- (a) Every member shall pay an annual subscription not later than 31st of each calendar year according to the various categories of membership. The annual subscription fee amount for each category of membership shall be determined by the Association in the Annual General Meeting.
- (b) A Special Member shall pay a Life Membership Fee to be determined by the Association in the Annual General Meeting. A Special Member will not be liable to pay annual subscription fees.
- (c) Any person who resigns or is removed from membership shall not be entitled to a refund of his or her subscription or any part thereof or any moneys contributed by him or her at any time.
- (d) Any member shall be at liberty to make up front payment.

ARTICLE 7: CHAPTERS

- (a) The Association may establish Chapters in a country where there exists a minimum of twenty graduates of the University.
- (b) Chapters of the Association may be formed with the approval of the Association's Executive Committee and the state/ authority in charge of the registration of such societies in the country where the Chapter is to be formed.
- (c) In accordance with local law, the Chapter will adopt the same constitution as that of the Association with the following exceptions:
 - (i) The aims and objects will not include the formation of Branches.
 - (ii) Amendments to the constitution will only be made by the Association in accordance with local laws, upon the proposals of officials of the Chapter, and the provisions of this Constitution.
- (d) The provision on dissolution hereinafter provided shall apply to Chapters but such Chapters will not be dissolved without consultation with the Executive Committee and approval at the Annual General Meeting by members.
- (e) Chapters of the Association may dissolve Branches within their jurisdiction for what reasons? and notify the Executive Committee in writing.
- (f) Chapter office bearers will be elected by members of the Chapter and election



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returns filed with the Executive Committee.

(g) Chapters will hold a meeting at least two times every year and forward copies of their minutes to the Executive Committee.

(h) Chapters will prepare annual reports on their finances, operations and file election returns to the Executive Committee.

ARTICLE 8: BRANCHES

(a) A branch may be formed within Uganda with the approval of the Executive Committee and ratification at the Annual General Meeting. They will be governed by this Constitution with the following exceptions:

(i) The aims and objects will not include the formation of Branches.

(ii) Amendments to the Branch Constitution can only be made by the Association in accordance or in line with this Constitution.

(b) The provision of this Constitution on dissolution shall apply to Branches but such Branches will not be dissolved without consultation with Executive Committee and approval at the Annual General Meeting.

(c) Branch office bearers will be elected by members of the Branch.

(d) Branches will hold meetings at least once every quarter and forward copies of their minutes to the Executive Committee.

(e) Branches will prepare annual reports on their finances, operations and file election returns to the Executive Committee.

ARTICLE 9: ORGANS OF THE ASSOCIATION

The Association shall have the following organs;

- a) The Executive Committee
- b) The General Assembly
- c) The Alumni Council
- d) The Standing Committees





ARTICLE 10: MANAGEMENT OF THE ASSOCIATION

(1) The Executive Committee

- (a) The day to day functions of the Association shall be performed by the Executive Committee which shall consist of the office bearers.
- (b) Save for the CIU head of Alumni Affairs (and with exception of the immediate former chair of the Association), where applicable, all Executive Committee members shall be fully paid up Ordinary members of the Association. These shall be elected at the Annual General Meeting of the Association every two years
- (c) Executive Committee members shall hold office for a term of two (2) years subject to re-election for only 1 term.

(2) Duties of the Executive Committee

- (a) To act as the Executive body of the Association.
- (b) To have the overall responsibility of the administrative, legal and financial activities of the Association.
- (c) To take measures as deemed desirable to enforce the decisions, policies and programmes of the Associations.
- (d) To study and evaluate periodical financial reports produced by the Treasurer or the Auditor and to take such actions as are deemed necessary.
- (e) To appoint consultants, service providers and employees of the Association, as it shall be deemed necessary.
- (f) To authorize the disbursement of all moneys on behalf of the Association.
- (g) To make by-laws for the purpose of better advancing the objectives of the Association

(3) THE EXECUTIVE COMMITTEE OFFICE BEARERS

The following are the duties and privileges of the office bearers of the Association:

1. **The Chairperson:**

- i. He/she shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Executive Committee and at all Annual General Meetings.
- ii. Be the executive head of the Alumni officers
- iii. Shall ensure that the functions of the association are carried out properly.
- iv. Be a signatory to all Alumni financial transactions.
- v. Convene an emergency meeting in consultation with the secretary.
- vi. Represent the alumni in Senate and the University Council.
- vii. Oversee custodianship of the Alumni movable and immovable



assets.

viii. Have custody of the association's seal and certificates of title.

2. **The Vice-Chairperson:**

i. He/She shall perform any duties of the Chairman in his or her absence and carry out any other duties, as shall be assigned by the Executive Committee. In such a case, the Vice Chairperson shall be entitled to the same privileges as the Chairperson.

ii. Act as the Chairperson in case of incapacitation or resignation of the president subject to article on elections and bye-elections.

iii. To liaise with the secretary on the agenda for each meeting and approve the minutes before they are circulated.

iv. To liaise with the treasurer to ensure that the alumni funds are spent properly and in the best interest of the association.

3. **The General Secretary:** who shall:

i. Deal with all organizational matters and all the correspondence of the Association under the general supervision of the Executive Committee.

ii. Have the custody of the names and addresses of all Alumni members provided by the Office of Alumni Relations.

iii. Issue notices convening all meetings of the Executive Committee and all Annual General Meetings of the Association and send reports of all meetings and activities of the Association to the members.

iv. Have responsibility for recording and filing minutes of all meetings and for the preservation of all records of proceedings of the Association and of the Executive Committee.

v. In cases of urgent matters where the Executive Committee cannot be consulted, the Secretary shall consult the Chairman and if the Chairman is not available, the Vice Chairman. The decisions reached shall be subject to ratification or otherwise at the next Executive Committee meeting.

4. **The Treasurer:** who shall:

i) Receive and disburse, under the directions of the Executive Committee, all moneys belonging to the Association and shall issue receipts for all moneys received and preserve vouchers for all moneys paid to him/her.

ii) Be in charge of all fundraising activities on behalf of the Association.

iii) Be responsible to the Executive Committee, Alumni Council and



to the members to ensure that the proper books of account of all moneys received and paid by the Association are written up, preserved and available for inspection.

iv) Prepare quarterly financial reports as may be directed by the Executive Committee.

5. **Five (5) other persons elected as ex-officio members in the Annual General Meeting.** One post shall be filled by CIU head of Alumni Affairs (an official from either the University Public Relations/Marketing Office or the Quality Assurance Office) and another by the outgoing Executive Committee Chairman: they shall perform such duties as may be specifically assigned to them by the office bearers from time to time/ be head of the Standing Committees.

6. **Co-opted Members:** The Chairman in consultation with the Executive Committee may co-opt any member of the Association on an *ad hoc* basis to perform any specific function in an expert or advisory capacity. Such co-opted members shall sit in the Executive Committee purely in an advisory capacity and they shall not be entitled to vote at any meetings of the Executive Committee.

11. THE ALUMNI COUNCIL

(1) The Alumni Council shall consist of all the Executive Committee members, the Branch and Chapters chairpersons or their representatives, chairpersons of the Standing Committees and other members as elected by the Executive Committee to a maximum of fifteen.

(2) Duties of the Alumni Council

- (i) To act as the Association's advisory body on alumni concerns.
- (ii) To make suggestions as to the Association's goals, principles and guidelines.
- (iii) To serve as the Nominations Standing Committee for the Association.

12. THE STANDING COMMITTEES

(1) The Standing Committees are:-

i. Membership

The Membership Committee of Clarke University Alumni Association shall play a crucial role in retaining and attracting alumni members while ensuring diversity and inclusivity.

By maintaining accurate databases, enhancing member benefits and fostering collaboration with other committees, it shall contribute to a vibrant and engaged alumni community that benefits both its members and the institution at large.





ii. **Development**

The Development Committee shall focus on fundraising and financial support to the institution's goals.

This Committee shall play a pivotal role in securing resources and donations from alumni as well as external sources to enhance programs, scholarships and infrastructure ultimately strengthening the University's mission and impact.

iii. **Programmes**

The Programmes Committee shall be responsible for planning and organizing engaging events and initiatives that foster alumni connections and personal growth.

This Committee shall play the key role in curating a diverse range of activities, from reunions and educational seminars to social gatherings and community service projects, creating meaningful opportunities for alumni to connect and contribute to their alma matter's community.

iv. **Public Relations**

The Public Relations Committee shall be dedicated to managing the association's image and communication efforts.

It shall also play a key role in shaping the public perception of the alumni association, handling media relations, social media presence and other communication channels to promote the association's mission and activities and to maintain positive relationships with alumni and attract new members and supporters.

v. **Any other Committees that are deemed necessary.**

Other additions can include the following committees;

1. **Student Engagement Committee:**

It shall focus on creating connections between current students and alumni.

It shall organize mentorship programs, career fairs and workshops to help students benefit from the wisdom and experience of the alumni.

2. **Scholarships and Grants Committee:**

If the association offers scholarships or grants, a dedicated committee shall oversee the application process, selection of recipients, and fundraising efforts to support this initiative.

- (2) The chairpersons and members of these Standing Committees are to be appointed by the Executive Committee within the first quarter after the Annual General Meeting to serve until the following Annual General Meeting.

(3) Duties of the Standing Committees

- i. To plan and carry out projects within the terms of reference as





determined by the Executive Committee and with the approval and supervision of the Executive Committee.

- ii. To report to the Executive Committee on the progress of the projects as required.

13. TERM OF OFFICE

(i) **The Executive Committee**

All members of the Executive Committee shall hold office from the date of election until the end of the two (2) year term subject to the conditions for vacancies contained hereinafter, but shall be eligible for re-election only once.

(ii) **The Alumni Council**

All members of the Alumni Council shall hold office from the election date until the end of a two-year term.

(iii) **The Standing Committees**

All members of the Standing Committees shall hold office from the date of election until the first quarter of the next Annual General Meeting subject to the vacancies conditions contained hereinafter.

ARTICLE 11: MEETINGS

(1) **Annual General Meeting**

- (a) . The Annual General Meeting shall be the supreme governing body of the Association and shall constitute of all paid-up members of the Association.
- (b) The AGM shall be held in February of each year so that the updates are shared during the University Day which currently falls on 3rd March every year. in case of failure to meet during the month of February, the AGM shall be called within one(1) month after the scheduled date.
- (c) The AGM shall be convened by the Chairperson in consultation with the Secretary
- (d) 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 21 days before the date of the meeting and, where practicable, by press advertisement in the print or electronic mail not less than 14 days before the date of the meeting.
- (e) AGM Agenda and the Association's annual accounts shall be made available for inspection at the offices of the Association pending the date of the Annual General Meeting.





(2)

Special General Meetings

(a) A Special General Meeting may be convened by the Executive Committee to:

- i) Conduct bye-election
- ii) Amend the constitution
- iii) Establish standing committees
- iv. declare a vote of no-confidence in any member of the executive
- v). Approve budget

- v) Deliberate on matters sensitive to the Association.
- vi) Convene a Special General Meeting for any specific purpose.

(b) Notice of such a meeting shall be sent in writing to all members not less than fourteen (14) days before the date thereof and where practicable by press advertisement or electronic mail. This can be handled by the Programs Committee.

(c)

(d) A Special General Meeting shall also be requisitioned for a specific purpose by order in writing to the Secretary of not less than two-thirds of the total members of the Association and such meeting shall be held within twenty-one (21) days of the date of requisition. No matter shall be discussed other than that stated in the requisition.

(3) Executive Committee Meetings

a) The Executive Committee shall meet at such times and places as it shall resolve but, in any case, shall meet at least 3 times a year.

b) The quorum for the executive shall not be less than 50% members

(4) Alumni Council Meetings

The Alumni Council shall meet at such times and places as it shall resolve but shall meet at least once a year.

(5) Standing Committees Meetings

The Standing Committees shall meet at such times and places as they shall resolve with meetings occurring at least every six months.

(6) Chapters and Branches Meetings

The Chapters shall meet at least once a year while Branches need to meet once per quarter.





(7)

Quorum**(i) Annual General Meeting**

- a) Quorum for Annual General Meetings shall not be less than twenty Ordinary members of the Association.
- b) If within fifteen minutes for a virtual meeting and fifty minutes for a physical meeting of the time appointed for the Annual General Meeting, the quorum is not present, the Annual General Meeting, if convened at the requisition of members, shall be dissolved.
- c) The secretary shall at each sitting provide the total number of subscribed alumni as per the records.
- d) In any other case, it shall stand adjourned to the same day in the next date set at the same time and place and if, at such Annual General Meeting, a quorum is not present within thirty (30) minutes of the time appointed for the Annual General Meeting, the meeting shall be dissolved.

(ii) Executive Committee

- a) The quorum of the Executive Committee shall include at least two Executive Committee members and two ex-officio Committee members.
- b) The quorum for the meetings of the Executive Committee shall be not less than one-half of the members of the Executive Committee.
- c) The Executive Committee can hold an Executive Committee Meeting so long as one-half of the Executive Committee Members are present. They can carry out any business on behalf of the Association and as guided by the constitution

(iii) Alumni Council

The quorum for the Alumni Council shall be half of the Alumni Council members.

(iv) Standing Committees

The quorum for the Standing Committees shall be a half of the Alumni Council members.

(v) Chapters and Branches

The quorum of the meetings of Branches and Chapters shall be as they shall resolve.





PROCEDURE AT MEETINGS

i. Annual and Special General Meetings

- (a) At all meetings of the Association the Chairperson, or in his/her absence, the Vice Chairperson, or his/ her the absence of both these office bearers, a member of the Executive Committee selected by the meeting shall take the chair.
- (b) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairperson shall have a second or casting vote.
- (c) The Chairperson, when a quorum is present at a meeting has the authority to adjourn that meeting with the approval of the attendees. The meeting can be adjourned to a different time or place as determined by the meeting attendees. However, no business can be conducted at the adjourned meeting. If a meeting is adjourned for a period of thirty days or more, notice of the rescheduled meeting should be provided in the same manner as notice for any adjourned meeting, including details about the business to be addressed during the adjourned meeting.

ii. Executive Committee, Standing Committee, Alumni Council, and Branches/Chapters Meetings

These meetings shall be conducted as the bodies as the resolve.

ARTICLE 12: VOTE OF NO CONFIDENCE IN THE EXECUTIVE MEMBER

- a) A motion of no confidence in any Member of the Executive shall be moved for:
 - i. Blatant violation of the provisions of this constitution
 - ii. Gross misconduct or
 - iii. Persistent inability to Execute the duties of his/her office as provided in this constitution or
 - iv. Financial mismanagement.
- b) Any motion proposing a vote of no confidence in a member of the Executive shall be initiated by only paid-up members.
- c) The member(s) initiating the motion shall table at the AGM, after a written notice of not less than fourteen (14) days, to the member who is the subject of the motion, through the alumni coordinator, stating the grounds of such motion.
- d) The member who is subject of the motion shall be given opportunity to respond at the AGM.





c) If the motion is supported by not less than half of the paid up member present, then that Executive member shall lose his or her position and a fresh election is to be held in that AGM or next Special General Meeting.

ARTICLE 13: VOTING RIGHTS

The voting rights shall be determined as follows: -

- (a) It shall be only paid-up ordinary members that shall have voting rights at meetings.
- (b) Associate members, special members, honorary members and patrons of the university shall have no voting rights at any meeting.

14. VACANCIES

(a) Executive Committee Member

- i. Any member of the Executive Committee who ceases to be a member of the Association shall automatically cease to be an Executive Committee member;
- ii. Should the CIU representative cease to be a member of CIU staff, he or she will cease to be an associate member of the Association.
- iii. Any member of the Executive Committee may be removed from office in the same way as is laid down for the expulsion of members and vacancies thus created shall be filled by persons elected at the Annual General Meeting resolving the expulsion.
- iv. Any vacancies in the Executive Committee caused by resignation or death shall be filled by another person nominated by the Executive Committee and such nominated Executive Committee member shall hold office until the next Annual General Meeting or Special General Meeting of the Association.
- v. It shall not be possible for a member to run for the position of the Chairperson for a consecutive two-year run.

(b) Alumni Council Member

- i. A member of the Alumni Council may be removed from office by the Executive Committee for the same reasons as laid down for the expulsion of members. The vacancy thus created shall be filled by the Executive Council until the next Annual General Meeting or Special General Meeting of the Association.
- ii. Any vacancies in the Alumni Council occasioned by resignation or death may be filled by another person nominated by the Executive Committee and such nominated Alumni Council members shall hold office until the next Annual General Meeting or Special General Meeting of the Association.



**(c) Standing Committees Member**

- i. Any member of the Standing Committee may be removed from office by the Executive Committee for the same reasons as laid down for the expulsion of members and the vacancy thus created shall be filled by the Executive Committee until the next Annual General Meeting or Special General Meeting of the Association.
- ii. Any vacancies in the Standing Committees occasioned by resignation or death may be filled by another person nominated by the Executive Committee and such nominated Standing Committee members shall hold office until the next Annual General Meeting or Special General Meeting of the Association.

(d) Branches or Chapter Member

1. A member of a Branch or Chapter may be removed from office as the Branch or Chapter may resolve.
2. Any vacancies in the Branch or Chapter occasioned by death or resignation may be filled by another person as the particular Branch or Chapter may resolve.

ARTICLE 14: ELECTIONS AND BYE-ELECTIONS

1. The general elections of the executive shall, be held at the AGM every three years
2. Any ordinary member of the Alumni shall be eligible for election to any one of the vacant posts provided one is fully paid up.
3. The office bearers shall hold office for three (3) years but may be re-elected for another term
4. Election Procedures:
 - a. The elections shall be organized by a returning officer who is the Academic Registrar
 - b. All the elections shall be by secret ballot
 - c. A candidate with a simple majority vote shall be declared the winner
 - d. In the event of a tie between candidates the ballot shall be repeated until a candidate receives a simple majority.
 - e. The nomination papers for the proposed candidate must contain the names and signatures of at least ten (10) proposers who must be current ordinary paid-up members of the alumni.
 - f. Each candidate shall collect the nomination papers from the secretariat on payment of a non-refundable nomination fee to be decided by the Executive on or at least seven days before the election date and returned at least two days before the date.





- g. The returning officer shall prepare and publicize a statement showing persons who have been validly nominated
- h. The returning officer shall announce the results of the elections as soon as possible after the counting of the ballot papers
- i. During the counting of ballot papers:
 - i. An invalid vote shall not be tallied onto 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
 - iii. An invalid vote shall mean that which is obliterated, or damaged or ambiguous or illegible and it cannot be deciphered which candidate for whom it was cast
- j. Dissolution of the Electoral Commission (EC)
 - i. The EC shall stand dissolved if there is no election petition against election results and hand over their returns to the Alumni coordinator, when new officials are inaugurated into office.
 - ii. In the event of a petition against election result by any person, the EC shall wait to act on the resolution reached by the elections appeals committee on the said petition before it stands dissolved.

5. Election Offences.

An election offence shall disqualify a candidate. For purposes of this section, an election offence shall include:

- i. Rigging
- ii. Harassment
- iii. Use of forceful means
- iv. Intimidation
- v. Falsifying information

6. ELECTION TRIBUNAL

The Vice-Chancellor and the University Legal Officer shall handle all election petitions.

ARTICLE 15 TRUSTEES

- (a) The Association shall have five (5) Trustees who shall be members of good standing of the Association, resident in Uganda for more than 6 months of the year, and shall be appointed at an Annual General Meeting for a period of three years. On retirement, such Trustees shall be eligible for re-election.
- (b) A person shall qualify for appointment as a trustee if he or she fulfills any of the following conditions:
 - i) A member of the association
 - ii) A resident of Uganda.





iii) Not declared bankrupt by the courts of law

iv) Not convicted for any crime.

(c) Duties and Powers of Trustee: The trustees shall have the following powers and duties:

- i) Hold in trust all properties and investments belonging to the Alumni
 - ii) Advise the Executive on all properties and investments belonging to the Alumni.
 - iii) Ensure that all deeds and documents of title relating to properties of the Alumni shall be kept by the University Central Registry.
 - iv) To deal with any income realized from any investment or sale of property of the association by the AGM resolution.
- j) An Annual General Meeting shall have the power to remove any of the Trustees and all vacancies occurring by removal, resignation or death shall be filled at the same or next Annual General Meeting.
- k) The Trustees shall approve all policies guiding all investments and securities undertaken by the Association.
- l) The Trustees shall pay all income received from property vested in them to the Treasurer for the time being of the Association. Any expenditure in respect of such property shall be reported by the Trustees to the Executive Committee which shall authorize the expenditure of such money as it thinks fit.

ARTICLE 16 AUDITORS

- (a) The Association shall appoint an audit firm for 3 years at the Annual General Meeting.
- (b) An internal auditor shall be appointed by AGM, this person will serve for a year, and can be reappointed.
- (c) After the end of each financial year (January to December) the Association's accounts, records, and documents shall be opened for inspection by the Auditor.
- (d) The Treasurer shall produce an account of all receipts, payments, and a statement of assets and liabilities made up to a date, which shall not be more than three months after the financial year-end. The Auditor shall examine such annual accounts and statements and express his opinion as to the status of affairs, duly vouch for the Association's transactions by the law, and report to the Association members in what respect they are found to be or not to be not by the law.
- (e) A copy of the Auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as



04 OCT 2024


 Adriko Charles
 REGISTRAR

the notice convening the Annual General Meeting is sent out.

- (f) An Auditor may be paid such fees or honorarium for his or her duties as may be resolved by the Annual General Meeting appointing the Auditor.
- (g) No Auditor shall be an office bearer or a member of a Standing Committee of the Association.
- (h) Any vacancy arising in the office of the internal Auditor shall be duly filled by the Executive Council until the next Annual General Meeting.

ARTICLE 17 FUNDS

- (a) The funds of the Association shall accrue from membership fees, subscription fees, voluntary contributions, or any other source approved by the Annual General Meeting. e.g. souvenirs by honorary members.
- (b) The Executive Committee shall make available funds for the efficient and effective running of the Association's activities, implementation, and furthering of the goals and objectives of the Association.
- (c) Management of the funds; The funds of the association shall be kept in a bank account run by the Alumni association and shall have the signing mandate agreed upon by the association.
- (d) Annually finances should be presented during each AGM.

ARTICLE 18: AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution of the Association shall be approved by at least two-thirds of paid-up members at an Annual General Meeting of the Association and such resolution will be subject to approval by the University Council.

ARTICLE 19: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of account and all documents relating thereto and a list of members of the Association shall be available for inspection at the registered office of the Association by any office bearer or member of the Association on giving not less than seven (7) days' notice in writing to the Secretary for the time being of the Association.

ARTICLE 20: DISSOLUTION

- (a) The Association shall not be dissolved except by a resolution passed at an Annual General Meeting of members by a vote of two-thirds of the members present and such resolution will be subject to approval by the University Council.



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REGISTRAR

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(b) The quorum at the meeting shall be as per clause 10 herein above. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to the next Annual General Meeting. Notice of this Annual General Meeting shall be given to all the members of the Association at least fourteen (14) days before the date of the meeting.

(c) When the dissolution of the Association has been approved by the University Council, no further action shall be taken by the Executive Committee or any office bearer of the Association in connection with the aims of the Association other than to get and liquidation for cash of all the assets of the Association. Subject to payment of all the debts of the Association, the balance thereof shall be distributed in such other manner as may be resolved by the Annual General Meeting at which the resolution for dissolution is passed.





SIGNATORIES

Alumni Chairperson

Name: SYLVIA ACEEBET.

Signature:

Alumni Secretary

Name: FLORENCE WAMUTU GITTHIJI

Signature:

Alumni Lawyer

Name: KIWANUKA GEORGE.

Signature:

Kiwanuka George
ADVOCATE
P.O BOX 22016 Kampala
LLB(MUK) Dip L.p(LDC)

Alumni Patron

Name: Edlyn Grace Ayot

Signature:





ALUMNI MEMBERS AND UNIVERSITY OFFICIALS PRESENT IN THE PASSING OF THE
CONSTITUTION AT THE MEETING DATED 19TH APRIL, 2024.

NO	NAME	DESIGNATION	CURRENT WORK PLACE
1.	Dennis Ssesanga	Vice Chairperson	UVRI
2.	Florence Githinji	Alumni Secretary	Clarke International University
3.	Annemary Kobusingye	Alumni Relations officer	Clarke International University
4.	Chloe Nampiima	Member	Clarke International University
5.	Atim Fiona	Member	Clarke International University
6.	Tumwesigye Joy	Member	Kakumiro District
7.	Okot Michael	Member	Clarke International University
8.	Acaye James	Member	Self employed
9.	Felix Oluca	Member	Promise International
10.	Nantongo Rita	Member	Clarke International University

