



**KIMATHI UNIVERSITY  
COLLEGE OF TECHNOLOGY**

**KUCTSO CONSTITUTION**

**ZERO DRAFT EDITION, JANUARY 2008**

## **PREAMBLE**

We the KUCTSO-:

**ACKNOWLEDGING:** The supremacy of the Almighty God,

**HONOURING:** Those who endeavored and pioneered the writing of this constitution,

**PROUD** Of our Community/public status and determined to live in peace and unity,

**SENSITIVE** enough to promote gender parity in our institution,

**COMMITTED** to nurturing and protecting the well-being of all KUCTSO members,

**RECOGNIZING** the aspirations of KUCTSO government based on values of freedom, democracy and justice,

**ADOPT**, empower, enact and give this constitution to future generations and us.

- The KUCTSO constitution shall apply to all students of Kimathi University College of Technology, its campuses and centers. The students shall be required to observe and abide by the KUCTSO Constitution.
- The KUCTSO Constitution shall take effect and be binding upon every student of the University on registration and so long as such a student is registered.
- All groups, clubs, teams, societies, movements and any other such growing shall be subject to the KUCTSO Constitution, jointly or severally.
- The student organization shall deal with any violation of the KUCTSO Constitution as per the set rules, procedures and instructions regardless of whether the offence is prosecutable under the law or not.

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## ARTICLE ONE (1)

### 1. NAME

The name of the student organization shall be “KIMATHI UNIVERSITY COLLEGE OF TECHNOLOGY STUDENTS ORGANIZATION”. Hereafter referred to as “KUCTSO”.

## ARTICLE TWO (2)

### 2. STATUS

- i) KUCTSO shall be a learned, internal, non-political, community oriented organization responsible for governance, representation and the well-being of its members in their academic, communal and social life on campus.
- ii) KUCTSO is subject to the policies and regulations of the University Order and Statutes.
- iii) KUCTSO shall be the supreme student organ mandated to represent the interests of the entire student body and shall have its office situated solely on the University premises.

## ARTICLE THREE (3)

### 3. SCOPE

- i) KUCTSO shall address academic, community and social issues affecting members.
- ii) KUCTSO shall in accordance with this constitution, consist of the student congress, the executive committee and all associated committee of the students congress established as per this Constitution.

## ARTICLE FOUR (4)

### 4. AIMS AND OBJECTIVES

- i) To contribute towards a healthy academic, communal and social life for all the students in the University
- ii) To ensure that the University mission and vision are fulfilled in its academic character and values

- iii) To act as a link between the students and university management including staff for the purpose of discussing, negotiating and finding solutions to matters affecting the students welfare be they social, communal, academic or otherwise.
- iv) To enhance and uphold the contribution of KUCTSO in the smooth operation of the University and promote good working relations between the students, staff/university management and the surrounding community.
- v) To promote healthy relations and mutual understanding with other student organizations, institutions or person(s) with comparable aims and objectives, both internally and externally
- vi) To promote student participation in activities that further objectives of KUCTSO and the mission of the university.
- vii) To defend and uphold the rights and privileges of students.
- viii) To ensure that its members maintain high academic standards and participate fully in academic pursuits that further individual and institutional development with a mutual benefit to the community around the university.
- ix) To promote an institutional culture and a positive attitude towards the society in order to inculcate sense of responsibility in KUCTSO members as a means of promoting national development
- x) Any other objective which is incidental or conducive to the aforementioned objective

#### ARTICLE FIVE (5)

### 5. FUNCTIONS

In pursuance of the above-mentioned aims and objectives, KUCTSO shall endeavor

- i) To coordinate and promote communication between students in various schools, faculties and campuses established by the University.
- ii) To raise and utilize KUCTSO funds for the best interest of the organization and its members, such funds shall be raised in any lawful and reasonable manner and must be authorized by the university management.
- iii) In consultation with the university management, KUCTSO will facilitate and encourage student participation in the local, national and international students' functions.

- iv) To identify, nurture and develop leadership skills among the students so as to afford them an opportunity to utilize their creative abilities as scholars.
- v) To undertake such other activities as may be consistent with the aims and objectives of KUCTSO.

## **ARTICLE SIX (6)**

### **6. MEMBERSHIP**

#### **a. Eligibility**

All undergraduate and postgraduate students registered in the university irrespective of their course or mode of study (full time, part time or distance learning mode) shall be eligible for KUCTSO membership upon registration and payment of the membership subscription fee.

#### **b. Suspension of Membership**

Any member who ceases to be a student of KUCT for reason of completion, suspension, expulsion or otherwise, will automatically cease to be a member of KUCTSO.

#### **c. Subscription**

- i. Membership subscription fee will be payable on semester basis.
- ii. Modalities of payment of the membership subscription fee will be worked out by the students' congress in consultation with the university management.
- iii. The fee may be revised from time to time.

## **ARTICLE SEVEN (7)**

### **7. Governance**

- i. The Student congress shall govern KUCTSO.
- ii. The congress shall be the mouthpiece of the entire student body and shall have the KUCTSO constitution to serve as a guideline to safeguard members' interests and aspirations.
- iii. The congress shall be the intermediary between the students and the University Management.

## ARTICLE EIGHT (8)

### 8. THE STUDENTS' CONGRESS

#### a. Composition

The students' congress shall comprise the following:

- i. Chairperson
- ii. Vice chairperson
- iii. Secretary general
- iv. Finance secretary
- v. Academic affairs Secretary
- vi. Community and External Affairs Secretary
- vii. Sports and entertainment Secretary
- viii. Catering and Accommodation Secretary
- ix. Nominated members (not more than three)

#### b. Term of Office

The term of office for the students' congress shall be one (1) "KUCTSO term" unless the congress is dissolved for reasons that are consistent with this constitution.

#### c. Duties

- i. The student congress shall formulate policies, procedure and guidelines for its operations. These must be consistent with this constitution.
- ii. Shall a portion and approve semester and yearly budget proposals for KUCTSO activities
- iii. Shall receive reports from the executive committee and other congress members
- iv. Shall observe the university policies, rules and regulations and also abide by the KUCTSO constitution in all its activities.
- v. Shall maintain proper and up to date records of all KUCTSO accounts.
- vi. Shall meet and authorize all expenditure, in excess of twenty five thousand shillings (Ksh 25,000). This figure will be subject to review from time to time.
- vii. Shall hold four (4) meetings each semester. Other meetings may be hold as and when such need arise.
- viii. Shall organize for general meetings, special general meetings and congress meetings.



- ix. Shall organize and coordinate programmes and activities based on the aims and objectives of KUCTSO.
- x. Shall ensure that new members are well informed about all the organs and operations of KUCTSO.
- xi. Shall inform members in other affiliated campuses and centers on the University's policies.
- xii. Shall object to any changes and/or implementations of a policy by the University without involvement of the relevant student representation.

## **8.1 DUTIES OF THE STUDENT CONGRESS MEMBERS**

### **a. Chairperson**

- i. Shall preside over the executive committee, students' congress and students' meetings.
- ii. Shall represent students' interests in all university decision-making organs and meetings provided by the university statutes.
- iii. Shall be an ex-officio member of all KUCTSO committees and clubs.
- iv. Shall assign and delegate duties to other members of the congress as and when the need arises in accordance with this constitution.
- v. Shall have a casting vote in case of a tie in executive committee and congress meetings.
- vi. Shall be a signatory to all withdrawals from KUCTSO funds as authorized by the executive congress/student congress.

### **b. Vice Chairperson**

- i. Shall assume the duty of the chairperson in an acting capacity during the latter's absence.
- ii. Shall chair the public relations committee.
- iii. Shall initiate cooperation with organizations and institutions outside the university subject to approval by the congress. This shall be carried out in liaison with the dean of students.
- iv. Shall advise the student congress on matters related to external relations.
- v. Shall co-ordinate the production and distribution of the KUCTSO magazine.
- vi. Shall prepare and present monthly progress report at the congress meetings.
- vii. Shall prepare and present semester progress report at the general meetings.
- viii. Shall deal with all the disciplinary cases affecting students in liaison with the student congress.

- ix. Shall perform all other duties as may be directed by the congress from time to time.

### **c. Secretary General**

- i) Shall keep an official record of all KUCTSO members.
- ii) Shall handle all KUCTSO correspondence under the general supervision of the executive committee.
- iii) Shall issue notice convening all meeting of the executive congress and KUCTSO meeting.
- iv) Shall keep minutes of all such meetings and preserve all records of proceedings.
- v) Shall be the official spokes person for the student organization.
- vi) Shall keep a regular and unto date schedule of all the executive meeting, congress meetings and KUCTSO General Meetings.
- vii) Shall be responsible for circulation of relevant information to the student through notices and announcements.
- viii) Shall be a signatory to all withdrawals from KUCTSO funds as authorized by the executive committee.
- ix) Shall be responsible for the registration of clubs, associations, movements and societies within the students' body.
- x) Shall recommend the courses of action to be taken against inactive teams, clubs, societies and movements to the dean of students through the students' congress.
- xi) Shall perform all other duties as may be directed by the students congress from time to time.

### **D. Finance secretary**

- i. Shall maintain a clear and transparent record of KUCTSO funds.
- ii. Shall ensure the safe keeping of KUCTSO books of accounts.
- iii. Shall ensure that all financial transactions are duly authorized by the relevant authorities and suctioned by the executive committee of the students' congress.
- iv. Shall present a semester financial report and annual report at the annual general meetings.
- v. Shall present monthly financial report at the students congress meetings.
- vi. Shall draw a budget for each semester in consultation with the executive committee.

- vii. Shall present a progress report of KUCTSO projects during the general meeting.
- viii. Shall coordinate fund raising, payment and accounting procedures for various activities in consultation with the relevant committee and clubs. Such transactions must be approved by the Executive committee in writing.
- ix. Shall have unrestricted access to KUCTSO accounts records from the dean of students and the university finance officer.
  - x. Shall be an adviser to KUCTSO on financial matters.
  - xi. Shall present an audited report once a year at the general meetings.
  - xii. Shall perform all other duties as may be directed by the congress from time to time.

### **E. Academic Affairs Secretary**

- i. Shall receive and collect views from members on academic matters affecting KUCTSO members.
- ii. Shall advise the students' progress on academic matters affecting its members.
- iii. Shall adopt an open dialogue policy in representing suggestions and grievances of its members to the appropriate university authorities.
- iv. Shall promote and urge for provision of a setting for development of intellect, skills attitudes and values through quality teaching and learning.
- v. Shall encourage and facilitate activities that further the academic objectives of members such as seminars, lectures, speeches, exhibition, conferences, quizzes and symposiums etc.
- vi. Shall prepare and present monthly progress report at the general meeting
- vii. Shall initiate and sustain linkages between members and other universities students to enhance nationally and internationally
- viii. Shall promote inter-university exchange between members and other universities students to enhance intellectual growth.
- ix. Shall keep students update and well informed on university policies, rules and regulations related to their academic well being.
- x. Shall represent students' interest in all university decision-making organs and meetings dealing with academic matters as provided for by university statute.
- xi. Shall perform other duties as directed by the congress from time to time.

- xii. Shall liaise with the dean of faculty to get the credentials of all the lecturers and feedback on the performance appraisals of the lectures by the student.
- xiii. Shall organize for academic trips/tours in liaison with the different heads of department.

#### **F. Catering and Accommodation Secretary**

- (i) Shall receive and collect internal students' yews on matters affecting their welfare and grievances and in consultation with the dean of students shall address matters arising from the following services.
  - a) Catering and accommodation services
  - b) Security and safety, health and counseling services.
- (ii) Shall prepare and present semester progress report at the general meetings.
- (iii) Shall chair the catering and accommodation committee.
- (iv) Shall perform all other duties as directed by the congress from time to time.

#### **G. Sports and Entertainment Secretary**

- (i) Shall facilitate and encourage the formation of clubs, societies, teams, associations and movements relevant to the needs of KUCTSO members whose objectives do not run contrary to the university rule or the laws of the land.
- (ii) Shall be the secretary to the foreign students committee.
- (iii) Shall chair the entertainment and sports committee.
- (iv) Shall perform all other duties as directed by the congress from time to time.
- (v) Shall prepare and present semester progress report at the general meeting.

#### **H. Community and External Affairs Secretary.**

- i) Shall be the representative of students residing out of the university and/or known as day scholars. Such students must be full time students.
- ii) Shall coordinate all students based community initiatives.
- iii) Shall chair external students' welfare committee.
- iv) Shall deal with welfare matters affecting external students including external hostels.
- v) Shall oversee and represent external students' welfare interest and other issues to the congress.

- vi) Shall receive and collect external students' views on matters affecting their welfare and grievances and in consultation with the dean of students shall address matters arising from the following issues.
  - i. Health, Safety and security.
  - ii. Other matters affecting the external students.
  - iii. Shall prepare monthly report at the congress meeting.
  - iv. Shall prepare and present semester progress reports at the general meeting.
  - v. Shall organize for the provision of transport and meals to all day scholars whenever there is a university event involving all students.

### **M. Nominated Members**

- i) Shall represent the needs of special interest groups to the congress (refer to standing order 9)
- ii) Shall perform all other duties as may be directed by the congress from time to time.

### **8.2 Liability**

- i) The members of the executive committee of the committee of the students' congress shall be jointly and severally held liable for mismanagement, negligence or misuse of KUCTSO funds and resources.
- ii) All members of students' congress shall be jointly and/or severally held liable for the mismanagement, negligence or misuse of KUCTSO funds and resources.

### **8.3 Resignation, Removal and Censure.**

- i. Any office bear except the secretary general shall have the right to resign by submitting a letter of resignation to the secretary general. Such a letter shall be copied to the dean of students and the electoral commission secretary.
- ii. The secretary general shall have the right to resign by submitting a resignation letter to the chairperson of KUCTSO copied to the dean of students and electoral commission secretary.
- iii. Any official intending to resign shall be required to give a written notice of not less than seven (7) days before resignation.

- iv. Upon receipt of resignation letter, the secretary general shall convene a congress meeting within four (4) days to notify the members of the resignation. In case of the secretary general, the chairperson shall convene the meeting.
- v. The student congress shall notify the electoral commission of the resignation within twenty-four (24) hours of their meeting.
- vi. The electoral commission shall declare the seat vacant.
- vii. If any member of the students congress resigns, is suspended or removed from office during the first semester of the KUCTSO term, there shall be a by-election within (14) days of seat being declared vacant by the electoral commission. The elections should be carried out in accordance with the article 12.9.
- viii. In case of suspension, expulsion or removal from the office during the second semester of KUCTSO term, the respective assistant will be promoted to act in an interim capacity by the students' congress. In the absence of an assistant the congress will nominate one of its members to assume the duties in an interim capacity until the next general election.
- ix. Where there is sufficient cause to believe that an official has acted in breach of the KUCTSO constitution, charges will be filed with the dean of students for hearing and determination. Such charges may be brought in writing by any members of KUCTSO or the students' congress.
- x. Anonymous allegations shall be disregarded.
- xi. Upon hearing the case, the dean of students may:
  - a) Dismiss the case for lack of evidence
  - b) Warn the official
  - c) Suspend the official from the congress for a maximum of fourteen days pending investigations.
  - d) Forward the case to the university disciplinary committee for further action.

#### **8.4 Appeal**

- i). Appeal cases will be referred to the registrar (Academics) who will constitute an appeal committee to hear and determine.
- ii) The decision of the appeal committee shall be final
- iii) Any official who is suspended or expelled from the congress will automatically lose his/her post including the benefits and privileges that with the post.

iv) The dean of students shall inform the student's congress in Writing of any decision taken against any official.

v) In case of suspension or expulsion, the provision of article (12) shall apply.

## ARTICLE NINE (9)

### CONGRESS COMMITTEES

#### 9.1 Term of Office

i. The term of office for all congress committee shall be one (1) "KUCTSO term"

ii. The congress committee shall comprise of the following:

- a. Executive committee
- b. Academic committee
- c. Catering and accommodation committee
- d. Sports and entertainment committee
- e. Community and External affairs committee
- f. Public relations committee
- g. HIV/AIDs committee
- h. Foreign students' committee

#### 9.1 (a) Executive Committee

The executive committee shall be the administrative body of KUCTSO subject to directions from the congress and KUCTSO general meetings; it shall manage its affairs according to this constitution.

#### 9.1 (b) Composition

The executive committee shall consist of:

- a. Chairperson
- b. Vice chair person
- c. Secretary general
- d. Finance secretary
- e. Community and External affairs secretary.

#### 9.1 (c) Duties of the Executive committee

(i) Support and coordinate activities of KUCTSO and implement decisions made at the general meetings.

- (ii) The executive committee shall oversee all the financial activities of KUCTSO.
- (iii) Ensure that up to date and accurate record of KUCTSO accounts, property and liabilities are kept.
- (iv) Shall be the signatories to all KUCTSO accounts.
- (v) Present during the general meeting balance sheets and final KUCTSO accounts.
- (vi) Freeze, probate, and/or dissolve the clubs on accounts of non-performance, or disregard for university regulations as advised by the sports and entertainment representative.
- (vii) Authorize fund raising activities by members in and out of the university in consultation with the dean of students.
- (viii) Direct other affairs of KUCTSO according to this constitution.

#### **9.1 (d) Liability**

The executive committee shall be held jointly and/or severally liable for negligence and/or mismanagement of KUCTSO

#### **9.1 (e) (i) Academic committee**

The academic committee shall consist of

- I. Academic affairs representative- chair person
- II. One representative from each faculty elected within their representative faculty
- III. Post graduate student representative
- IV. Distance and online mode students representative
- V. School based representative.
- VI. Campus/centers representatives.

#### **9.1 (e) (ii) Academic Committee**

(ii) Secretary-Shall be elected from among the committee.

#### **9.1 (f) Catering and Accommodation committee**

The student welfare shall comprise of the following.

- I. Internal student welfare representative-chairperson
- II. Secretary-elected from among the committee members
- III. One (1) hostel representative from each hostel/hall of residence elected from their respective hostel/hall of residence. (One must be a resident of the hostel which he/she seek to represent)



### **9.1 (g) Sport and Entertainment Committee**

The committee shall comprise of the following

- I. Secretary elected amongst committee members
- II. Two captains representatives elected amongst sports captains.
- III. Two club leaders representatives elected from among the club representatives.
- IV. One (1) entertainment representative nominated by the student congress.

### **9.1 (h) Community and External affairs committee**

The committee shall comprise of the following

- I. Community and External affairs secretary-Chairperson
- II. Secretary-elected from among the community members
- III. Two (2) non-resident representative elected from external students (as per gender)
- IV. Not more than (3) representatives from the religious groups registered by KUCTSO.

### **9.1 (i) Public relation committee**

The public relation committee shall comprise of the following

- a. Vice-chair person KUCTSO-chairperson
- b. Secretary-elected from among the committee members
- c. News letter/magazine editor nominated by the congress from the student body
- d. Community and External affairs secretary.

### **9.1 (k) Foreign students' committee**

This committee shall be made of:

1. Three (3) foreign students-one will be elected as chairman
2. Sports and entertainment representative-shall be the secretary to the committee and must be a Kenyan.

## ARTICLE TEN (10)

### DEAN OF STUDENTS

- I. The dean of students shall be the advisor to KUCTSO.
- II. The students' congress shall liaise with the dean of students in matters pertaining to students' welfare and development.

#### 10.1 Duties

- i. Shall provide oversight to all KUCTSO deliberations.
- ii. Shall appoint a designee to attend to his/her responsibilities in his/her absence.
- iii. Shall have the powers to suspend any KUCTSO official who is not conducting the affairs of this office according to the constitution or whose suspension has been recommended by the students' body with sufficient justifications.
- iv. Shall be ex-officio members of all KUCTSO committees.
- v. Shall, in consultation with the finance department, provide oversight for the registered members' subscription fee each semester.
- vi. Shall appoint the chair person of the electoral commission from commissioners appointed through an interview process.

## ARTICLE ELEVEN (11)

### 11. Electoral Commission

#### 11.1 There shall be an electoral commission consisting of following

- i. The chair person
- ii. The vice chairperson
- iii. Secretary
- iv. Members (3)
- v. The Dean of Students who shall be the Chief Commissioner

## **11.2 Appointment.**

(i) The electoral commissioner shall be appointed by a faculty committee formed through the office of the Dean of Students. The committee shall advertise, shortlist interview and recommend the successful candidates to the Dean of Students for appointment.

(ii) The appointment electoral commission shall elect the;

- Vice chairperson
- Secretary

(iii) The electoral commissioners' names shall be forwarded to the Dean of students, then to the vice-chancellor for confirmation

(iv) The electoral commissioners shall be in office during the whole election period.

### **11.3 a) Chairperson (electoral)**

i. Shall convene meetings

ii. Shall be a full-time student (not foreigners)

iii. The candidates must have a cumulative average of 60% and above

iv. The candidate must have been a KUCTSO member for at least one academic year.

v. Should be a continuing student of Kimathi University College of Technology

### **11.3 b) Vice Chairperson (Electoral)**

i. Shall be a full-time student (but not a foreign student).

ii. The candidate must have a cumulative average of 60% and above

iii. The candidate must have been a KUCTSO member for at least one academic year.

iv. Shall be the principal assistant to the chairperson

v. The vice-chairperson shall assume the duty of the chairperson in the latter's absence or pending appointment of the chairperson.

vi. Should a continuing student of Kimathi University College of Technology

### **11.3 (c) Secretary (electoral)**

(i) Shall be a full time student (but not a foreign student).

(ii) The candidate must have been a KUCTSO member for at least one academic year.

(iii) The candidate must have a cumulative average of 60%

- (iv) The candidate must have been a KUCTSO member for at least one academic year.
- (v) Shall take minutes at all electoral commission meetings
- (vi) Shall handle all correspondences.
- (vii) Shall perform other duties as directed by the chair person or vice-chairperson
- (viii) Should be a continuing student of Kimathi University College of Technology.

### **11.3 d) Members (3 students)**

#### **Eligibility for Electoral Commission members**

- i) Must be a full time student (but not a foreign student)
- ii) Candidate must have a cumulative average of 60% and above
- iii) Candidate must have been a KUCTSO member for at least one academic year.
- iv) Must be appointed by the student congress
- v) Should be a continuing student of Kimathi University College of Technology.

### **11.4 Duties of the Electoral Commission shall be to:**

- i. Manage and oversee the affairs of KUCTSO in consultation with the dean of students, upon resignation/dissolution of the students congress for a period of not exceeding four (4) weeks from the date of dissolution/resignation.
- ii. Announce KUCTSO election dates as specified in article 12.
- iii. Receive nominations and clear eligible candidates.
- iv. Scrutinize the nominations and clear eligible candidates
- v. Give reasons in writing to the ineligible candidates.
- vi. Ensure compliance and adherence to election procedures and rules
- vii. Prepare and post on all notice boards, a list of validity nominated candidates.
- viii. Take custody of the ballots and ballot boxes before and after polling day.
- ix. Ensure the security of ballots and cast votes.
- x. Appoint tellers/clerks, returning officers who must be impartial (from administration support staff)
- xi. Supervise the counting of votes
- xii. Announce the results immediately counting process is over and submit certified copies of the election results to dean of student within seven (7) days of election.

- xiii. The electoral commission shall conduct civic education or polling exercise-a day before nomination.

## ARTICLE TWELVE (12)

### **ELECTIONS**

- iii. KUCTSO elections for various positions in the students' congress will take place within the first eight (8) weeks of the second semester.
- iv. The following posts shall be contested during the general elections.
  - a. Chairperson
  - b. Vice chairperson
  - c. Secretary General
  - d. Finance secretary
  - e. Sports and entertainment Secretary
  - f. Catering and accommodation Secretary
  - g. Community and external affairs secretary
  - h. Academic Secretary

### **12.1 ELIGIBILITY FOR CONTESTING**

- (i) Must be a full time student
- (ii) Must have a cumulative average of 55% and above
- (iii) Must have been registered at the university for at least one academic year and be an undergraduate student with at least one year of study remaining for him/her to complete his/her course.
- (iv) Must have a clean academic and disciplinary record
- (v) For the post of finance secretary, the candidate must have basic knowledge in accounting
- (vi) Must be cleared by the electoral commission.
- (vii) Nomination papers must contain all the required information and the mandatory signatures.

## **12.2 THE FOLLOWING SHALL NOT BE ELIGIBLE TO CONTECT**

- i. Those who after being nominated express in writing their unwillingness to contest for any post during the elections. This has to be done within forty eight (48) hours after the nominations
- ii. Those who have held the same post in two-consecutive KUCTSO terms.
- iii. Those who have not been cleared by the electoral commission
- iv. Those who have been subjected to any disciplinary sanctions by the University for Violation of the student code of conduct or for any other reason. This will include warning letters.
- v. Foreign students
- vi. Students admitted to KUCT on transfer from other Universities.
- vii. Students admitted to KUCT on mature age entry. (The posts are meant for upcoming young leaders direct from school).
- viii. Students admitted to KUCT on mature age entry. (the posts are meant for upcoming young leaders direct from school).
- ix. Students with outstanding (perennial) fee balances as may be Determined by the Chief finance officer.

## **12.3 ELECTIONS PROCEDURES**

- i. The electoral commission shall announce the date of elections during the 4<sup>th</sup> week of the second semester of every academic year.
- ii. Elections shall be held within 21 days of the annual general meeting
- iii. The electoral commission shall announce the dates and time for collection and submission of nomination papers. Shall be available for collection from designated office
- iv. Dully completed nomination papers shall be submitted by the aspiring candidates to the office of electoral commission.  
Upon receipt and scrutiny, the electoral commission shall release the names of the nominated candidates within four days of the nomination deadline.
- v. The electoral commission shall declare a seven-day campaign period upon the release of the names of the qualified candidates. All qualified candidate shall be allowed peacefully and lawfully conduct their campaign within the campus.

- vi. Any candidate who before nomination results are released and the campaign period declared, starts or purports to start campaigning or behaves in a manner likely to suggest or actually that he/she is campaigning, creates disturbance or does not abide by the election rules may be disqualified from contesting by the electoral commission
- vii. The electoral commission will set aside one day as the official campaign day. The electoral commission will organize and release rules for the day. Each candidate will be allocated a maximum of 15 minutes to address the members and respond to questions.
- viii. The electoral commission shall register one nominated agent not later than four days before the polling day. The number of agents shall be determined by the electoral commission based on the number of polling stations.
- ix. The election shall be conducted on campus between 0900 and 1700 hours on the voting day

#### **12.4 ELECTION RULES**

- i. Each candidate shall be allowed to register agents with electoral commission. Each candidate shall not have more than one (1) agent at a time inside a polling station
- ii. Before casting a vote, the voter shall present his/her student identity card for verification against the nominal roll after which the name shall be crossed out
- iii. Each voter shall be issued with one (1) ballot paper for each post being contested bearing names of all the contesting candidates and he/she shall indicate in the box against the names of there candidate of his or her choice voter's by either mark "X" or "✓"
- iv. Any voter who may require assistance shall inform the electoral officials who in the presence of the candidates' agents, shall assist the voter to elect his/her(voter's)

- v. Where the method adopted in the election is marking “X” or “✓” inside the box on the ballot paper, writing names, rubbing or any other marks shall not be accepted. Consequently, ballot with such marks will be declared null and void
- vi. No campaign of any kind shall be allowed within the polling station. No member in possession of campaign material e.g photos, leaflets, and portraits or any other campaign material will be allowed in the polling station or its vicinity. Any member found uttering campaign slogans or flashing signals or symbols will be barred from participating in the elections. However, stickers bearing only the NAME of the candidate may be pinned by the candidate or his/her agent for identification within the voting station.
- vii. Candidates, agents or supporters will not conduct campaign the voting hall during the polling day. Any contravention of this rule shall disqualify the candidate from the elections.
- viii. A candidate who conducts his/her campaign outside university premises or involve non-students in his/her campaign shall be disqualified from contesting in the elections
- ix. The electoral commission shall seal any ballot box that is full in the presence of the candidate(s) or their agents
- x. At the expiry of voting time, the electoral officials shall immediately seal all ballot boxes
- xi. The electoral commission chairperson will then open the ballot boxes the teller shall start counting immediately at a convenient place within the campus in the presence of the candidates or agents.
- xii. The electoral commission chairperson will ensure that order is maintained during and after elections. Once counting is completed, the electoral commission chairperson shall officially announce the results of the elections.
- xiii. It shall be the responsibility of each candidate to avail himself/herself and/or his/her agent at the counting venue.
- xiv. In case there is only one candidate contesting for a post, the said candidate must secure at least (51) percent of votes cast. If the candidate fails to secure the 51 percent of the votes, the electoral commission chairperson shall declare new dates for a by-election



- xv. In case of a tie, the electoral commission chairperson shall order a recount. If there is still a tie after a recount, the returning officer shall declare a new date for polling. Only the tying candidates will contest in such a repeat election.
- xvi. The electoral commission chairperson shall submit to the dean of students the names of the elected officials within 24 hours of announcing the election results
- xvii. The student congresses appoint eligible members to fill uncontested posts within seven (7) days of taking office. The appointed official(s) shall be sworn in by the chaplain in the presence of dean of students and student congress within (7) days of their appointment.

### **12.5 WHO MAY VOTE**

- i. Any member whose name appears in the nominal roll and has a valid student identity card shall be eligible to vote the general elections and by-elections.
- ii. In the absence of valid student identity card, the member shall be allowed to vote using a provisional student identification issued by the dean of students.

### **12.6 DISQUALIFICATION**

- i. The electoral shall disqualify a candidate from contesting office it establishes that the candidate:
- ii. Forged nomination papers
- iii. Is conducting campaigns contrary to election procedures and rules
- iv. Is in violation of the University code of conduct
- v. The decision shall be communicated to the candidate in writing
- vi. A disqualified candidate shall cease to campaign unless the dean of students or Principal overrules the disqualification upon the appeal

## 12.7 APPEAL AGAINST DISQUALIFICATION

- a) Any disqualified candidate who is of the opinion that he/she had been unfairly disqualified under (12.6) may appeal to electoral commission within 12 hours of disqualification.
- b) The application must:
  - i. Be in writing
  - ii. State the date and grounds of appeal.
  - iii. Be signed by the application and at least twenty (100) members supporting the member's application.
  - iv. Be addressed to the electoral commission chairman.
- c) The electoral commission shall give due consideration to the grounds stated by the application and thereby make a ruling within 14 hours. The commission may:
  - i. Uphold it's earlier decision.
  - ii. Overrule its earlier decision and uphold the appeal.
  - iii. Dismiss the appeal.
- d) Any disqualified candidate who is not satisfied with the decision of the electoral commission under 12.7 may appeal in writing to dean of students within 12 hours of notification of the electoral commission's decision.
- e) Dean of Students shall within 12 hours of receipt of the appeal.
  - i. Uphold the decision of the electoral commission.
  - ii. Uphold the appeal.
  - iii. Dismiss the appeal.
- f) Any disqualified candidate who is dissatisfied with the decision of the dean of students may appeal in writing to the Principal within 12 hours of notification of the Dean of Students' decision. The Principal shall within 12 hours of receipt of the appeal:
  - i. Uphold the decision of the Dean of Students.
  - ii. Overrule the decision of the Dean of Students.
  - iii. Dismiss the appeal.
- g) The decision of the Principal shall be final.

## 12.8 ELECTION PETITIONS

- i) Any candidate who is dissatisfied with the manner in which elections are conducted or the result of an election may file a petition with the chairman of the electoral commission. This application must:
  - a) Be submitted within twenty four (24) hours of the announcement of the results.
  - b) Be in writing, signed by the applicant and at least 1/3 of the total cast votes supporting the application, and copied to the dean of students.
  - c) State the grounds of the petition.
  - d) State the date of application.
  - e) Pay a petition fee to KUCTSO (to be determined by the electoral commission)
- ii) The electoral commission shall give due consideration to the grounds stated by the applicant and there by make a ruling. The commission:
  - a) Uphold the election results
  - b) If the petition is successful, nullify the election and there upon declare the post vacant
  - c) Dismiss the petition.
- iii) Any petitioner who is not satisfied with the decision of the electoral commission may appeal in writing to the dean of students within 12 hours of notification by the electoral commission.
- iv) Dean of Students shall within 72 hours of receipt of the appeal:
  - a) Uphold the decision of the electoral commission
  - b) Uphold the petition and nullify the election
  - c) Dismiss the petition
- v) Any petitioner who is dissatisfied with the decision of the dean of students may appeal in writing to the Principal within 12 hours of notification by the dean of students. The Principal shall within 72 hours of receipt of the appeal:
  - a) Uphold the decision of the dean of students
  - b) Uphold the petition and nullify the election
  - c) Dismiss the petition
- vi) The decision of the Principal shall be final
  - vi) During the period of the petition, the elected official shall remain in office pending the outcome of the petition.

## **12.9 BY ELECTIONS**

- i. By elections shall be conducted during the first semester of the KUCTSO term.
- ii. Post may fall vacant by:
  - a) Nullification of elections results
  - b) Resignation of more than half of the officials of the students congress
  - c) Cessation of an official to be full time students except during the 3<sup>rd</sup> semester
  - d) Suspension or expulsion from the university for any reasons.
  - e) For medical reasons or death.
- iii. The electoral commission shall circulate a notice to this within a period of seven days after a position has fallen vacant.
- iv. All-aspiring candidates shall be required to present their nomination papers to the electoral commission as per the notice.
- v. The by-election shall then proceed as per electoral; procedure (article12)
- vi. All aspiring candidates shall be required to present their nomination papers to the electoral commission. The by-elections shall then proceed as general elections described in article 12.
- vii. The congress shall be empowered to fill any uncontested posts within seven days after the by-election
- viii. The university chaplain shall in presence of the dean of students swear in all office bearers elected during the by-election within seven days of the announcement of the by-election results

## **ARTICLE THIRTEEN (13)**

### **13 AUDIT OF KUCTSO ACCOUNTS**

- i. KUCTSO financial statements shall be subject to audit by the university's official auditor.
- ii. The university's official auditor will audit the KUCTSO accounts, give an independent opinion and prepare a report for the same. This should be made available by the finance to KUCTSO for Scrutiny.

- iii. Access to KUCTSO accounts, records and financial documents shall be granted to the auditor any time during university working hours.
- iv. The finance secretary will prepare annual statement of accounts, receipts, payments, assets and liabilities for auditing. The auditor will examine such documents/accounts and give a true and fair view of KUCTSO financial state.

**ARTICLE FOURTEEN (14)**  
**14 OFFICIAL LANGUAGE**

The official language of KUCTSO shall be English, Kiswahili and sign language.

**ARTICLE FIFTEEN (15)**  
**15 ARBITRATION**

- a) The decision of the Dean of Students or his/her designee, on any matter pertaining to the student's organization shall be binding to the parties concerned.
- ii) In case of appeal, the matter will be forwarded to the Principal for arbitration.
- ii) The decision of the Principal shall be final

**ARTICLE SIXTEEN (16)**  
**DISSOLUTION OF STUDENT CONGRESS**

- i. The student congress will be dissolved during the 2<sup>nd</sup> Semester of the academic year with the knowledge of Principal and the Dean of Students. This should not be later than 8<sup>th</sup> week of to the Semester when the incumbent's term of office ends.(article 1 (b))
- ii. The electoral commission will declare such dissolution.
- iii. New elections shall be held as per article 12.

**16.1 The student congress may also be dissolved.**

- i. By a resolution passed at a special general meeting by a 2/3 majority of the entire KUCTSO membership at any time of the year.
- ii. If no quorum is obtained, the proposal to dissolve student congress shall be submitted to a further special general meeting, which will be held not later than 14 days. Notice of this meeting shall be circulated to all members at least 7 days before the date of the meeting.

- iii. The quorum for this second general meeting shall also be a two third (2/3) majority of entire membership.
- iv. When more than half of the executive committee or half of the members submit their resignation to the electoral commission with copies to the dean of student.

## **16.2 DISSOLUTION THROUGH VOTE OF NO CONFIDENCE BY THE STUDENT BODY**

- i. Should the student body/members of KUCTSO wish to remove the student Congress from office, a vote of no confidence may be initiated through a precisely stated bearing the names and signatures of at least 2/3 of the organization's membership.
- ii. On dissolution, the Electoral Commission in consultation with the Dean of Students will take care of the organization's affairs until new members are elected.

## **ARTICLE SEVENTEEN (17)**

## **17. STANDING ORDERS AND AMENDMENTS OF THE CONSTITUTION**

- i. The student congress shall be empowered to make standing order subject to the approval of a specific purpose.
- ii. This will be passed by a simple majority of votes. Such standing orders shall operate from the date when they are approved by the special general meeting so convened.
- iii. Any issue(s) that members feel is not adequately or not addressed at all in this constitution, will be forwarded to the secretary General and discussed by the congress for possible inclusion as an amendment.
- iv. Amendments to the constitution may be effected by a resolution passed at a special general meeting by a two-thirds (2/3) majority of the entire KUCTSO membership.
- v. If no quorum is obtained, the proposed amendments will be submitted to a further special general meeting, which should be held not later than fourteen (14) days.
- vi. Notice of this meeting shall be circulated to all members at least seven(7) days before the date of the meeting. The quorum for this second general meeting shall also be a two thirds (2/3) majority of entire membership.

- vii. All KUCTSO members shall have a right to propose amendments to this constitution.
- viii. The reviewed or amended constitution has to be forwarded to and approved by the following before it takes effect.
  - a) The student congress
  - b) The Dean of students
  - c) The university management
  - d) University College Academic Board
  - e) Council
- ix) Upon approval by the university management/board, the new constitution shall be presented at the general meeting for ratification.

## **ARTICLES EIGHTEEN (18)**

### **A. BRANCHES AND AFFILIATION**

- i. KUCTSO shall operate under the auspices of Kimathi University College of Technology main campus.
- ii. Any other campus and centers are under the auspices of Kimathi University College of Technology main campus.
- iii. KUCTSO shall not be affiliated to any organization.

### **B. AUTONOMY OF CAMPUSES AND CENTERS**

- i. A center shall be represented by a nominated member who will report to the campus representative.
- ii. A center shall become a campus and /or constituent by criteria to be determined by university management.
- iii. The campus shall be represented by one elected member who will sit in the student congress of the main campus.
- iv. Once a campus becomes administratively autonomous (to be determined by university management.) shall have the mandate to have its own student congress and constitution.

## **ARTICLE NINETEEN (19)**

### **CODE OF CONDUCT**

- i. All KUCTSO members are subject to the university code of conduct.

- ii. The university shall deal with any violation of the code of conduct as per the set rules, procedures and instructions regardless of whether the offence is prosecutable under the law or not.
- iii. All groups clubs, teams, and societies' movements and any other such grouping shall be subject to the same code of conduct, jointly and/or severally.
- iv. To enhance and uphold the aims and objectives as per (Article 4) the student congress reserves the right of being notified and involved in the amendment of this code.
- v. The students will be expected to read, understand and sign the document.

**ARTICLE TWENTY (20)**  
**DISCIPLINE**

- i. No student will or shall be suspended or expelled before given a hearing by the disciplinary committee.
- ii. During the hearing of the students disciplinary cases, Chairman and the other students representative in the committee should be present.
- iii. Any student dissatisfied with the decision of the committee has the right of an appeal. That the KUCTSO Vice Chairman shall be in charge of disciplinary affairs for KUCTSO.

**ARTICLE 21**  
**PROTECTION AND RIGHTS (Ref: The Kenyan constitution chapter (v), sec (74))**

On the grounds of universal human rights and governing guidelines, and on the grounds of protection from inhuman treatment, the following shall apply.

- i. No person shall be subject to torture, degrading punishment or any form of inhuman treatment.
- ii. Nothing contained in or under the authority of any regulation that will be inconsistent or contravene or rather authorize the infliction of any descriptive punishment,
- iii. No student will or shall be coerced into signing any para-regulatory policies or forms without having prior knowledge and approval of it.



**ARTICLE 22**  
**AMENDMENT**

- i. The amendment of the constitution shall be approved at the students' annual general meeting or special general meetings.
- ii. Any proposal for an amendment of a part or the whole of this constitution shall be presented at the students' annual general meetings for approval/special general meeting.
- iii. That any part or the whole of this constitution shall not be deleted, altered or amended without the approval of the students' annual general meeting or special meeting.
- iv. An amendment of this constitution may be proposed and approved by at least 2/3 of registered KUCTSO members in the annual general meeting.
- v. After the approval by the annual general meeting, the congress shall constitute a review commission in due time.

**ARTICLE 24**  
**KUCTSO PROJECTS**

- A. The student congress/KUCTSO shall have the power to run and manage its own projects, which shall operate under its auspices.
- i. To uphold transparency a project committee shall nominate from among KUCTSO full time members who shall be answerable to the executive committee.
  - ii. The project committee shall constitute the following.
    - Chairperson
    - Secretary
    - 3 members
  - iii. The committee shall have the mandate to keep and maintain clear financial records and statement in consultation with finance secretary.
  - iv. The student congress may delegate the duty of day to day running of the project to suitable person(s).

- v. The chairman to the committee shall present a progressive report to the executive committee of the student congress.
- vi. The income accruing thereof shall be deposited in to KUCTSO account.

B. The student congress may disregard a project if it is not profitable or viable.

## **STANDING ORDERS**

### **STANDING ORDER 1**

#### **1.1 COMMITTEES**

- i. If and when required, the student congress may set up a standing committee with a clear mandate.
- ii. For accountability and transparency, each committee shall be answerable to the congress and shall submit to it written reports detailing all its activities.
- iii. The student congress shall appoint a convener who will then convene the first meeting so where members will determine its affairs in any manner it deems fit provided it is in accordance with the provision of this constitution and subject to the rules, regulations and instructions of the university.
- iv. The committee so appointed shall conduct its affairs in any manner it deems fit provided its in accordance with the provision of this constitution and subject to the rules, regulations and instructions of the university.
- v. Each committee, in construction with the student congress, shall have the powers to co-op.
- vi. The student congress shall be responsible for any activities of any standing committee so appointed.
- vii. Any member who is currently under suspension, expulsion or any disciplinary sanction from the university shall not be eligible for appointment as a member of a standing committee.
- viii. A member of such committee, who, after appointment, is suspended, expelled or placed under other disciplinary sanction by the university or the student congress, shall automatically cease to be a member of the committee.
- ix. The congress shall have the power to disband a standing committee under the following circumstances:
  - a) Upon completion of its mandate.
  - b) Upon expiry of the specified time period.

- c) Where there is sufficient cause to believe that the standing committee is operating contrary to its specified mandate, this constitution or the university rules and regulations.
- d) Upon resignation of more than half (1/2) of its member.
- e) Any other reason the congress may deem fit.

## **STANDING ORDER 2**

### **2. CLUBS**

- i. All the clubs shall be registered with KUCTSO within a period of seven (7) days from the date of formation. The prescribed registration application form shall be signed by the patron and chairperson of the club.

It shall also indicate:

- Name of club
  - Date of formation
  - Objectives
  - Interim office bearers
  - A list of members (minimum 15)
  - Calendar of activities
  - The club's constitution.
- ii. Upon receipt of the registration application, the executive committee of the congress shall meet to consider such application. The executive committee shall:
    - Register the club
    - Deny registration with a written application
    - Forward the application to the dean of student for approval.
  - iii. Upon registration, the club shall be issued with a certificate.
  - iv. The sports and entertainment representative shall preside over the club's elections within fourteen (14) days.
  - v. The secretary of each registered club shall submit a calendar of activities to welfare representative not later than the third (3<sup>rd</sup>) week of each semester. The calendar of activities will also be availed to the Dean of Students.

- vi. The secretary of each registered club shall submit progress reports to the sports and entertainment representative not later than the 8<sup>th</sup> week of each semester. Their reports will also be availed to the Dean of Student.
- vii. The Dean of Students shall have the right to de-register any club:
  - Whose activities are inconsistence with this constitution
  - Upon failure to submit a calendar of activities and progress report for one academic year.
  - Upon notification of its own decision to cease operation.
  - Whose membership fall below fifteen (15) members.
  - Upon violation of the clubs rules and regulations.
  - Upon contravention of the university code of conduct or other regulations.

However, before de-registration, executive committee through the student representative shall:

- Discuss the issue with the Dean of the Students.
  - Consult club members for further information.
  - Issue a warning in writing to the club.
- viii. All clubs' office bearers and members shall be held responsible, collectively and/or individually, for the activities and assets of the club.
  - ix. All clubs shall hold elections under the supervision of KUCTSO executive committee not later than (4<sup>th</sup>) week of the 2<sup>nd</sup> semester.
  - x. Only registered clubs will be allowed to source for funds from whatever source with written approval from the executive committee and Dean of Students.

### STANDING ORDER 3

#### **3.RESOLUTIONS**

- i. A question on which vote is to be taken shall be called a MOTION
- ii. A motion shall become a KUCTSO resolution if it has been floated to the members and they have voted in favor of it.
- iii. There shall be two (2) types of resolutions.

### **a) Ordinary resolution**

This shall be resolution passed at a special general meeting by a simple majority vote of KUCTSO members present subject to standing order four (4). The notice for such a motion must be given seven (7) days before a special general meeting.

### **b) Special resolution**

- i. This shall be a resolution passed at a special general meeting by two thirds (2/3) majority votes of KUCTSO members present subject to standing order four (4).
- ii. The notice of such a motion must be given seven (7) days before the special general meeting.
- iii. Special resolutions shall be passed to:
  - Alter the aims and objectives of KUCTSO.
  - Alter the name of KUCTSO.
  - Effect dissolution of KUCTSO.
  - Acquisition of an asset.
  - Initiation of a project.
- iv. For other purpose, an ordinary resolution shall suffice.

## STANDING ORDER 4

### **4. QUORUM**

- i. In case of general meetings, the quorum shall be a minimum of 1/3 KUCTSO members registered as full time students of the main campus.
- ii. In case of special general meeting, the quorum shall be (1/3) of KUCTSO members registered as full time students of the main campus.
- iii. In case of executive committee meeting the quorum shall be more than half of the members.
- iv. For the congress meeting the quorum shall be  $\frac{3}{4}$  of the congress members.
- v. For the electoral commission meeting, the quorum shall be  $\frac{3}{4}$  of the officials.
- vi. For meetings of any other committee provided for this constitution, the quorum shall be  $\frac{3}{4}$  of the members.
- vii.

## **STANDING ORDER 5**

### **5. GENDER PARITY**

- i. During the nominations, the campaigns and actual elections period, due diligence shall be taken to ensure that both gender get equal opportunity to be elected into the students congress, congress committees and the electoral commission.
- ii. No gender shall be admissible to constitute more than (2/3) of the students congress or any other constitutional bodies of KUCTSO.
- iii. Where a particular gender is under represented in the congress, the said congress shall undertake to nominate a requisite number of numbers belonging to the under represented gender into the congress subject to the provisions of article (8) and standing order (9).

## **STANDING ORDER 6**

### **6. ADJOURNMENT**

- i. The chairperson shall adjourn KUCTSO meeting only through a resolution.
- ii. A date shall be set for holding the next meeting and a notice be issued to that effect.
- iii. A meeting convened to discuss the unfinished business of an adjourned meeting shall be restricted to discuss the unfinished business only.
- iv. No new issues may be raised at such a meeting in such a meeting.

## **STANDING ORDER 7**

### **7. RECORDS OF ASSETS AND LIABILITIES**

- i. The secretary general shall keep and maintain clear records of the operations, assets and liabilities of KUCTSO.
- ii. The finance secretary shall keep and maintain clear financial records and statements in consultation with the university Finance Officer and the Dean of Student.

#### **7.1 Acquisition of assets.**

- i. KUCTSO may acquire an asset, which in its opinion adds value to the members.
- ii. After appraising the viability of such an asset/project the student congress recommends the acquisition to the members through a special general meeting.

- iii. Any asset to be acquired shall be authorized/approved by the members through a special resolution.
- iv. After the approval the student congress shall acquire the asset in consultation with the dean of students and in accordance with the procurement Act.

## **7.2 Disposal of assets**

- i. KUCTSO may dispose of any asset, which it owns but views as non-economic and/or obsolete.
- ii. The asset disposal shall be approved by the congress and authorized by the Dean of Students.
- iii. The disposal of the said assets shall follow the normal university procedure for disposal of assets in liaison with the student congress.
- iv. The income accruing thereof shall be deposited in the KUCTSO account.

### **STANDING ORDER 8**

## **LETTER OF APPRECIATION**

KUCTSO shall award letter of appreciation and certificates to:

- i. Members of student congress
- ii. Electoral commissioners.
- iii. Constitution writing team provided for in this constitution.
- iv. Club and Sports officials/office bearers.
- v. Members appointed to various committees and special duties.

### **STANDING ORDER 9**

## **CONGRESS RENUMERATION**

- i. Members of the congress are entitled to a monthly payment and sitting allowances and any other allowances as may be approved by KUCTSO general meeting from time to time.
- ii. Executive members are allowed to have two extra meeting allowances per semester.

- iii. The sitting student members cannot alter their remuneration but can do it for the incoming student congress.
- iv. Alteration of remuneration for the student congress will have to be approved by 2/3 of registered full time KUCTSO members for it to be effected.
- v. The congress shall give an honorarium to the constitution writing commission and any other committee approved by the same in consultation with the Dean of Students.

#### STANDING ORDER 10

#### **NOMICATED CONGRESS MEMBERS**

- i. Shall be appointed from time to time by the he congress upon the need for representation of special interest groups in the congress or in pursuance to standing order (5) in order to promote gender parity.
- ii. Special interests groups are those groups whose welfare, spiritual, social or academic needs are sufficiently unique as to require representation in the congress.
- iii. This constitution recognizes the following
  - Certificate students
  - Post graduate students
  - Disabled students.
  - Foreign (International) students
- iv. KUCTSO shall review the need for such representation form time to time in consultation with the Dean of Students.
- v. Once in agreement about the need for special representation, a motion leading to a resolution shall be initiated by the student congress.,
- vi. Such resolution must be passed in a KUCTSO general meeting.

#### STANDING ORDER 11

#### **ELECTIONS FOR KUCTSO REPRESENTATIVES NOT IN THE CONGRESS.**

- i. Elections shall be held not later than the 4<sup>th</sup> week of the academic year
- ii. Election shall be held within their respective areas.
- iii. These shall also be subject to supervision by the electoral commission.



- iv. The constitution has identified the following KUCTSO representatives not in the congress:
  - a. Class Representative
  - b. Faculty representatives
  - c. Team captains
  - d. Hostel representatives
  - e. Catering representatives.
  - f. Religious Representatives
  
- v. The need for such members shall be reviewed from time to time by KUCTSO in consultation with the Dean of Students and further by a resolution passed in the KUCTSO general meeting.

### **STANDING ORDER 12**

#### **BEREAVEMENT/CONSOLATION**

11.1 A) in case of death of a KUCTSO member, member, the student congress shall:

- i. Buy a coffin of the deceased not exceeding Ksh. 15,000
  
- ii. Transport the body of the deceased to the place of burial at a cost not exceeding Ksh. 20,000
  
- iii. Provide transport to students' representatives' attending the funeral at a cost not exceeding Ksh. 20,000**

B).(i) A committee will be formed consisting of the friends of the deceased who want to contribute in funeral arrangements.

(ii)The university fraternity shall hold a requiem/memorial service.

11.2 In case a KUCTSO member has lost either:

- Father
- Mother
- Spouse
- Child

Shall be given financial a consolation assistance whose amount is subject to annual review by the congress.

## APPENDIX

### DEFINITION OF TERMS

- ✓ **KUCTSO** – Acronym for Kimathi University College of Technology Students Organization.
- ✓ **UNIVERSITY STATUTES** – supreme instructions, rules and regulations governing the University.
- ✓ **CODE OF CONDUCT** - rules and regulations governing students conduct.
- ✓ **STUDENT CONGRESS** – elected members//office bearers governing the affairs of KUCTSO.
- ✓ **EX-OOFICIO** – a member (s) of committee (s) without voting privileges in a meeting.
- ✓ **KUCTSO TERM** – period that KUCTSO congress serves in office this covers the period from the 8<sup>th</sup> week of the first semester of the current academic year to the 8<sup>th</sup> week of the first semester of the following academic year.
- ✓ **ACADEMIC YEAR** - (currently), the period from January of every calendar year to December of the following calendar year or as set by the university management from time to time.
- ✓ **RESIDENTS** – full time students who resides in the university halls of residence/hostels.
- ✓ **NON-RESIDENTS** – full time students who do not reside within the campus.
- ✓ **GENERAL ELECTIONS** – these are elections held once per KUCTSO term for all the student congress positions.
- ✓ **BY-ELECTIONS** – these are elections held to fill the vacant posts in the student congress