



**KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY
COLLEGE**

**THE REVISED CONSTITUTION OF THE
CONVOCATION**

NOVEMBER 2024

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INDEXING INFORMATION

Policy Name	KCMUCo Convocation Constitution- <i>Revised</i> .
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Brief Summary	This Constitution is aimed to provide for the general organizational and operational framework of the Convocation in its effort to realize its objectives and those of the College, and all other matters incidental there-to.

DEFINITIONS

In this Constitution unless the context otherwise requires

“**Alumni**” means former or present student or staff of the Kilimanjaro Christian Medical University College as per section 48(1) (a) (ii) of the Universities Act No. 7, Chapter 346 of the Laws of Tanzania, and Article 70 (1) of the KCMUCo Charter and Rules, 2010;

“**Provost**” means the Provost of Kilimanjaro Christian Medical University College constituted by virtue of section 38(1) of the Universities Act No. 7, Chapter 346 of the Laws of Tanzania and Article 15 (1) of the KCMUCo Charter and Rules, 2010;

“**Convocation**” means the Convocation of the College established under section 48 (1) (a) (i) of the Universities Act, No. 7, Chapter 346 of the Laws of Tanzania, Article 64 (1) of College Charter and Rules, 2010, and article 1 (1) of this Constitution;

“**Convocation Roll**” means a list of names of registered members of the Convocation under Article 65 of the College Charter and Rules, 2010 and article 11 of this Constitution;

“**College**” means the Kilimanjaro Christian Medical University College or in its acronym KCMUCo established pursuant to section 19 (1) (b) of the Universities Act, No. 7, Chapter 346 of the Laws of Tanzania and Article 3(1) of the KCMUCo Charter and Rules, 2010 as body corporate having perpetual succession, capable of suing and being sued, owning and disposing properties and other attributes of body corporate entity;

“**Academic Committee**” means the Academic Committee of the Kilimanjaro Christian Medical University College established under Section 43 (2) of the Universities Act, No. 7, Chapter 346 of the Laws of Tanzania and Article 36(1) of the College Charter and Rules, 2010;

“**Minister**” means the Minister responsible for education, science, and technology;

“**Returning Officer**” means officer who conducts elections and announces results;

“**College Administration**” means the management of the College; Words, phrases, expressions, and other grammatical signs, not expressly defined herein shall be given an ordinary interpretation assigned to them depending on context and legal technique as the case may be.

ABBREVIATIONS/ACCRONYMS

AGM	Annual General Meeting
CAC	College Academic Committee
CAAC	Convocation Alumni Association Committee
CGB	College Governing Board
ExCom	Executive Committee of the Convocation
DPAA	Deputy Provost for Academic Affairs
DPA	Deputy Provost Administration
KCMUCo	Kilimanjaro Christian Medical University College
SGM	Special General Meeting
KCMC	Kilimanjaro Christian Medical Centre
GSF	Good Samaritan Foundation of Tanzania

PREAMBLE

WHEREAS the Kilimanjaro Christian Medical University College is established under section 19 (2) (b) of the Universities Act, Chapter 346 of the Laws of Tanzania, and Article 3(1) of the College Charter and Rules, 2010.

AND WHEREAS Article 64 of the College Charter and Rules, 2010 establishes the Convocation of the College empowered to meet and discuss any matter (s) within the sphere of competence of the College; and

AND WHEREAS the aim of the Convocation is to bring together members of the Convocation to discuss in a common forum the furtherance of the objectives and functions of the College; and

AND WHEREAS Convocation's members believe that, for the Convocation to function well there has to be a well thought organizational and operational framework for the Convocation in which it will be possible for it to realize its objectives; and

AND WHEREAS the Convocation members also understand that, with the Constitution of their own, it will be possible to provide for the organizational and operational set-up of the Convocation and thereby realize the objectives of the Convocation and those of the College.

NOW THEREFORE, all members of the Convocation do hereby establish this Constitution to provide for the general organizational and operational framework of the Convocation in its effort to realize its objectives and those of the College, and all other matters incidental thereto.

PART ONE

ARTICLE 1: NAME AND LANGUAGE

- (1) The Convocation of Kilimanjaro Christian Medical University College (hereinafter referred to as the Convocation) is a statutory organ established under section 48 (1) (a) of the Universities Act, No.7, Chapter 346 of the Laws of Tanzania and article 64 (1) of the College Charter and Rules, 2010.
- (2) The Official Language of the Convocation shall be English.

ARTICLE 2: HEAD OFFICE

The Head Office of the Convocation shall be situated at the main Campus of KCMUCo. The address shall be P.O. Box 2240, KCMUCo, Moshi, Tanzania, Email: info@kcmuco.ac.tz

PART TWO

ARTICLE 3: VISION AND MISSION OF THE COLLEGE

(1) Vision Statement

To be a center of excellence in teaching, learning, research, innovation, consultancy, community engagement, and development of health and allied professionals who will provide dignified services for Tanzania and beyond.

(2) Mission Statement

To provide enabling environment for innovative and high- quality teaching, research and services that are responsive to the national and global needs.

(3) Core Values

Love,
Mercy,
Compassion,
Integrity,
Transparency,
Diversity,
Creativity,
Innovation,
Excellence and
Accountability.

ARTICLE 4: OVERVIEW

- (1) This Constitution shall require the College to establish an annual calendar for the planning and conduct of the College's Convocation ceremonies.

- (2) This Constitution enables the **DPA's Office** to provide better quality control and unambiguous communication to the College community (students, staff, and other Key Stakeholders) regarding the planning and conduct of the College's Convocation ceremonies.

ARTICLE 5: AIM AND OBJECTIVES OF THE CONVOCATION

- (1) To establish a mutually beneficial relationship between the College and her alumni to promote the welfare of the College.
- (2) To provide the members of Convocation with a common forum for the furtherance of the objectives and functions of the College.
- (3) To meet and discuss any matter within the sphere of competence of the College and transmit any resolution arising from such discussions to the College authorities or to appropriate Government authorities as case may be.
- (4) To develop a strong relationship between the College and the entire Tanzanian society and maintain a dialogue with the Government on Tanzania's social, economic, and other problems for purposes of promoting development in the Country. This can be done through such means as:-
 - (i) Organizing and holding social events; biennial colloquia, seminars or symposia that would involve dialogue and discussion about the social problems facing the Tanzanian society.
 - (ii) Organizing meetings such as Annual General Meeting, held one day each year before the Graduation Ceremony at the College.
 - (iii) Organizing and conducting lectures that challenge the existing societal structures, performance of other, for the purpose of stimulating and encouraging increased efficiency and productivity in the Society.
- (5) To build a database of members of the Convocation to enhance communication and information dissemination between the College and its former *students* and *staff* by collecting and storing the current and up-to-date information about the college alumni and past College teaching staff. To that end, the College shall publish newsletters, journals, brochures, and pamphlets; create a Convocation information center and a website for electronic dissemination.
- (6) To mobilize funds for the development of the College by means of:-
 - (i) Raising funds through sales of publications and other items.
 - (ii) Approaching organizations and other supporters for donations and/or sponsorship.
 - (iii) Fundraising through membership fees and other alumni contributions.
- (7) To organize and announce, through news media, newsprint, the internet, and any other means, all activities, and events to be conducted by the College to solicit inputs, contributions, or advice by members of the Convocation.
- (8) To support the College's core functions, which is teaching, research and consultancy.
- (9) Award prizes to recognize Alumni who have made significant achievements and/or contribution to their profession, community, or the College.
- (10) Create in the alumni, a sense of responsibility, obligation, and accountability towards the community and especially towards the College.
- (11) Establishment of Endowment fund.
- (12) Award scholarships to potential beneficiaries.

ARTICLE 6: FUNCTIONS OF THE CONVOCATION

- (1) The Convocation has the following functions:
 - (i) Discuss any matter relating to the College including (but not limited to) any matter referred to it by the University Council and the Senate and to report its views and activities **on** such matters to the College Governing Board or College Academic Committee (CAC) as the case may be.
 - (ii) To solicit funds from among members and from others for the purposes of Convocation and the College and to determine the manner in which they may be used.
 - (iii) Maintaining dialogue with the Government on matters concerning the welfare of the College.
 - (iv) To do any other acts necessary to give effect to the powers conferred on the Convocation by the College Charter and Rules, 2010.
 - (v) To perform such other functions as may be delegated by the College Governing Board (CGB) and the College Academic Committee (CAC).

PART THREE

ARTICLE 7: ELIGIBILITY OF MEMBERS OF THE CONVOCATION

All students who have successfully completed approved diploma or degree programmes and whose completion of the programme of study has been endorsed by the College's Academic Committee and Senate may participate in the Convocation ceremony.

ARTICLE 8: MEMBERSHIP STRUCTURE

- (1) The Membership structure of the Convocation shall consist of the following categories:-
 - (i) The Provost
 - (ii) Deputy Provosts
 - (iii) Deans and Faculties and Director of the Institutes and Directorates
 - (iv) Deans of Students
 - (v) Other Senior Officers of the College;
 - (vi) Head of Departments
 - (vii) All Members of Academic Staff of the College;
 - (viii) All persons who as Provost may, upon recommendation by the Governing Board, appoint to be members of the Convocation.
 - (ix) All persons who are graduates of Kilimanjaro Christian Medical University College (KCMU-College) and its predecessor institution the Kilimanjaro Christian Medical College (KCM-College).
 - (x) Any such persons as the Provost may appoint as members of the Convocation.

ARTICLE 9: CATEGORIES OF CONVOCATION MEMBERSHIP

The membership of the Convocation shall include ordinary, Associate, Honorary and Affiliate members. The alumni shall ordinarily fill an application form to register for recognition of membership in the Convocation.

(1) Ordinary Members

The ordinary membership shall include:

- (i) The Provost,
- (ii) The Deputy Provosts
- (iii) All present and past/retired members of the academic staff,
- (iv) All persons who are graduates from the KCMU-College
- (v) All persons past and current who have significantly contributed academically and materially to support KCMU-College teaching, research, and service at KCMU-College as adjunct staff or otherwise provided that the College Academic Committee approve.

(2) Associate Members

The Associate membership shall include:

- (i) All the Senior Administrative staff of the Good Samaritan Foundation of Tanzania (GSF) and KCMC Hospital.
- (ii) Any person who has contributed to the welfare of the Convocation or to the College provided that the Annual General Meeting (AGM) approves his/her name for associate membership.

(3) Honorary Members

The honorary membership shall include:

- (i) Any person who has received an honorary degree from the College.
- (ii) Any person who the Annual General Meeting (AGM) of Convocation confers honorary membership for his/her exceptional contribution to the Convocation or to the College.
- (iii) Such persons as the Provost may, upon recommendation by the President of the Convocation, appoint as honorary members of the Convocation.

(4) Affiliate Members

The affiliate membership shall include:

Any graduate from other Universities/Colleges with interest of identification with the KCMU-College.

ARTICLE 10: RIGHTS AND OBLIGATIONS OF MEMBERS

(1) Ordinary members

Ordinary members shall have the following rights, duties, and obligations.

- (i) Attend all AGM and Special General Meetings (SGM) of the Convocation.
- (ii) Participate in activities of the Convocation and give assistance in the actions undertaken by it.
- (iii) Elect persons or be elected to any organs of the Convocation.
- (iv) Be elected, nominated or appointed as observers or representatives of the Convocation to any meetings, conferences, seminars, or any other activity which the Convocation may be required to participate.

- (v) Observe the Constitution and all decisions regularly taken by the organs of the Convocation and express ideas freely.
 - (vi) All members shall be entitled to benefits from the activities of the Convocation.
 - (vii) To pay annual membership fee as determined by AGM from time to time.
- (2) **Associate, Honorary and Affiliate Members**
Shall have the same rights, privileges, duties, and obligations of ordinary members with the exception that they cannot be elected to any of the positions of the Convocation or the Executive Committee of the Convocation (EXCOM).

ARTICLE 11: CONVOCATION ROLL

- (1) The Secretary shall compile and maintain a Convocation Roll of KCMU-College upon which shall appear the names and addresses of all persons who are members.
- (2) Eligible member of the Convocation shall register his or her name and address with the Convocation Liaison Officer and notify him or her of any changes thereof.
- (3) The roll shall be *prima facie* evidence that any person whose name appears thereon is entitled to all the rights and privileges of a member of the Convocation, and that any person whose name does not appear thereon is not so entitled.

PART FOUR

ARTICLE 12: CONVOCATION OFFICE BEARERS

- (1) The office bearers of the Convocation shall consist of:
 - (i) The President.
 - (ii) The Vice President.
 - (iii) The Honorary Treasurer.
 - (iv) Deputy Provost Administration (DPA) who shall be a Secretary to the Convocation.
 - (v) Deputy Secretary.
- (2) Every third AGM, the Convocation shall elect from among its members a President, Vice President, Honorary Treasurer and Deputy Secretary of the Convocation who will hold office for a period of three years from the meeting at which they are elected, except as stated in section (3).
- (3) Notwithstanding Section (2) above, at the first time of formation of the Convocation, the President of the Convocation shall be appointed by the CGB.
- (4) The President of the Convocation shall continue to be qualified member of the Convocation unless he/she becomes incapacitated, dies, or resigns, hold office for a period of three years and shall be eligible for re-election.

ARTICLE 13: FUNCTIONS OF THE OFFICE BEARERS

- (1) **President**
 - (i) The President shall be the Chief Executive officer of the Convocation and shall preside at the AGM, EXCOM meetings and all ordinary Meetings.

- (ii) Shall be competent to represent the Convocation, make statements on behalf of the Convocation, and perform all duties required by the Convocation's Constitution, or act upon decisions taken at the AGM or by the EXCOM.
 - (iii) Shall represent the Convocation in the College Academic Committee (CAC) and CGB.
 - (iv) Shall prepare and present annual report on the activities of the EXCOM and Convocation for adoption by the AGM.
 - (v) Shall be a signatory to all convocation financial transactions.
- (2) **Vice President**
- (i) Shall perform all functions and exercise/all powers of the President if the President is absent and while doing so has the same privileges as the President.
 - (ii) Shall act as Chairperson in case of incapacitation or resignation of the President.
- (3) **The Secretary**
- (i) Shall deal with all correspondence relating to the Convocation.
 - (ii) Shall issue notices of meetings of both the EXCOM and AGM at least two weeks and three weeks respectively before the meeting date.
 - (iii) Shall receive agenda items from members in the form of motions to be considered in the AGMs.
 - (iv) Shall prepare and circulate the agenda items for EXCOM and AGMs meetings.
 - (v) Shall keep records and minutes of all meetings.
 - (vi) Shall report to the CGB, CAC and Provost Resolutions made or activities implemented by the Convocation.
 - (vii) Shall submit to the Provost a copy of the minutes of every meeting of the Convocation.
 - (viii) Shall liaise with all Chapters on Convocation matters.
 - (ix) Shall disseminate to the members of convocation news, circulars, and forthcoming Alumni events.
 - (x) Shall be a signatory to the Convocation financial transactions.
- (4) **Deputy Secretary**
- (i) Shall assist the Secretary of the Convocation in all matters.
 - (ii) Shall distribute convocation membership request forms to the new alumni ready for scrutiny and consideration by the EXCOM.
 - (iii) Shall collect the voluntary acceptance Convocation forms ready for AGM approval.
- (5) **The Honorary Treasurer**
- (i) Shall receive and bank under the directions of the EXCOM all monies belonging to the Convocation.
 - (ii) Shall maintain and keep the financial records of the Convocation.
 - (iii) Shall with the approval of the EXCOM, make payments for the activities approved by the Convocation.
 - (iv) Shall prepare and present annual audited reports to the AGM.
 - (v) Shall be a signatory to the Convocation financial transactions.

ARTICLE 14: CONVOCAATION COMMITTEES

The Convocation shall be comprised of the following Committees:

(1) **Executive Committee (EXCOM) of the Convocation**

This is an Executive organ of the Convocation chaired by the President. It is responsible for carrying out the day-to-day functions and decision of the Convocation. The composition of the EXCOM shall consist of the following members provided gender equity is considered: -

- (i) The President.
 - (ii) The Vice President.
 - (iii) The Secretary (The Deputy Provost Administration)
 - (iv) The Deputy Provost for Academic Affairs
 - (v) The Honorary Treasurer
 - (vi) The Editor of the College Newsletter/Journal
 - (vii) The Public Relations Officer.
 - (viii) Regional Chapter Representatives
- Two Members elected by the Convocation.

Rules Governing the EXCOM

- (i) All EXCOM members shall be elected at the AGM of the Convocation and shall hold office for a period of three years except the Secretary.
- (ii) At least one third of the EXCOM Members shall be female.
- (iii) All EXCOM Members except the Secretary shall not serve more than two consecutive terms in the same position.
- (iv) The President, Vice President and Honorary Treasurer of the Convocation shall not serve more than two consecutive terms in the same position.
- (v) Not more than two Convocation members employed by the College in an administrative capacity may be elected to the EXCOM.
- (vi) Should any member of the EXCOM elected by the AGM of the Convocation, vacate office before the expiration of the due period of office, EXCOM may appoint any member of the Convocation to fill such vacancy. Such member shall fill the position for the remainder of the period of office.
- (vii) Should the position of President become vacant during the term of office, the Vice President shall fill the position for the remainder of the office.
- (viii) Should the position of Vice President become vacant during the term of office, the EXCOM may elect a member of the Convocation to fill the position for the remainder of the period of office.
- (ix) In the absence of both the President and the Vice President at a meeting the members present shall elect from amongst themselves, an acting Chairperson for the meeting.
- (x) Members of EXCOM attending EXCOM meetings will be sponsored by the Convocation funds.

Functions of the EXCOM

The day-to-day management of the business of the Convocation and its functions will be vested in the EXCOM, which shall:

- (i) Cause to be convened the Convocation AGM which shall receive and approve financial and activity reports of the Convocation and elect new EXCOM Office bearers as the case may be.

- (ii) Establish sub-committees for the realization of objectives of the Convocation.
- (iii) Hold regular meetings to receive financial and activity reports from the convocation sub-committees.
- (iv) Appoint members to the Convocation Activities Committee, The Publications Committee, and Fundraising Committee.
- (v) Make recommendations to the College management for employment of Convocation working staff.
- (vi) Approve and authorize expenditure of Convocation funds.
- (vii) Advise and suggest possible fund-raising initiatives and Recommend to AGM for awards or prizes to distinguished alumni who have made significant achievement to the Convocation and/or College.
- (viii) Open and operate a separate banking accounts with the approval of the CGB according to the College financial regulations, into which shall be deposited all monies received directly for the Convocation from sources within and outside the College.
- (ix) In conjunction with the Honorary Treasurer and the Convocation office, maintain all financial records and transactions of the Convocation, which shall be in accordance with the College's financial regulations.
- (x) Prepare annual budget of the Convocation and course to be approved by the AGM.
- (xi) Discuss any other business referred to the EXCOM by the AGM.
- (xii) Scrutinize and accept membership of the alumni for endorsement by AGM.
- (xiii) Represent the Convocation, whenever necessary, at events, meetings, and functions of the College both inside and outside the College.

(2) Convocation Activities Committee

The membership of the Convocation Activities Committee of which at least one third shall be women shall comprise of: -

- (i) The Chairperson (nominated from among alumni and be a member of the EXCOM)
- (ii) The Secretary
- (iii) Four Members (nominated by EXCOM from among alumni of the College or other categories of convocation Membership).

Functions of the Convocation Activities Committee

The functions of the Committee shall be to: -

- (i) To deliberate on and determine and propose principal activities of the Convocation of routine and/or innovative nature.
- (ii) With approval of EXCOM, prepare a three-year activity action plan based on (i) above.
- (iii) Oversee implementation of activities of action plan as determined at the start of the triennium and report to AGM.
- (iv) Review the action plan yearly.
- (v) Maintaining and updating of the Alumni Directorate
- (vi) To maintain a calendar of meetings in time for a reporting to the EXCOM Meetings as may be scheduled.

(3) Convocation Publications Committee

The Convocation Publications Committee of which at least one third shall be women shall comprise of: -

- (i) The Chairperson (nominated from among alumni and be a member of the EXCOM).
- (ii) The Secretary
- (iii) The Public Relations Officer.
- (iv) Two Members (nominated by EXCOM from among alumni of the College or other categories of convocation Membership).

Functions of the Convocation Publications Committee

- (i) To maintain and edit regular publications for sound and effective communication, information and educative value to the alumni and the public, to include: -
 - (a) Development and maintenance of the Convocation Web page,
 - (b) Publishing Convocation Newsletter,
 - (c) Selling and distributing books arising from proceedings of Convocation, sponsored workshops and symposia and other appropriate fora.
 - (d) Preparation of news briefs arising from Convocation seminars, symposia, or other important functions of the Convocation.

(4) Convocation Committee for Resource Mobilization

Its role shall be to coordinate and mobilize fundraising campaigns and activities that will ensure self-sufficiency of the Convocation in all financial matters. The composition of the Committee which at least one third shall be women shall include:

- (a) The Chair (a prominent alumnus of KCMU-College).
- (b) The Secretary.
- (c) The Convocation Honorary Treasurer.
- (d) Three co-opted members (two of whom are senior academicians of the College).

Functions of the Convocation Standing Committee for Resource Mobilization

- (a) Identify possible generic source of funds that the College can tap towards sustainably running various activities for the benefit of the College community and alumni.
- (b) Advise the EXCOM on the kind of projects and programmes that can be undertaken to the advantage of both the University and her alumni; and
- (c) To advise on and generally do the following: -
 - (i) Conduct fundraising events.
 - (ii) Identify source of sponsorships.
 - (iii) Collect profits from investments.
 - (iv) Collect membership fees.
 - (v) Collect donations from organizations, sponsors, and alumni.
 - (vi) Organize the sale of publications by the Convocation.

PART FIVE

ARTICLE 15: CONVOCATION MEETINGS

- (1) The Convocation shall have three types of meetings:

- (i) Annual General Meeting (AGM)
 - (ii) Special General Meeting (SGM)
 - (iii) The Executive Committee Meetings (ExCom)
- (2) **Annual General Meeting (AGM)**
- (i) The Secretary in consultation with the President of the Convocation shall convene the AGM.
 - (ii) The AGM will be held each year, one day before the College graduation day at such a time and place as the EXCOM may determine.
 - (iii) Notice of the AGM shall be published in the appropriate College publications, advertised and announced in the appropriate external media as approved by EXCOM at least three weeks prior to the date of the meeting.
 - (iv) Ten percent of the members listed in the Roll shall constitute a quorum at the AGM meeting.
 - (v) Any member who wishes to raise any matter at such a meeting must submit written motions regarding the said matter to the Secretary of the Convocation at least three weeks before the date of the meeting.
 - (vi) Every motion received shall be signed by the proposer and the supporter, if any both of whom and in their absence their nominees, must be present at the AGM.
 - (vii) Any motion to amend or rescind a previous resolution of the Convocation shall be carried by more than a half of the members present at the meeting.
 - (viii) The ruling of the Chairperson in a point of order of procedure is binding and final.
 - (ix) Any matter deemed to be of an urgent nature may, without prior notice, with leave of the Chairperson and a majority of the members present, be considered at such meeting.

Functions of the AGM.

- (e) Hold election of office bearers of the Convocation, and the EXCOM and the standing committees or any other committee as may be necessary.
- (f) Amend and ratify on KCMU-College's Convocation Constitution.
- (g) Review the policies of the Convocation.
- (h) Declare a vote of no confidence to any official of the Convocation.
- (i) Evaluate commitment, approve and/or terminate membership of the Alumni.
- (j) Approve the annual budget for presentation to the College Administration.
- (k) Approve distinguished award beneficiaries.
- (l) Deliberate on any other matters referred to the AGM.

Agenda for the AGM.

The agenda for the AGM will be as follows: -

- (i) Adoption of the Agenda.
- (ii) Confirmation of the minutes of the previous meeting.
- (iii) Matters arising from the minutes of the previous meeting.
- (iv) Matters arising from EXCOM meetings.
- (v) Honorary Treasurer's Audited Report.
- (vi) President's Annual Report.
- (vii) Election of office bearers and EXCOM members.
- (viii) Any other business with the leave of Chairperson.

AGM Resolutions

- (i) The Secretary shall report to the CGB and CAC the activities of the Convocation and shall transmit to the Provost, the Council or Senate as the case may be, any resolution passed by the Convocation.
 - (ii) The Secretary shall send a copy of the minutes of every meeting of the Convocation to the Provost and the Chairperson of the CGB and CAC.
 - (iii) The Secretary shall send a copy of every meeting of the Convocation to the Alumni listed in the Roll.
- (3) **Special General Meeting (SGM).**
- (i) The President may convene a SGM of the Convocation when required.
 - (ii) Notices in writing of such meeting shall be sent to all members, and where practicable, in press advertisements not less than seven days before the date of such meeting.
 - (iii) Not less than five percent of the Convocation members listed in the Roll may also request in writing to the Secretary for a specific purpose and such meetings shall be held within sixty days after receipt of the request.
- (4) **The EXCOM**
- (i) The EXCOM shall meet at such times and places as it shall resolve but shall meet not less than four (4) meetings in a year or whenever required to by the Chairperson.
 - (ii) Meeting dates for the year shall be scheduled by the Secretary in consultation with the President of the Convocation and in accordance with the planning of the University's calendar of events and meetings.
 - (iii) The Secretary shall give notice of ordinary meetings of EXCOM at least seven (7) days before the date determined for the meeting of the EXCOM.
 - (iv) The quorum for EXCOM meetings shall not be less than one half of the members.
 - (v) Notice of the agenda of EXCOM meetings shall be given at least two (2) weeks before the date of the meeting.

ARTICLE 16: REPRESENTATIVE TO CGB, AND CAC.

- (1) The President of the Convocation shall automatically be regarded as duly elected Convocation representative to the CAC and CGB.
- (2) The Convocation representative to the CAC and CGB, shall not serve more than two consecutive terms of three years in the same position.

PART SIX

ARTICLE 17: CONVOCATION OFFICE

(1) Convocation Liaison Office

The Convocation office shall bear the following permanent members of staff of whom two must be competent management graduates.

- (i) Convocation Liaison Officer

- (ii) Assistant Liaison Officer
- (iii) Office Management Secretary

(a) Functions of the Convocation Liaison Office

- (i) Communication with the Alumni.
- (ii) Management and maintenance of Alumni data base.
- (iii) Supporting and sustaining Convocation activities.
- (iv) Promotion and publicity of the College.
- (v) Developing an active working relationship with Alumni and other members of the Convocation.
- (vi) Establishing and maintaining linkages with other academic and government institutions.
- (vii) Promotion of student and staff welfare.
- (viii) Provide strategic support to the officers of the Convocation.

PART SEVEN

ARTICLE 18: OBLIGATION OF COLLEGE ADMINISTRATION

- (1) Provide the Convocation office with a reasonable budget for operating costs, meetings, and events.
- (2) Ensure availability of office from which the EXCOM can function.
- (3) Recruit Convocation permanent staff and remunerate them accordingly.
- (4) Provide the EXCOM with reasonable access to any College venue or facility for the purpose of carrying out the business of the Convocation or of its EXCOM.

PART EIGHT

ARTICLE 19: ELECTIONS

- (1) The general elections of the Convocation office bearers and EXCOM shall be held at the AGM every three years and shall be in the manner determined by the AGM.
- (2) Any regular member of the Convocation shall be eligible for election to one of the vacant posts.
- (3) The elections shall be organized by the Returning Officer who is the Secretary of the Convocation.
- (4) All the elections shall be by secret ballot and by majority vote.
- (5) In the event of an equality of votes, the Chairperson presiding the meeting shall have a casting vote in addition to his or her deliberate vote.
- (6) The nomination forms will contain the titles of the vacant posts to be filled in one sheet and will be circulated to ordinary members with the names of eligible members.
- (7) The regular member shall propose one name for each of the vacant post and submit the duly filled nomination form to the Secretary.
- (8) The Returning officer assisted by scrutinizers shall short list not more than three names for each vacant post by using popular nominations criteria.

- (9) During the AGM, the Convocation members will individually be availed with a ballot paper that contains the list of candidates and their corresponding vacant post to be voted through secret ballot.
- (10) The Returning Officer assisted by scrutinizers shall count votes and prepare a statement showing candidates who have been validly nominated to fill the vacant posts of the Convocation and EXCOM.
- (11) The Returning Officer shall announce the results of the elections during the AGM under item of the agenda on elections.

PART NINE

ARTICLE 20: RETURNING OFFICERS AND SCRUTINIZERS

- (1) At all elections, the Secretary shall act as Returning Officer and shall be assisted by two scrutinizers appointed by the President or, Vice President as case may be.

ARTICLE 21: VOTE OF NO CONFIDENCE

- (1) Office bearers may be removed from office by a vote of no confidence at the AGM or SGM. Such vote of no confidence shall be by not less than half of the members present.

ARTICLE 22: RESIGNATIONS

- (1) Any officer can resign by tendering written resignation to the Secretary and such resignation shall be with effect from ratification from either the EXCOM or the AGM.
- (2) The EXCOM shall fill offices vacant due to resignation for such period until an AGM is called.

PART TEN

ARTICLE 23: ALUMNI ASSOCIATION

(1) Convocation Alumni Association Committee

There shall be the Convocation Alumni Association, which will comprise of former alumni of KCMU-College and its former manifestations. The affairs of the Convocation Alumni Association shall be coordinated by the Convocation Alumni Association Committee (CAAC) which is comprised of:-

- (i) Convocation President.
 - (ii) Convocation Secretary.
 - (iii) Convocation Honorary Treasurer.
 - (iv) Chairpersons of the Convocation's Committee
 - (v) Five members elected by the AGM.
- #### **(2) Functions of the Convocation Alumni Association Committee**
- (i) To compile and maintain a unified Convocation members address book (e-mail, postal and telephone numbers).
 - (ii) To establish and maintain a database of graduates from 1997 to-date.

- (iii) To cooperate with the Convocation Standing Committee for resources mobilization in fundraising campaigns & activities.

PART ELEVEN

ARTICLE 24: FINANCE

- (1) The sources of the Convocation Funds shall be from:-
 - (i) College annual budget.
 - (ii) Membership fee to be decided by AGM from time to time.
 - (iii) Subscription fee payable annually to be determined by the AGM from time to time.
 - (iv) Donations and contributions from friends and well-wishers.
 - (v) Fund-raising activities, grants, advertisements, interest in stocks and shares, businesses, registration fee for participation in annual events to be determined by the EXCOM from time to time, annual/New Year dinner and/or lunch etc.
 - (vi) Raising funds through sales of publications and other items.
- (2) The funds of the Convocation shall be used only for activities in furtherance of the objectives of the Convocation or College
- (3) All monies shall be received by and paid to the Treasurer who shall deposit to any of the bank(s) approved by the College Administration.
- (4) No major payments shall be made out of the Bank account without the approval of the EXCOM authorizing such payments.
- (5) A petty cash account shall be kept by the Treasurer.
- (6) Audited financial report shall be submitted in writing by the Treasurer to the EXCOM for scrutiny and finally to the AGM for approval.
- (7) The financial year of the Convocation shall be from 1st July to 30th June each year.
- (8) The Treasurer shall produce financial statements made up to a date, which shall be not less than four weeks and before the date of the AGM.

ARTICLE 25: AUDITORS

- (1) The Auditors shall be appointed by the College Management.
 - (i) All the Convocation Accounts, records, and documents shall be open for inspection by Auditors at any time.
 - (ii) The Auditors shall examine such financial statements and establish whether they are correct based on the College financial regulations.
- (2) A copy of the Auditors report on the financial statements shall be furnished to all members during the AGM.
- (3) An Auditor/ Audit firm may be paid such fee for his duties as per College regulations.
- (4) No Auditor may be an office bearer or a member of the EXCOM.

PART TWELVE

ARTICLE 26: SIGNING OFFICERS

- (1) All instruments in writing requiring the signature of the Convocation will be signed by the President and one other elected member of the EXCOM or by such persons as the EXCOM may determine.

PART THIRTEEN

ARTICLE 27: AMENDMENTS TO THE CONSTITUTION

- (1) The power to make, alter, amend, or repeal the Convocation's Constitution is vested in the AGM. It shall be necessary to amend or repeal this constitution that the two thirds of AGM members listed in the Roll vote affirmatively.

ARTICLE 28: INTERPRETATION

If any part of this Constitution is in dispute with other provision (s) of this Constitution or College Charter and Rules, 2010 or any other College legal document or any National law(s), the President shall appoint a committee of three members excluding the EXCOM officials to help to read and interpret and propose necessary amendments which will be presented to the AGM for approval.

ARTICLE 29: REVISION

This Constitution shall be reviewed after every five (5) years or anytime when deemed necessary and appropriate.

ARTICLE 30: COMMENCEMENT DATE

The commencement date of this Constitution shall be the date of the Approval by the College Governing Board. Hard copies of this Constitution shall be availed to all Convocation members and will be posted on the University's website for accessibility by members.

ARTICLE 31: APPROVAL

This Constitution was approved by the CGB during its 54TH Meeting held on Thursday, 21st November 2024

Name: Prof. Ephata E. Kaaya

Signature:

Position: Provost

Entity: KCMU-College

Date: Thursday, 21st November 2024

Name: Hon. Bishop, Dr. Fredrick O. Shoo.

Signature:

Position: Chairperson, CGB

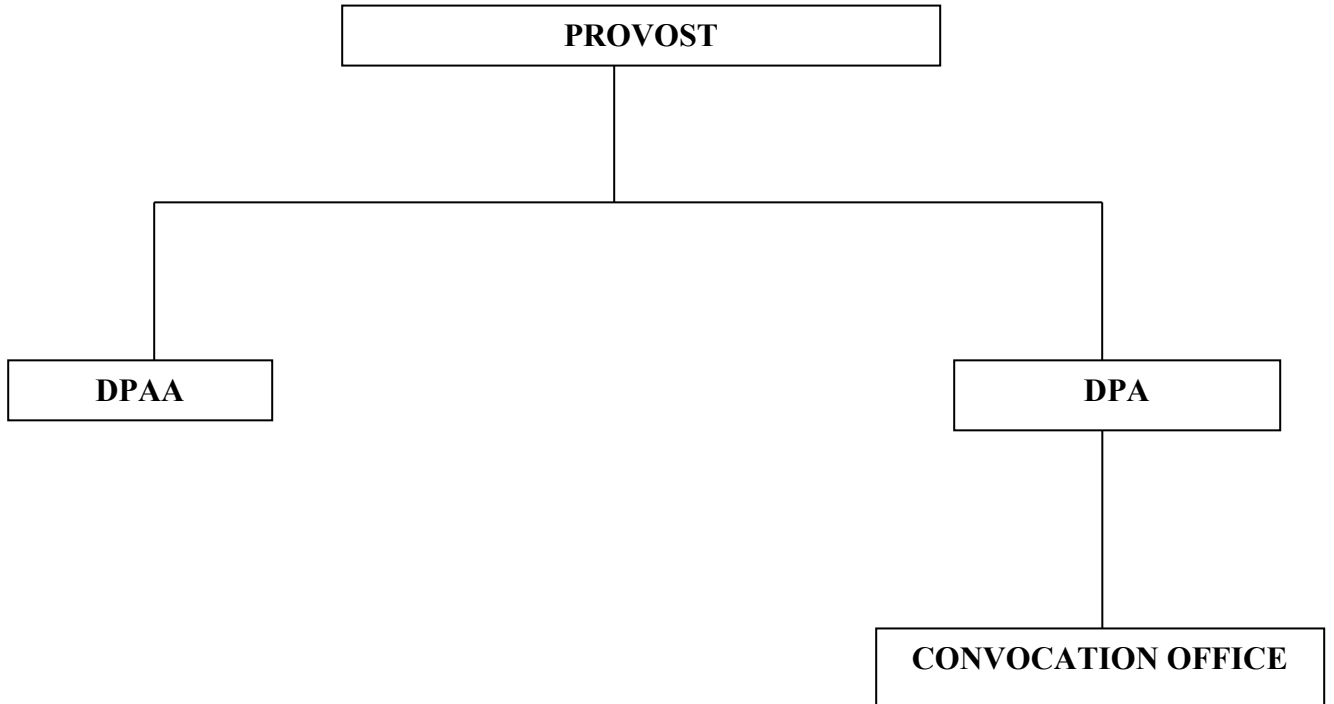
Entity: KCMU-College

Date: Thursday, 21st November 2024

SCHEDULES

FIRST SCHEDULE:

**POSITION OF THE CONVOCATION OFFICE WITHIN THE COLLEGE
STRUCTURE**



SECOND SCHEDULE:

ORGANIZATION STRUCTURE OF THE CONVOCATION

