



KENYA METHODIST UNIVERSITY STUDENTS' ASSOCIATION (KeMUSA)

VERSION	2.0
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APPROVAL AND AUTHORIZATION

This Kenya Methodist University Students Association (KeMUSA) Constitution 2019 was approved by the University Council on, and authorized for implementation by the Vice Chancellor on _____.

Prof. Maurice Okoth

Vice Chancellor PhD.

Signature.....

UNIVERSITY COUNCIL CHAIR

Sign

Name

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CHAPTER 1

INTRODUCTION, HISTORY, MISSION AND VISION AND DEFINITION OF TERMS

1.1 HISTORY OF KENYA METHODIST UNIVERSITY

Kenya Methodist University (KeMU) is a Chartered Private Christian Institution of higher learning. It was founded by the Methodist Church in Kenya. KeMU became a chartered University in June 2006 upon being awarded a Charter by His Excellency President Mwai Kibaki.

Over the years, the University has continued to grow and to develop in terms of student numbers, staffing and infrastructure to cater for increasing demand for higher education in Kenya and the region. Currently, the Academic Programs are organized within four Schools namely: School of Business and Economics; School of Medicine and Health Sciences; School of Education & Social Sciences, School of Science & Technology within which there are many Academic Departments with a big population of students. It further incorporates four directorates namely University Advancement and Marketing, Research, Innovation and Post Graduate, Research and Quality Assurance and Competency Education and Training. In addition the university established Centre for Leadership and Professional Development that provides training for short courses. Teaching and learning is offered in three modes namely; full time, part time and digital/blended. KeMU cherishes the integration of faith, learning and work towards quality holistic education deemed necessary for societal transformation. The University also has well established Campuses in Nairobi and Mombasa and a Centre in Meru Town.

1.2 Vision

A globally competitive Christian University producing the next generation of professionals and transformational leaders.

1.3 MISSION

To contribute to societal transformation by providing quality education that promotes excellence in scholarship, research and selfless service.

1.4 PHILOSOPHICAL STATEMENT

Holistic human and societal development guided by Christian principles

1.5 GUIDED VALUES AND PRINCIPLES

CORE VALUES

- Quality
- Excellence
- Creativity
- Innovation
- Accountability
- Integrity
- Team work

1.5 CORE FUNCTIONS

- **Teaching/ learning-** KeMU offers competitive, innovative and market- driven programmes.
- **Research-** the University carries out research and fosters collaboration and linkages in multidisciplinary fields.
- **Community service- 3.** KeMU enhances corporate social responsibility, outreach and community services activities.
- **Consultancy -** The University undertakes consultancy services from clients.

1.6 SLOGAN

“The Future is Here

1.7 MOTTO

Laborare est orare

Translation from Latin

English : To work is to pray

Swahili: kazi ni sala

1.8 HISTORICAL CONTEXT OF KeMUSA CONSTITUTION

The process of making the first student constitution at KeMU started in 1997 being a Commission for Higher Education (CHE) requirement after the University was given a letter of Interim Authority. In 1999, the draft constitution was ready and the first student union was in place in 2000. In 2004 the KeMUSO constitution was formerly approved by senate.

In 2004, Kenya Methodist University embarked on a strategy of opening Campuses in some other parts of the Country namely; Nairobi, Nyeri, Nakuru, and Mombasa. The first KeMUSO Constitution only acknowledged and stipulated rules and regulations for students in the Main Campus at Meru. The growth and development of other Campuses made it necessary to revise the students' Constitution. There were two main objectives for the revision of the KeMUSO Constitution:

1. To review the Constitution in order to incorporate other KeMU campuses.
2. To harmonize the students Constitution to other policy documents after the award of Charter in 2006.

The review process started in 2010 with Ten (10) student representatives from each Campus who gathered at the Main Campus under the supervision of the Dean of Students. After a draft was produced it was circulated, discussed and amended by students from all KeMU Campuses. Eventually, when the students were satisfied of having produced a fair copy of the Constitution, the Dean of Students presented the draft to other organs such as the Students Affairs Committee, the Deans Committee and finally the Senate. At Senate level a Sub-committee of four (4) Senators was mandated to read, verify and ascertain that the draft KeMUSO Constitution was in tandem with other legal documents of the University.

There are certain critical factors that were considered during the review. These include:

1. That KeMU is a Christian University grounded in Spiritual and ethical values;
2. That KeMU is governed under the 2006 Charter has a Trust Deed, an Academic Handbook and a Students' Code of Conduct policy. All these policy documents have priority in the implementation of the revised KeMUSO Constitution;
3. That KeMU has students in various Campuses and their interests, activities and membership to KeMUSO must be fully recognized in the Constitution;
4. That in each Campus there shall be a Students' Council made of elected student leaders who in turn shall elect the overall Students' Council. That the Chairperson of KeMUSO shall always be based at the Main Campus in Meru.

1:8:1 Complying with University Act 2016

This act was launched in July 2016 and enacted by the Kenyan parliament in order to;

- ✓ Streamline the University election process.
- ✓ Bring commonality in student governments in all Universities in the country.
- ✓ Come up with a single student government association per University.
- ✓ Remove the popular vote system and adopt the Electoral College approach.
- ✓ Create uniformity in student governance in Universities across the country.

The act was assented by President Uhuru Kenyatta on 23/12/2016 and gazetted on 30th December 2016. The commencement date being on 13th January 2017.

1.9 DEFINITION OF TERMS

KeMUSA – Kenya Methodist University Students’ Association.

UNIVERSITY STATUTES – Supreme instructions, rules and regulations governing the University

CODES OF CONDUCT - Rules and regulations governing student conduct.

STUDENTS’ COUNCIL- Supreme governing body of KeMUSA.

STUDENTS’ COMMITTEES – Appointed or elected members/office bearers coordinating the affairs of KeMUSA in the respective campus under the guidance of Students’ Council.

ACADEMIC YEAR – (currently), the period from January of every calendar year to December of the same calendar year or as set by the University Management from time to time.

RESIDENTS- Full time students who reside in the University halls of residence/ hostels.

OFF- CAMPUS STUDENTS- Students who do not reside within the University’s Halls of Residence or Hostels.

GPA- Grades Points Average.

GENERAL ELECTIONS – These are elections held once per calendar year to elect the KeMUSA Students’ Council and Campus Committee members.

BY – ELECTIONS – These are elections held to fill the vacant posts in the Students’ Council and/or Campus Committees

INTERNATIONAL STUDENTS- Students who come from different countries but are registered at Kenya Methodist University.

1.8 DECLARATION

ACKNOWLEDGE the sovereignty of God the Father, the Son and the Holy Spirit.

RESPECTFUL of the governance organs of the Kenya Methodist University and the association’s members views and opinions.

COMMITTED to nurturing and protecting the well-being of the individual member of the Association.

RECOGNIZING the aspirations of all University students in **KeMU** based on the essential values of human rights, equality, freedom, democracy, social justice and the Rule of law,

THEREFORE we the members of Kenya Methodist University Students Association, (hereinafter referred to as **KeMUSA**) do hereby solemnly adopt, enact and give this constitution to ourselves and our future generations.

- This **KeMUSA** constitution shall apply to all Kenya Methodist University students.
- The **KeMUSA** constitution shall take effect upon approval by the University Council.
- All students' clubs, students' societies, students' fellowships and students' associations shall be subjected to the **KeMUSA** constitution, jointly or severally.

CHAPTER 2

NAME, LANGUAGE, STATUS, AIMS, OBJECTIVES AND PHYSICAL ADDRESS

2.1 Declaration physical address to be included

The headquarters and the associations' registered office shall be at the Kenya Methodist University Student Welfare Building at the University main campus in Meru, PO Box 267-60200, Meru-Kenya, or such other location as the University may determine.

2.2 NAME

The name of the Students' association shall be "KENYA METHODIST UNIVERSITY STUDENTS' ASSOCIATION". Hereafter referred to as "KeMUSA".

The student's motto shall be 'student's voice'. Hereafter referred to as 'sv'.

2.3 OFFICIAL LANGUAGE

The official language of KeMUSA shall be English, Kiswahili and sign language(s) shall be used as formal languages of communication by KeMUSA.

2.4 STATUS

1. KeMUSA shall be an all-inclusive, internal, non- political, ecumenical organization that upholds the institution's Christian ideals; being the bedrock belief system and is responsible for governance, representation and the wellbeing of all its members in their academic, spiritual, social, mental, physical life in the University for all student irrespective of gender, religion, race and ethnicity governed by Christian values
2. KeMUSA shall operate in accordance with University Charter and Statutes.
3. KeMUSA shall be the supreme student's organ mandated to represent the interest of the entire students' body and shall have its office situated solely on the University's premises.

2.5 SCOPE

1. KeMUSA shall address academic, physical, mental, spiritual and social issues affecting registered members from all KeMU Campuses and Centers.

2. KeMUSA shall in accordance with this constitution, consist of all registered members, the Students' Council, and all associated committees of the Students' Council established as per this constitution.

2.6 AIMS AND OBJECTIVES

1. To contribute towards a healthy academic, spiritual and social life of all the students in the University.
2. To contribute to the fulfillment of the University mission and vision in its academic character and spiritual values.
3. To act as a link between students and University Management including staff for the purpose of discussing, negotiating and finding solutions to all matters affecting the students' welfare holistically.
4. To enhance and uphold the contribution of KeMUSA in the smooth operation of the University and promote good working relations between the students and staff/University Management.
5. To promote healthy relation and mutual understanding with other students' organization (s), institution(s) or person (s) with comparable aims and objectives, both internally and externally.
6. To promote student participation in activities that further objectives of KeMUSA and the mission of the University.
7. To defend and uphold the rights and privileges of students as envisaged by this constitution.
8. To ensure that its members maintain high academic standards and participate fully in academic pursuance that further individual and institutional development.
9. To work towards the realization of a conducive environment that promotes personal development of its members.
10. To promote an institutional culture and a positive attitude towards the society in order to inculcate sense of responsibility in KeMUSA members as a means of promoting national cohesion and development.
11. To participate in research innovation and information dissemination.

12. To participate in community service

2.7 FUNCTIONS

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

1. To coordinate and promote communication between students in various schools, Centre's and Campuses so established by the University.
2. To raise and utilize KeMUSA funds for the best interest of the association and its members, such funds shall be raised in any lawful and reasonable manner as may be deemed fit by the Students' Council in consultation with the University Management.
3. In consultation with the University Management, KeMUSA will facilitate and encourage student's participation in the local, national, international students' functions, activities and missions.
4. To identify, nurture and develop leadership skills among the students and to coordinate their creative functionality so as to accord them an opportunity to expressively utilize their creative abilities through the facilitation of active clubs, interactive leadership forums, projects and any other productive forum(s) deemed fit in accordance with this constitution.
5. To undertake such other activities as may be consistent with the aims and objectives of KeMUSA

CHAPTER 3

MEMBERSHIP/ RENUMERATION

3.1 MEMBERSHIP

3.1.1 Eligibility

Membership to KeMUSA shall be mandatory to all registered students who have fully paid the membership fee and abide by the requirements of this constitution.

All students registered in the University shall be eligible for KeMUSA membership.

Membership to KeMUSA shall be mandatory for all KeMU students.

3.1.2 Subscription

- (a) There shall be a registration fee charged for every member.
- (b) Membership subscription fee will be payable on semester basis, charged and collected as part of student fees.
- (c) The subscription fee may be revised from time to time as need arises, and in consultation with the University Management.

3.1.3 Cessation of Membership.

Any member who ceases to be a student of KeMU for reason of completion, suspension, withdrawal, expulsion or otherwise, will automatically cease to be a member of KeMUSA

3.1.4. Rights and Obligations of Members

Subject to provisions of this Constitution unless stated to the contrary, KeMUSA members shall have the following rights and obligations;

- (1) The right to stand for elections for any elective office as provided under Chapter 5 of this Constitution.
- (2) The right to vote in any elections for any office of KEMUSA
- (3) The right to freely participate in all of KEMUSA activities.
- (4) The right to unlimited access to this Constitution, and

- (5) The right to inspect the books of accounts and seek clarification on any other matter pertaining to the Association.
- (6) The duty to promote the aims and objectives of KeMUSA as provided under chapter 2.6 of this Constitution.
- (7) An obligation to vote for sound leadership of the association
- (8) The duty to protect and uphold this constitution

3.1.5. Limitations of the members' rights

Members rights outlined in this constitution shall not be limited unless:

- i. A member contravenes provisions of this constitution.
- ii. A members contravenes the Code of Conduct, University Policies and Procedure.

A. Liability

- i) The members of the executive committee of the Students' Council shall be jointly and /or severely held liable for mismanagement, negligence or misuse of KeMUSA funds.
- ii) All members of Students' Council shall be jointly and / or severally held liable for the mismanagement, negligence or misuse of KeMUSA resources.
- iii) All members of student committees in campuses shall be jointly and /or severely held reliable for mismanagement, negligence or misuse of KeMUSA resources

B. Resignations, Removal and Censure

- i) Any office bearer/ or campus committee member 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 KeMUSA 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 Student's Council meeting within seven (7) days to notify the members of the resignation. In case of resignation of the secretary general, the Chairperson shall convene the meeting.
- v) The Students' Council shall notify the electoral commission of the resignation within seven (7) days after the meeting.
- vi) The electoral commission shall declare the seat vacant.
- vii) If any member of Students' Council / committee resigns, is suspended or removed from office during the first six months of the KeMUSA term, there shall be a by-election/ committee constituted within fourteen (14) days of the seat being declared vacant by the electoral commission. The elections should be carried out in accordance with this constitution.
- viii) In case of suspension, expulsion or removal from the office after the first six months of KeMUSA term, the Council 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 KeMUSA constitution, charges will be filed with the Dean of students for hearing and determination. Such charges must be brought in writing by any member of KeMUSA or the Students' Council.
- x) Anonymous allegations shall be investigated and if no substance be disregarded.
- xi) Upon hearing the case, the Dean of students shall in consultation with the Students' Council either;
 - xii) Dismiss the case for lack of evidence.
 - xiii) Warn the official.
 - xiv) Forward the case to the relevant organ of the University for Further Action.

C. Appeal

- i) Appeal cases shall follow the prescribed procedures described in the Academic Handbook.
- ii) The decision of the appeal committee shall be final.

- iii) Any official who appears for disciplinary and suspended for more than two semesters or expelled from the university will automatically lose his/ her post including the benefits and privileges that go with the post.
- iv) The Dean of Students shall inform the Students' Council in writing of any decision taken against such official.
- v) In case of suspension or expulsion, the provision of chapter 5 shall apply.

3.2 RENUMERATION

1. Members of the Students' Council and campus committees are entitled to sitting allowances as recommended by the KeMUSA General Meetings from time to time in consultation with the Dean of Students and approved by Deputy Vice Chancellor (Academic and Student Affairs).
2. The Students' Council shall have three ordinary meetings and two emergency meetings per semester; the executive committee shall have two meetings per semester.
3. Campus committee shall have three ordinary meetings and two emergency meeting

3.2.1 Appreciation of officials and members of KeMUSA

KeMUSA shall recommend to the University the award of letters of appreciation, certificates or honorarium whenever it's appropriate to the following;

- i. Members of Students' Council and campus committees
- ii. Electoral commission.
- iii. Standing committee members
- iv. Constitution review commissioners.
- v. Clubs and sports leaders and captains.
- vi. Members appointed to various committees and special duties.

Standing Committees of Students' Council will be appreciated as determined through a resolution by the Students' Council, and approved by the Deputy Vice Chancellor Academics and Student Affairs through the Dean of Students based on efforts noted by the committee.

CHAPTER 4

ORGANS OF KeMUSA, MEETINGS, STUDENTS' COUNCIL, CAMPUS COMMITTEES, KeMUSA STANDING COMMITTEES.

4.1 ORGANS OF KeMUSA

4.1.1 The following shall constitute the organs of KeMUSA;

- i. The Annual General Meeting and Special General Meeting(s) herein referred to as the AGM and SGM (s) respectively
- ii. The Students' Council
- iii. The campus council committee.
- iv. KeMUSA Standing committee

4.2 The Annual General Meeting and Special General Meeting(s)

- i. There shall be an Annual General Meeting (AGM) where all the members of KeMUSA will participate in the formulation and approval of their student government (Council) activities for the year.
- ii. There shall be a Special General Meeting (SGM) where member of KeMUSA will participate in the review of their government activities and approve any remaining activities.
- iii. The AGM shall take place in the fifth week immediately after elections.
- iv. The SGM shall take place in the sixth (6) to the ninth month (9) after the new KeMUSA council assumes office.
- v. Notwithstanding the provisions in four above, there can be any number of SGM convened to address any matter that the association deems fit.
- vi. Convening of AGM/SGM
 - (a) The AGM/SGM shall be convened by a notice of meeting at least seven days before the date by the Secretary General in writing and such notice shall be served to the Dean of Students and Chief Security Officer within

seven days and agenda thereto shall be displayed on notice boards in the University.

(b) Where the Secretary General fails to do so, the Chairperson shall convene the meeting in the prescribed manner in (a) above.

(c) Where both the Secretary General and the Chairperson are unable to call the meeting, any member of Students' Council supported by at least three other members of the Students' Council may convene the meeting by a notice evidenced by signatures. Such a meeting may be presided over by any Students' Council member appointed for that purpose and the notice shall be served to the Chairperson and Secretary General at least 48 hours before the meeting is convened.

- vii. The quorum for the AGM/SGM shall be twenty percent (20%) of all KEMUSA members registered in session.
- viii. Every decision at the AGM shall be by simple majority.
- ix. Voting at the AGM or SGM shall be by a show of hands unless the members voting decide otherwise.

4.3 The Students' Council

The Students' Council shall be the supreme students' governing organ.

4.3.1 The Composition.

The composition of Students' Council shall consist of the following seven members elected in accordance with the provisions of chapter 5 of this constitution:

- i. Chairperson
- ii. Vice chairperson
- iii. Secretary General
- iv. Treasurer
- v. Sports, Clubs and Entertainment Secretary.
- vi. Accommodation, Catering and External Affairs Secretary
- vii. Spiritual Secretary (nominated)

4.3.2 Term of office

The term of office for the Students' Council shall be one (1) calendar year.

4.3.3 General Duties of the Students Council.

The Students' Council shall:

- i) Be the supreme student governing organ.
- ii) Oversee the formulation and implementation of KeMUSA policies.
- iii) Be the student's representatives in the University Senate and Disciplinary.
- iv) Monitor and manage students' contribution to KeMUSA.
- v) Coordinate and promote communication between students in various schools, Centre and Campuses so as established by the University.
- vi) Ensure the campus committee decisions are consistent with the constitution.
- vii) Compose standing committees as per this constitution.
- viii) Act as a link between students and the University Management including staff for the purpose of discussing, negotiating and finding solutions to matters affecting the students' welfare holistically.
- ix) Prepare semester budget proposals for KeMUSA activities in all Campuses for approval by the Dean of Students.
- x) To promote an institutional culture and a positive attitude towards the society in order to inculcate a sense of responsibility in KeMUSA members as a means of promoting national cohesion and development.
- xi) Meet and discuss all expenditures of KeMUSA in the respective campus.
- xii) Hold three (3) ordinary meetings and (2) executive meetings each semester.
- xiii) There shall be room for emergency meeting in consultation with the Dean as need arises.
- xiv) Organize Annual General Meetings/ Special General Meetings.
- xv) Organize and coordinate programs and activities in the campuses in consultation with campus committees.
- xvi) Ensure that new members are well informed about all the organs and operations of KeMUSA.

- xvii) Be involved in any changes and or implementation of a policy by the University Management through the office of Dean of Students.
- xviii) Integrate faith and governance in KeMUSA, campus committees and standing committees.

4.3 4 Specific Duties of the Students' Council Officials

The collective responsibility of council members shall be exercised by the members in accordance with this constitution, the charter, statues and regulations and all other relevant laws and such authority shall be exercised.

i. The Chair-person of KeMUSA

There is established the office of the chairperson under the constitution who shall be elected based on provisions of this Constitution and who shall be Chairperson of the KeMUSA council, the overall leader of students.

The Chairperson shall have a running mate of opposite Gender

The Chairperson of KeMUSA shall:

- i) Represent the image of the Governing body of KeMUSA
- ii) Oversee formulation and implementation of KeMUSA policies.
- iii) Oversee ratification of resolutions.
- iv) The Chief spokesperson of the Students' Council.
- v) Preside over Students' Council meetings.
- vi) Ensure smooth running of operations of the campus committees in all Campuses.
- vii) Sit in the University Senate, the student disciplinary and welfare committees of the Senate.
- viii) Represent interest of campus committees in KeMUSA and University.
- ix) Be an ex- official member of all KeMUSA committees, clubs, societies and movements.
- x) Assign and delegate duties to other members of the Students' Council as and when need arises in accordance with this constitution.
- xi) Have a casting vote in case of ties in executive committee and council meetings.
- xii) Be a signatory to all withdrawals from KeMUSA funds as authorised by the Students' Council.

ii. Vice Chair-person.

There is established the office of the vice chairperson of KeMUSA. The vice chairperson shall be elected based on the provisions of this constitution.

The vice chairperson shall be of the opposite gender with the chairperson.

Duties

The Vice Chairperson of KeMUSA:-

- i) Shall be in charge of Academic Affairs and International students
- ii) Shall advise the Students' Council on matters related to academic issues.
- iii) Assume the duty of the Chairperson in an acting capacity during his/her absence.
- iv) Initiate cooperation with organizations and institutions outside the University subject to approval by the Governing Council and the Dean of Students.
- v) Sit in the Senate and its students disciplinary committees.
- vi) Perform any other duties as may be directed by the Governing Council from time to time.
- vii) Shall promote academic excellence and fair competition among students within the campus.
- viii) Shall chair the public relations committee.
- ix) Shall deal with all conduct related disciplinary cases affecting students in liaison with the Students' Council and Dean of Students.
- x) Shall receive and handle academic related grievances in collaboration with school representatives and the chairperson of relevant University departments.
- xi) Shall handle all matters pertaining to the international students in the University.

iii. The Secretary General.

There is established the office of the Secretary General who shall be elected based on provisions of this constitution and who shall perform the duties provided hereunder.

The Secretary General of KeMUSA shall:-

- i) Keep an official record of all KeMUSA Members.
- ii) Handle all KeMUSA correspondence (incoming and outgoing) under the general supervision of the Students' Council.

- iii) Issue notices, convening all meetings of the Students' Council and other KeMUSA meetings.
- iv) Keep minutes of all such meetings and preserve all records and proceedings.
- v) Keep a regular and up to date schedule of all the Council meetings, Committee meetings and KeMUSA General Meetings.
- vi) Be responsible for circulation of relevant information to the students through notices, announcements websites and social media after approval by Dean of Students.
- vii) Ensure matters affecting KeMUSA members are addressed.
- viii) Adopt an open dialogue policy in representing suggestions and grievances of its members to the appropriate University authorities.
- ix) Encourage and facilitate activities that further the academic objectives of members such as seminars, public lectures, speeches, exhibitions, conferences, quizzes and symposiums etc.
- x) Keep students updated and well informed on University policies, rules and regulations.
- xi) Shall keep a regular and up to date schedule of all the executive meetings, council meetings and KeMUSA General Meetings.
- xii) Perform any other duties as may be directed by Students' Council from time to time.

iv. Treasurer

There is established the office of the KeMUSA Council treasurer who shall be elected based on provisions of this Constitution. The Treasurer shall have the authority and responsibility as provided in the constitution and in particular shall:-

- i) Keep a proper, accurate and up to date record of every KeMUSA financial transaction in the campus.
- ii) Ensure the safe keeping of KeMUSA books of accounts.
- iii) Ensure that all financial transactions are duly authorized by the relevant authorities and sanctioned by the Dean of Students.

- iv) Present semester financial reports and annual reports at the Council meetings.
- v) Present progress reports of all KeMUSA projects and audited reports at the Council meetings.
- vi) Prepare a budget for each semester in consultation with the Campus Committee and present the same to the Council for approval.
- vii) Have access of KeMUSA accounts records from the University financial officer through the Dean of Students' Office.
- viii) Provide advice to the Students' Council on all financial matters.
- ix) Be a mandatory signatory to all withdrawals from KeMUSA funds as authorized by the Students' Council.

v. Sports, Clubs and Entertainment Secretary

There is created the office of sports and entertainment secretary in the KeMUSA council who shall be elected based on provisions of this constitution and shall have authority and responsibilities stipulated in this constitution and in particular shall;

- i) Facilitate and encourage the formation of Clubs/Societies/Movements, Teams, Fellowships and Associations relevant to the needs of KeMUSA members whose objectives are not contrary to the University regulations and the laws of the land.
- ii) Chair the entertainment and sports committee.
- iii) Attend student welfare committee of senate.
- iv) Attend chaplaincy committee.
- v) Work in liaison with all team captains, clubs, societies, fellowships and movements' officials.
- vi) Draw up a proposed calendar of events for all KeMUSA activities in consultation with all team captains and clubs'/ societies' and movements' officials.
- vii) Be responsible in consultation with the Dean of Students for regulation of clubs, associations, fellowships, movements and societies within the student's body.
- viii) Forward the proposed calendar to the Students' Welfare Office in the respective Campuses for discussion, rationalization and implementation.

- ix) In Consultation with team captains, coaches and club officials draw up the list of students going out for trips and forward to the University Students' Welfare Office for adoption and facilitation
- x) From time to time meet with team captains and club officials to address the issues affecting students. Such issues shall be presented to the Students' Welfare Department in the respective Campus.
- xi) Provide information to the Dean of Students about inactive teams, clubs, fellowships, societies and movements for necessary course of action.
- xii) Chair Mr. and Miss KeMU committee.
- xiii) Oversee the registration of new clubs/Association/teams and keep records.
- xiv) Perform all other duties as directed by the Student's council from time to time.

vi. Accommodation, catering and external affairs secretary

There is created the office of accommodation, catering and external affairs secretary who shall be a female in the KeMUSA council. The officer shall be elected based on provisions of this constitution and shall have authority and responsibilities stipulated in this constitution and in particular:-

- i) Shall in consultation with KeMU students' welfare help facilitate the orientation of new students.
- ii) Shall ensure civic education to new students on University policies, rules, procedures and regulations among members of KeMUSA in regard to catering and accommodation, and external affairs.
- iii) Shall in consultation with the Dean of Students coordinate the members' welfare in medical care, cafeteria, entertainment, hospitality, sanitation and NHIF.
- iv) Shall prepare and present to the Dean of Students and council all students' cases relating to illness, hospitalization, death, accidents, misfortune and bereavement.
- v) Attend student's welfare committee of senate and chaplaincy committee.
- vi) Shall prepare and present semester catering and accommodation progress reports at KeMUSA meetings.

- vii) Shall be the representative of the off-Campus students.
- viii) Shall chair the off Campus students welfare committee
- ix) Shall prepare and present monthly report to the council meeting on external student's affairs.
- x) Shall liaise with the Dean of Students' and Students Welfare Department for the provision of transport and meals to all off Campus students whenever there is a University event involving such students.
- xi) Shall perform all other duties as directed by the Students' Council from time to time.

vii. Spiritual Secretary

There is created the office of spiritual, special interests and minority secretary in KeMUSA council who shall be nominated by CF leadership and elected based on provisions of this constitution and shall have authority and responsibilities stipulated in this constitution and in particular shall:-

- i) Represent KeMUSA members in all University spiritual committees.
- ii) Oversee and present students' spiritual affairs to the Students' Council.
- iii) Prepare and present semester progress report to the Students' Council on spiritual matters.
- iv) Chair the Students' Christian fellowship Leaders Committee.
- v) Chief advisor to the Students' Council on spiritual matters.
- vi) Liaise with the University Chaplain on spiritual affairs and activities that shall be taking place internally or externally concerning the spiritual welfare of KeMUSA members.
- vii) Attend student welfare committee of senate and disciplinary committee.
- viii) Take care of faith based groups, special needs, disabled, and minority group's interests at the University.
- ix) Shall be in charge of post graduates, virtual learners, part time student and weekend learner.

- x) Perform all other duties as may be directed by the Students' Council from time to time.

4.4 KeMUSA Campus Committees

The campus committees shall work in consultation, with Students' Council and the Dean of Students and;

- i) Shall coordinate KeMUSA activities in their respective Campus as directed by the Council
- ii) Shall be the mouth piece of the student body in their respective Campus
- iii) Shall be the intermediary between the Students and University Management in their respective Campuses
- iv) Shall derive the docket duties as stipulated in clause 4.3.4 of similar office.

1. Nairobi Campus

Shall have 5 KeMUSA committee members as follows

- i. Chairperson
- ii. Secretary/Academic
- iii. Sports and entertainment
- iv. Finance
- v. Spiritual (CF Chair)

2. Mombasa Campus

Shall have 5 KeMUSA committee members as follows

- i. Chairperson
- ii. Secretary/Academic
- iii. Sports and entertainment
- iv. Finance
- v. Spiritual (CF Chair)

4.5 KeMUSA Standing Committees

- i) In order for council members to execute their mandate properly, the council may constitute the following and any other committees as per this constitution from members of KeMUSA registered at the main campus:
 - a) Executive Committee.
 - b) Academic Committee.
 - c) Social Welfare Committee.
 - d) Sports and Entertainment Committee.
 - e) Public Relations Committee.
 - f) Spiritual/ special/ minority Affairs Committee.
 - g) Income Generating Projects Supervisory Committee.
- ii) Christian fellowship (CF) shall nominate a member for every committee constituted.
- iii) Council committees will work with Campus Committee leaders to address issues in campuses through respective council chairs of committees.
- iv) The term of office for a standing committee shall not exceed the life of the constituting Student Council.
- v) Each committee shall appoint a Secretary from among the committee members.
- vi) The Council shall have the power to disband any of the committees provided for in this section under the following circumstances;
 - a) Upon completion of its mandate.
 - b) Upon expiry of the specified time period.
 - c) For contravention of this constitution or the University rules and regulations.
 - d) Any other reason the council may deem fit.
- vii) Selection Criteria for council Standing Committees

4.5.2.1 The Students' Council through the respective secretary will advertise internally for vacancies in Councils standing committee.

4.5.2.2 Interested students will apply for the post using a prescribed form.

- 4.5.2.3 Based on the qualification set by the Students' Council, successful candidates will be shortlisted.
- 4.5.2.4 The interview will be conducted by the Students' Council.
- 4.5.2.5 The standing committee will consist of a minimum of five (5) and a maximum of seven (7) members with exception of the academic committee.
- 4.5.2.6 After interviews, successful candidates shall be appointed by the Dean of Students to the respective committees.

4.5.3 Composition of KeMUSA Standing Committees

i. Executive Committee

The committee shall comprise of:

1. The Chairperson
2. The Vice-Chairperson
3. The Secretary General
4. Treasurer

ii. Academic Affairs Committee

The academic affairs committee shall consist of;

1. Chaired by the Vice Chairperson of KeMUSA Council
2. One representative from each school elected within their respective schools
3. A Post-graduate and Virtual learning student
4. One person nominated from CF

ii. Catering and Accommodation Committee

The catering and accommodation committee shall consist of:

1. Chaired by the Catering and Accommodation Secretary of the Student Council
2. Two students (one for each gender) residing in the University hostels.
3. Two students (one for each gender) residing outside the University.
4. Runners up Miss and Mr. KeMU/Miss and Mr. Chubby winners at campus preliminaries
5. One person nominated from CF

iii. Sports, Clubs and Entertainment Committee

The Sports, Clubs and Entertainment Committee shall consist of:

1. Chaired by the Sports, Clubs and Entertainment secretary
2. Two (one for each gender) sports captains
3. Two (one for each gender) club leaders representatives elected from among the fellowship and club leaders.
4. Two (one for each gender) entertainment representatives nominated by the Students' Council.
5. Miss and Mr. KeMU, Miss and Mr. Chubby winners at campus preliminaries
6. One person nominated from CF

iv. Public Relations Committee

The public relations committee shall consist of:

1. Chaired by the Students Council Vice-Chair person
2. Newsletter/magazine editor nominated by the Students' Council from the student body.
3. Reigning Mr. and Miss KeMU/ Mr and Miss Chubby
4. One person nominated by the Christian Fellowship

v. Spiritual/special/minority Affairs Committee

The committee shall consist of;

1. Chaired by the Spiritual Secretary
2. Two (one for each gender) special needs students
3. Two (one for each gender) international students

vii. The Projects/ Entrepreneurship committee

The committee shall consist of;

1. Chaired by the Treasurer of the Students Council
2. The Secretary of the Students Council
3. Two students (one for each gender) from the school of business specializing in entrepreneurship
4. One accounting student who will act as the secretary

5. One student from CF
6. One student with special needs

Duties

- a. The committee will receive and approve applications for hire or rent of any KeMUSA facilities
- b. The committee shall have the mandate to keep and maintain clear financial records and statements.
- c. The Chairman to the committee shall present a progressive report to the executive committee of the Students' Council.

viii. Other Committees

- i) If and when required, the Students' Council may set up other committees with clearly defined terms of reference.
- ii) For accountability and transparency, each committee shall be answerable to the council and shall submit to it written reports detailing all its activities.
- iii) The Students' Council shall appoint a convener who will act as the Chair
- iv) The committee so appointed shall conduct its affairs in accordance with the provision of this constitution and subject to the rules regulations and instructions of the University.
- v) The Students' Council shall be responsible for any activities of any committees so appointed.
- vi) 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.
- vii) A member of such committee, who, after appointment, is suspended, expelled or placed under other disciplinary sanction by the University or the Students' Council, shall automatically cease to be a member of the committee.

4.6 CLUBS, SOCIETIES, FELLOWSHIPS AND ASSOCIATIONS.

1. All the clubs, societies, fellowships and association shall be registered with KeMUSA within a period of twenty one (21) days from the date of formation subject to approval by the Dean of Students in consultation with Deputy Vice Chancellor Academics and Student Affairs. The prescribed registration application form shall be signed by the patron and Chairperson of the club.
2. It shall also indicate;
 - i. Name of the club
 - ii. Date of formation
 - iii. Objectives
 - iv. Interim office bearers
 - v. A list of members (minimum 15)
 - vi. Nature of activities
 - vii. The club's/ society's/ association's constitution
3. Upon receipt of the registration application, the executive committee of the Students' Council shall meet to consider such an application. The executive committee shall;
 - a. Register the Club, Society, Fellowship or Association
 - b. Deny registration in writing stating the reason for declining
- c. If approved they shall forward the application to the Dean of students for approval of registration.
4. Upon registration, the club, society, fellowship, association shall be issued with a certificate from the Dean of Students.
5. The sports, clubs and entertainment Secretary shall preside over the clubs'/ societies'/associations' elections within fourteen (14) days.
6. The secretary of each registered club/ society/ association shall submit a calendar of activities to the sports and entertainment secretary with a copy to the Dean of students not later than the third week of each semester.
7. The secretary of each registered club/ society/ association shall submit progress reports to the sports and entertainment secretary not later than the 8th week of each semester. Their reports will also be availed to the Dean of Students.

8. The Dean of Students shall have the right to de-register any Club, Society, Fellowship, and Association;
 - i) Whose activities are inconsistent with this constitution.
 - ii) Upon failure to submit a calendar of activities and progress report for one
 - iii) Upon notification of its own decision to cease operation.
 - iv) Whose membership fall below fifteen (15) members
 - v) Upon violation of the clubs, societies, fellowship associations' rules and regulations.
 - vi) Upon contravention of the University Code of Conduct or other regulations.
9. However, before de-registration, executive committee through the Students' representatives shall;
 - i) Discuss the issue with the Dean of the Students.
 - ii) Consult club, society, fellowship association members for further information.
 - iii) Issue a warning in writing to the club, society, fellowship association.
10. All clubs, societies, fellowships association office bearers and members shall be held responsible, collectively and/ or individually, for the activities and assets of the club, society, fellowships association.
11. All elected officials must be remaining with at least one calendar year of study.
12. Only registered clubs/ societies/ association will be allowed to source for funds from whatever source with written approval from the executive committee and Dean of Students.

CHAPTER 5

ELECTIONS; ELECTORAL COMMISSION (SEC), ELECTORAL PROCEDURES, ELECTORAL COLLEGES, ELECTION OFFENCES, VOTING AND PETITIONS.

5 ELECTIONS

5.1 General Principles of Elections

- i) The Electoral system shall be based on the principles of equality of the vote and the right of every member to vote and be voted for in an election.
- ii) That the election must be free and fair conducted through secret ballot and must ensure fair representation of all members.
- iii) The election shall be conducted in such a way as to reflect the regional, ethnic diversity and gender parity of the members.

5.2 Student Electoral Commission (SEC)

- i) There is hereby established an independent Electoral Commission which shall be appointed by the Vice Chancellor on or before the second Friday of February each year from the names forwarded by the Dean of Students.
- ii) SEC shall consist of the following:
 - a) Thirteen finalist students
 - b) Three members of staff
- iii) All the positions in the commission will be taken up by the students except the chief returning officer and the returning officers who shall be members of staff.
- iv) The Dean of Student shall advertise vacancies in the SEC for students, shortlist applicants and appoint an interview panel from the membership of the current Students' Council by the 3rd week of the first semester each year.
- v) The interview panel will submit five names for the main campus and four names for each of the other campuses to the Dean of Students for onward submission to the VC for appointment to the SEC.
- vi) The Dean of students shall nominate the Chief Returning Officer (from the main campus) and a Returning Officer from each of the other campuses from among

the academic staff and forward the nominees for appointment by the Vice Chancellor.

vii) Upon appointment by the VC, the commissioners will on their first sitting fill in the following SEC positions and forward minutes of their sitting to the Dean of Students.

- a) The Chairperson (must be a student from the main campus)
- b) Three Vice Chairpersons (one for each campus)
- c) Three Secretaries (one for each campus)
- d) Six Members (two for each campus)

5.2.1 Term of office

The electoral commissioners shall be in office for one calendar year and will be called upon to perform similar duties when need arises within the life of an incumbent Students' Council.

5.2.2 Criteria for Appointment

The appointment of the Electoral Commission shall be based on the following;

i. Staff

The nominee should possess the following attributes:

- i) Be a person of high integrity
- ii) Be a person with a clean disciplinary record
- iii) Must have worked in the university for at least two years
- iv) Should be an individual with proven interest in student welfare
- v) Must be a member of Teaching Staff

ii. Student

For appointment to SEC one:-

- i) Must be a KeMUSA member in good standing
- ii) Must have a cumulative GPA of 2.75 or above
- iii) Must have completed at least 36 credit hours and should have at least 3 semesters of study remaining and at least 40 credit hours remaining excluding internship
- iv) Should not have previously held any KeMUSA elective post
- v) Should have clean disciplinary record

5.2.3 Duties of the Electoral Commission

Once appointed the electoral commission shall serve for one year period and shall perform the following;

- i. Announce KeMUSA electoral roadmap.
- ii. Declare seats vacant as per provisions of this constitution
- iii. Receive nominations for candidates contesting various KeMUSA positions.
- iv. The electoral commission shall conduct civic education on polling exercise.
- v. Scrutinize the nominations and clear eligible candidates.
- vi. Give reasons in writing to the ineligible candidates.
- vii. Ensure compliance and adherence to election rules and procedures.
- viii. Prepare post and circulate a list of validly nominated candidates on major channels of communication in the university.
- ix. Take custody of the ballots, ballot boxes and other electoral materials before, during and after polling day and ensure their safety.
- x. Ensure the security of ballots and cast votes for a period of at least three months after elections.
- xi. Appoint polling clerks.
- xii. Supervise counting of votes.
- xiii. Announce the results immediately counting process is over.
- xiv. Submit certified copies of the election results to the Dean of Students within two (2) hours after the election

5.3 Electoral Procedure

5.3.1 Declaration of vacancies

- a) The KeMUSA government shall be dissolved on announcement of the election dates by the SEC.
- b) A caretaker committee shall be constituted in its place from the following current KeMUSA Council and the Campus committees;
 - i) The Chair Persons
 - ii) The Vice Chair (where relevant)
 - iii) The Treasurer

- iv) The Secretary
- c) The care-taker committee will run the affairs of KeMUSA until the next government is sworn into office:

5.3.2Nomination

- a) Nomination of Students' Council members and the electoral colleges delegates shall run concurrently
- b) Nomination papers shall be picked from the Students Electoral Commission fourteen (14) days prior to the date of the Electoral College election.
- c) Nomination papers for members shall be signed by the aspiring member/team, a proposer and at least hundred (100) seconders for each aspirant for the Students' Council, and thirty (30) for each aspirant at the Electoral College
- d) Candidate for the spiritual representative shall be proposed and seconded from the Christian Fellowship.
- e) The seconders for the aspirants for the Students' Council shall be proportionately distributed from at least four electoral colleges
- f) Aspiring members / teams shall submit duly signed nomination papers to the Electoral Commission seven (7) days prior to the election date between 8 am and 5 pm.
- g) The nomination papers shall be returned in designated places in the contestants' respective campuses.
- h) The Electoral Commission shall announce within two (2) days and cause to be prominently published immediately thereafter successfully nominated aspiring teams.
- i) Official campaigns shall begin immediately after the publication of the list of nominees by the Electoral Commission and shall last for seven (7) days ending 12 hours before the commencement of voting.
- j) Where a member of a validly nominated team withdraws, the team shall be deemed to have withdrawn

5.4 Types of elections

For purposes of electing leaders the following elections are provided for in this constitution

1. The general election
2. By-election

5.4.1 General Elections

General elections are held once every year for the purposes of constituting the student government. These elections include:-

- i. Delegates election
- ii. Campus committee elections.
- iii. The above two elections will be conducting as provided in section xxx of this constitution
- iv. The council elections

5.5 Electoral Colleges

For purposes of conducting elections under this constitution, the students association shall constitute electoral colleges based on schools.

The students of each Electoral College constituted in para 1 above shall elect three representatives (delegates) from amongst persons who are not candidates and of whom not more than two thirds shall be of the same gender.

Affirmative Action for Gender Parity

In conducting elections of representatives of the electoral college the best three candidates will automatically be declared the winners by the chairperson of the election commission except where two thirds gender rule has not been met in which case the immediate best person of the disadvantaged gender shall be declared third best (position three) candidate alongside the best two hence declared the winner.

Once elected, all delegates except those in the main campus will meet immediately after their election to constitute the respective five member campus committee as follows:

- vi. Chairperson

- vii. Secretary/Academic
- viii. Sports and entertainment
- ix. Finance
- x. Spiritual (CF Chair)

The chief returning officer will forward names of delegates and the office bearers of Campus Committees to the Dean of Students immediately after the elections.

5.5.1 Qualification for Electoral College delegates:-

To qualify to be elected as a delegate:-

- i. One must be duly registered for the semester during which elections are due.
- ii. Should not be in arrears in payment of school fees.
- iii. Must have completed at least 36 credit hours and least 45 credit hours remaining before graduation excluding internship.
- iv. Must have a cumulative GPA of 2.75 or above.
- v. Must have a clean disciplinary record.
- vi. Must not be a member of staff in KeMU.
- vii. Must be a KeMUSA Member in good standing.
- viii. Must not have held office in a Student Council of a University for two terms

5.5.2 Positions to be contested in KeMUSA Council Elections

During the general elections, the association will conduct elections to fill the following seven (7) positions in the Students' Council:-

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary general
- d. Treasurer
- e. Sports, clubs and entertainment Secretary
- f. Accommodation, catering, external affairs secretary.
- g. Spiritual Secretary (Nominated)

5.5.3 Qualification for election as KeMUSA Council member.

To be elected as a KeMUSA council member:-

- i. One must be duly registered at the main campus for the semester during which elections are due.
- ii. Should not be in arrears in payment of school fees.
- iii. Must have completed at least 36 credit hours and least 45 credit hours remaining before graduation excluding internship.
- iv. Must not be a member of staff in KeMU.
- v. Must have a cumulative GPA of 2.75 or above.
- vi. Must have a clean disciplinary record.
- vii. Must provide a current certificate of good conduct from CID.
- viii. Must be a KeMUSA Member in good standing.
- ix. Must not have held office in a Students' Council of a University for **TWO** terms

Special provision for the council treasurer

- x. For the post of the council treasurer, the candidate must have basic knowledge in accounting

5.5.4 By-elections

- a) A by-election shall be conducted within six months after a general election by all delegates (for KeMUSA council) or delegates of a campus (for campus committee) to fill any vacancy occasioned by any the following:
 - i) Nullification of election results.
 - ii) Resignation of more than half of officials of the Students' Council / Committee.
 - iii) Suspension or expulsion from the University.
 - iv) Inability to perform official duties for reason of sickness
 - v) Death
 - vi) Expulsion from council / committee
 - vii) Contravenes any of the provision detailed in clause 5.5.3

The electoral commission shall circulate a notice to this effect within a period of seven days after a position has fallen vacant.

- b) All aspiring candidates shall be required to present their nomination papers to the electoral commission as per the notice.
- c) The by-election shall then proceed as per electoral procedures specified in this Constitution.
- d) All aspiring candidates shall be required to present their nomination papers to the electoral commission. The by- elections shall then proceed in the same manner as general elections.
- e) The Council shall be empowered to fill any uncontested posts within seven days after the by-election
- f) 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.

5.5.5 Election Offences

An election offence may occur if provisions of the constitution are contravened by a contestant or candidate during election period in which case the electoral commission shall be entitled to summon the candidate and any other person and after inquiring into the matter, may disqualify, suspend or make any other valid decision regarding the candidature of the person affected.

The offences include –

- a) Rigging.
- b) Use of physical force.
- c) Intimidation and harassment.
- d) Sorcery and magic.
- e) Bribery.
- f) Giving false and malicious information.
- g) Mounting campaign posters of prescribed size for any candidate outside places designated for such posters by the electoral commission and University Management.
- h) Verbal abuse.
- i) Foul language.

- j) Forgery of signatures.
- k) Slurs based on ethnicity, religion, gender, mode of study.
- l) Drunkenness and rowdiness.
- m) Unauthorised vehicular procession inside and outside campus.
- n) Campaign rallies before the official campaign period.
- o) Provocative and incendiary attacks on the statues, regulations and policies of the University.
- p) Defamation or threats to any member of the University community/candidate.
- q) Receipt of funding from political parties, interest groups and persons.
- r) Use of social media platform to defame or injure the reputation of a competitor or any member of the University community while in pursuit to secure the election.

If the electoral commission convicts a winning candidate of campaign offence, then it shall declare the seat vacant and call for a by- election.

5.5.6 Voting Procedures and 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 identification 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 official names of all the contesting candidates and he/she shall indicate in the box against the names of their candidate of his or her choice voter's by the mark "√".
- iv. Any voter who may require assistance shall inform the electoral commission officials who in the presence of the candidates' agents shall assist the voter to elect his/her (voter's) choice.
- v. Where the method adopted in the election is marking "√" 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 spoilt.

- vi. No campaign of any kind shall be allowed within the polling station. No member in the 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. Any candidate who incorporates non-students and/or political affiliates in his/her campaign shall be disqualified from contesting in the elections.
- viii. The electoral commission shall seal any ballot box that is full in the presence of the Candidate (s) or their agents.
- ix. At the expiry of voting time, the electoral officials shall immediately seal all ballot boxes.
- x. The electoral commission Chairperson will then open the ballot boxes and the teller shall start counting immediately at a convenient place within the Campus in the presence of the candidates or agents.
- xi. The Students electoral commission Chairperson will ensure that order is maintained during and after the elections. Once counting is completed, the electoral commission Chairperson shall officially announce the results of the elections.
- xii. It shall be the responsibility of each candidate to avail himself/herself and/or his/her agent at the counting venue.
- xiii. In case there is only one candidate contesting for a position, the said candidate must secure a simple majority of valid votes cast at college or delegates level.
- xiv. 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 repeat of the election for that position the following day. Only the tying candidates will contest in such a repeat election.
- xv. The Students electoral commission CRO shall submit to the Dean of students the names of the elected officials within 2 hours of announcing the election results.

- xvi. The University chaplain in the presence of Dean of student shall within seven (7) days after release of the election results swear in the newly elected officials. The elected officials shall take over the affairs of KeMUSA on the day of the swearing in.

In the event of uncontested positions, the electoral commission shall announce new dates and if no candidates express interest to contest within the given time, the Dean of students in consultation with the new Students' Council shall fill uncontested posts within seven (7) days of taking office.

5.5.7 Eligibility for Voting

- i. Any student whose name appears in the nominal roll and has a valid student identity card shall be eligible to vote during elections.
- ii. For electoral college elections the student must be registered in the respective campus and electoral college.

5.5.8 Disqualification

- i. The electoral commission shall disqualify a candidate from contesting office if it establishes that the candidate;
 - a) Forged nomination papers
 - b) Is conducting campaigns contrary to election procedures and rules as per this constitution
 - c) Is in violation of the University Code of Conduct
- ii. The decision shall be communicated to the candidate in writing.
- iii. A disqualified candidate shall cease to campaign.

5.5.9 Appeals against Disqualification

- i. Any disqualified candidate who is of the opinion that he/she had been unfairly disqualified under clause (5.5.8) may appeal against the disqualification within 24 hours.
- ii. The application must;

- a. Be in writing addressed to the Chairman of the Student electoral commission
 - b. State the date and grounds of appeal.
 - c. Be signed by the applicant and at least twenty (20) KeMUSA members supporting the application.
- iii. The electoral commission shall give due consideration to the grounds stated by the applicant and thereby make a ruling within 24 hours of receipt of the application. The commission may;
 - a. Dismiss the appeal and uphold the suspension.
 - b. Reinstate the candidature of the applicant
- iv. If the disqualified candidate is not satisfied with the outcome of the appeal as provided in sub-clause iii above, the suspended candidate may appeal in writing to the Deputy Vice Chancellor (Academic Affairs) through the Dean of Students within 12 hours of notification. The Deputy Vice Chancellor (Academic Affairs) shall within 12 hours of receipt of the appeal;
 - a. Dismiss the appeal and uphold the decision of the Commission
 - b. Reinstate the candidature of the applicant
 - c. Refer the appeal to the Vice Chancellor for final arbitration
- v. If the disqualified candidate is still not satisfied with the outcome of the appeal as provided in sub-clause iv above, the suspended candidate may appeal in writing directly to the Vice Chancellor within 12 hours of notification. The Vice Chancellor shall within 12 hours of receipt of the appeal;
 - d. Dismiss the appeal and uphold the decision of the Deputy Vice Chancellor (Academic Affairs)
 - e. Reinstate the candidature of the applicant
- vi. The decision of the Vice Chancellor shall be final.

5.5.10 Election Petitions

- i. Any candidate who is dissatisfied with the manner in which elections are conducted or the result of an election may within six (6) working hours of the

- announcement of the results, file a petition in writing to the Students Electoral Commission through the Dean of Students.
- ii. The electoral commission shall give due consideration to the grounds stated by the applicant and thereby make a ruling. The commission may;
 - a. Dismiss the petition and uphold the election results.
 - b. Nullify the specific election results and there upon declare the respective post vacant.

 - iii. If the candidate is not satisfied with the decision of the Student Electoral Commission as in sub-clause ii above, the candidate may appeal in writing to the Deputy Vice Chancellor (Academic Affairs) through the Dean of Students within 12 hours of notification. The Deputy Vice Chancellor (Academic and Student Affairs) shall within 12 hours of receipt of the appeal;
 - a. Dismiss the appeal and uphold the decision of the commission
 - b. Cause the Students Electoral Commission to nullify the specific election results
 - c. Refer the appeal to the Vice Chancellor for final arbitration
 - i. If the candidate is still not satisfied with the outcome of the appeal as provided in sub-clause iii above, the candidate may appeal in writing directly to the Vice Chancellor within 12 hours of notification. The Vice Chancellor shall within 12 hours of receipt of the appeal;
 - a. Dismiss the appeal and uphold the decision of the Deputy Vice Chancellor (Academic and Students Affairs)
 - b. Advise the Students Electoral Commission to nullify the specific election results
 - ii. The decision of the Vice Chancellor shall be final.

CHAPTER 6

ARBITRATIONS OF DISPUTES, DISSOLUTION, CODE OF CONDUCT, PROJECTS, BEREAVEMENT RECORDS

6.1 ARBITRATION OF DISPUTES

1. The decision of the Dean of Students or his/her designee, on any matter pertaining to the Student's Association shall be binding to the parties concerned;
 - a) In case of appeal, the matter will be forwarded to the Deputy Vice Chancellor (Academic and Students Affairs) for arbitration.
 - b) The Deputy Vice Chancellor (Academic Affairs) may forward the appeal to the Vice Chancellor.
 - c) The decision of the Vice Chancellor shall be final.
2. In case of disputes between the Dean of Student and the Student Council, the Deputy Vice Chancellor (Academic Affairs) shall arbitrate.
 - a) In case of appeal, the matter will be forwarded to the Vice Chancellor for arbitration.
 - b) The decision of the Vice Chancellor shall be final.

6.2 DISSOLUTION OF KeMUSA COUNCIL

- 1) Dissolution of Students' Council
 - a) The Students' Council will be dissolved during the 1st semester of the calendar year with the knowledge of Vice Chancellor and the Dean of Students. This should be done within the first seven weeks when the incumbent's term of office ends.
 - b) After dissolution, the Chairperson, the Secretary General and the treasurer shall run the affairs of KeMUSA in an acting capacity until after the swearing in of the newly elected officials.
 - c) The electoral commission will declare such dissolution.
 - d) New elections shall be held as per Chapter 5 of this constitution.

- 2) The Students' Council may also be dissolved by a resolution passed at a Special General Meeting by a 2/3 majority of all active KeMUSA members in the Main Campus.
- 3) Dissolution through vote of no confidence by the Student Body
 - a) A vote of no confidence may be initiated through a precisely stated motion bearing the names and signatures of at least 1/3 of all active KeMUSA members.
 - b) Such a motion will be tabled and debated in an SGM.
 - c) All resolutions of the SGM will be forwarded to the Dean of Students
 - d) The Dean of Students shall in consultation with the SEC shall declare the council dissolved and constitute a Caretaker Committee to oversee KeMUSA matters until a new Students' Council is elected.
 - e) The Student Electoral Commission shall prepare and conduct elections within a period not exceeding five (5) weeks after dissolution of KeMUSA Council.

6.3 CODE OF CONDUCT

1. All KeMUSA members are subject to the Students Code of Conduct of the University as provided in the Students' Handbook and any other University regulations document.
2. The University shall deal with any violation of the Code of Conduct as per the set rules, procedures and instructions.
3. All groups, clubs, teams, societies, movements and any other such grouping shall be subject to the same Code of Conduct, jointly and/or severally

6.4 KeMUSA PROJECTS

- i. KeMUSA through the Student Council and with approval from the Dean of Students shall have the power to run and manage its own projects
- ii. All KeMUSA projects will be run by the Projects/ Entrepreneurship committee.
- iii. The income generated there of shall be deposited into KeMUSA account.

- iv. The Students' Council may stop a project if it is not profitable or viable.

6.5 BEREAVEMENT/CONSOLATION

- 1) In case of death of a KeMUSA member, the Students' Council shall;

Give an amount provided from KeMUSA account as approved time by time by council

- 2) In case of death of a KeMUSA member's parent or a guardian an amount of money shall be provided from KeMUSA account as approved from time to time by the Students' Council.
- 3) Students' Council shall plan attendance for the burial if need be with the office of Dean of Students and chaplain.
- 4) Any other consideration for bereavement shall be as per University bereavement policy.

6.6 RECORDS OF ASSETS AND LIABILITIES

- i. The Student Council Treasurer shall keep and maintain clear records of the operations, assets and liabilities of KeMUSA and a copy given to the University Chief Finance Officer and the Dean of Students immediately after the AGM.
- ii. The treasurer shall keep and maintain clear financial records and statements in consultation with the University Chief finance officer and the Dean of Students.

6.6.1 Acquisition of assets.

- i. KeMUSA may acquire an asset, which in its opinion adds value to the members subject to approval by the Vice Chancellor. The request to acquire such an asset must be submitted through the Dean of Students and the Deputy Vice Chancellor (Academic and Student Affairs).
- ii. After appraising the viability of such an asset/project the Students' Council recommends the acquisition to the members in a Special General Meeting.
- iii. Any asset to be acquired shall be authorized/approved by the members through a special resolution.

- v. After the approval, the Students' Council shall acquire the asset in consultation with the Dean of Students and in accordance with the University procurement procedures.

6.6.2 Disposal of assets

- a) KeMUSA may dispose of any asset, which it owns but views as non-economic and/ or obsolete subject to approval by the Vice Chancellor. The request to dispose such an asset must be submitted through the Dean of Students and the Deputy Vice Chancellor (Academic and Student Affairs).
- b) The disposal motion shall be tabled in a SGM for consideration and approval.
- c) The disposal of the said asset(s) shall follow the normal University procedure

6. 6.3 Audit of KeMUSA Accounts

- a. KeMUSA financial statements shall be subject to audit by the University's auditors.
- c. Access to KeMUSA accounts, records and financial documents shall be granted to the auditors any time during University working hours.
- d. The Students' Council treasurer shall prepare semester statements of accounts, receipts, payments, assets and liabilities for auditing.

CHAPTER 7

STANDING ORDERS AND AMENDMENTS TO THIS CONSTITUTION

7.1. Standing Orders

- i. The Students' Council shall be empowered to make standing orders subject to the ratification by Special General Meeting (SGM) called for that specific purpose and approved by Dean of Students.
- ii. A standing order shall be passed by a simple majority. Such standing orders shall operate from the date when they are approved.

7.2. Amendments

- i. All KeMUSA members shall have a right to propose amendments to this constitution.
- li Amendments to the constitution may be effected by a resolution passed at a General Meeting by a two-thirds (2/3) majority of the voters of the KeMUSA membership and approved by University Council.
- ii. 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.
- iii. 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.
 - v. The reviewed or amended constitution shall be forwarded to and approved by the following in a manner stated below, before it takes effect.

a. The Students' Council

The Students' Council shall within 3 days from the date of approval of the amendments, confirm and pass the amendments to the Dean of Students.

b. The Dean of Students

Upon reception of the amendments to the constitution, the Dean of Students will forward the amended constitution to the Deputy Vice Chancellor (Academic and Students Affairs within seven (7) days.

The Deputy Vice Chancellor Academics and Student Affairs will forward the amended constitution to the chair of senate within seven days.

c. The Senate

The Senate will ratify the amended constitution, or recommend changes in its next meeting.

- i. Upon ratification by the Senate, the revised/ amended constitution shall be forwarded to the University Council for approval.
- ii. Once the amendments have been approved by the Council, the old constitution in whole or part thereof shall become null and void.

d. The University Council

- i. The University Council shall be the final authority to approve new, amended and corrected KeMUSA constitution.
- ii. An approved KeMUSA constitution shall be sealed with the official seal and circulated to KeMUSA members in the University website.

7.3 TRANSITION CLAUSE

When this Constitution is passed, the Dean of Students shall have the power and authority to supervise its implementation.

The KeMUSA leadership in office shall continue to serve and implement this constitution until the next leadership assumes office in accordance to this constitution.

This section will only be applied once after the approval of this constitution, and after that the previous document will be regarded as null and void

7.4 APPENDICES

7.4.1 APPENDIX I

Kenya Methodist University Students 'Association

Form 11.1a: Commitment Form for Candidates

(Specimen)

I.....Reg. No.

Commits as below:

By taking cognizance of the weight of responsibility and the demands that come with the Position for which I have applied to vie; and also having read and understood the terms and conditions do willfully bind myself to abide by KeMUSA constitution.

I promise to judiciously execute my assignment and duties as spelt out in the constitution without contravening the University’s Charter and Statutes.

.....
.....

Name..... Signature.....

7.4.2 APPENDIX II

Kenya Methodist University Students’ Association

Form 14.3b: Nomination Form

(Specimen)

Section 1

Elections

.....

Surname of contestant.....

Other names.....

Gender

ID/Passport No.

Registration number.....

School

Programme

Position being vied for: (Tick only one)

Chairman

Vice Chairman

Treasurer

Section 4: (For official use only. To be filled by the Electoral Commission)

We, the Students electoral commission clear\ do not clear the above candidate for the post above.

If not cleared give reasons below:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Secretary, Students electoral commission Date

Chairman, Students electoral commission Date.....

All nominations will be made on this form.
 This form must be filled by all contestants in all KeMUSA elections.

Any person using unofficial form may be stopped from contesting in the elections.

The Students electoral commission reserves the right to verify the accuracy of the information filed in the form.

-
- i. Any changes to this form **MUST** be passed by a special resolution in the AGM with a 2/3 majority of members present.

7.4.3 APPENDIX III

Kenya Methodist University Students' Association

Form 14.3(c): Ballot paper

Do not mark outside the ballot box

for single candidate.

Post

USE “ √ ”

NAME	REG. NO	NO	YES
C.M.M.ANONYMOUS	REG. NO-5436-3/09		

- c) For multiple candidates

Kenya Methodist University Students' Association

Form 14.3(c)

Ballot paper

Do not mark outside the ballot box

Position Chairman

NAME	REGISTRATION NUMBER	USE “ √ ”

A .N. ANONYMOUS	REG-1-0001-1/09	
A .N. OTHER	GER-1-0864-3/08	

- i. The names of candidates shall appear in alphabetical order starting with the surname.

OATH OF OFFICE

1. All Students’ Council Members shall be bound by Oath or affirmations to support this Constitution. The Oath of the Students’ Council members shall be administered by the University Chaplain and the Dean of Students or their representatives in the presence of KeMUSA members.
2. The oath of affirmation for the students’ council shall be conducted within the first week after the announcement of the election results.
3. The oath of office shall be as follows;

I

Do hereby promise to do the best of my ability and pledge to work hard for the achievement of the aims and objectives of the Kenya Methodist University Students’ Association (KeMUSA).

I promise to faithfully execute the duties of the office of (_____) and will to the best of my ability preserve, protect and defend this constitution.

I will do my best to help others at all times and serve everyone without partiality or prejudice.

So help me God.

7.4.4 APPENDIX IV
KeMUSA CALENDAR OF ELECTION

Date	Time line	Event	Facilitator
January	3 rd Monday	Appoint SEC interview committee	Dos
February	2 nd Friday	appointment of electoral commission	Dos
February	2 nd Monday	swearing in S.E.C	Chaplain/ DoS
February	3 rd Friday	Dissolution of Governing Council ; Declaration of vacancies(KeMUSA/ delegates)	S.E.C
February	3 rd Monday	Collection of nomination papers (KeMUSA/delegates)	S.E.C
February	4 th Monday	Return of nomination papers / clearance of candidates	S.E.C
February	4 th Wednesday	Announcement of eligible candidates	S.E.C/Sch ools
March	1 st Wednesday	Open campaign from 2-5 pm at college level	S.E.C
March	1 st Thursday	Voting of delegates /constitution of campus committees and handover to campus committee	Schools/ S.E.C
March	2 nd Friday	Travelling of delegates and CF chair from Nairobi and Mombasa to Meru.	Dos
March	2 nd Monday	Prayers for delegates	Chaplain/ DoS
March	2 nd Monday	Delegates vote council from 2-5 pm Campaign for 3 hours and then vote	S.E.C
March	2 nd Tuesday	Dissolution of delegates /handover to KeMUSA	S.E.C
March	2 nd Wednesday	KeMUSA/committee member's courtesy call.	V.C/Man agement
March	2 nd Thursday	KeMUSA swearing in of new council / campus committees	Chaplain/ DoS/ lawyer
March	3 rd Friday	Management/ KeMUSA/ Committee retreat and training	V.C
March	4 th Wednesday	AGM-KeMUSA	KeMUSA
July	4 th Wednesday	SGM- KeMUSA	KeMUSA