



UNIVERSITY OF KISUBI

In Virtue We Educate

THE CONSTITUTION OF THE UNIVERSITY OF KISUBI STAFF ASSOCIATION (UniKSA)

As adopted and promulgated on

11 JANUARY 2019

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PREAMBLE

BUILDING on the strong foundation laid by the founders of the University (UniK) and its predecessor institutions, as well as the dreams, aspirations and values they espoused;

PROUD of the historical and enduring role this great institution and its predecessors have played towards the holistic and integral education of the future citizens of this country and the global society;

COMMITTED to advancing the Vision, Mission and Objectives of this University;

DETERMINED to create strong bonds of togetherness among the members of staff of this University, and to promote a harmonious and healthy working environment;

WE, the members of UniKISA, do hereby establish this Constitution this eleventh day of the month of January, 2019, in order to achieve our purpose to its fullest extent.

ARTICLE 1: SUPREMACY OF THE CONSTITUTION

This Constitution shall be the supreme law of UniKISA, and shall be subject to the provisions of the University of Kisubi Charter, Policies and Statutes as well as the Constitution of the Republic of Uganda and any other applicable laws.

ARTICLE 2: NAME AND ADDRESS OF THE ASSOCIATION

The Association shall be known as **UNIVERSITY OF KISUBI STAFF ASSOCIATION** herein after referred to as THE ASSOCIATION and its acronym shall be UniKISA. The address of the association shall be University of Kisubi, P.O. Box 182 Entebbe, Kisubi Mission LC1, Kisubi Parish, Katabi Sub County, Busiro County, Wakiso district.

ARTICLE 3: OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be to:

- i. Work with all the relevant authorities and stakeholders of the University to fulfill its vision, mission and objectives.
- ii. Bring together all the members of staff of the University of Kisubi for the noble purpose of forging solid bonds of solidarity and friendship based on their shared interests and unity of purpose, and for the pursuit of their common goals and objectives.
- iii. Provide a common platform for all the members of staff of the University of Kisubi to discuss, determine, promote and pursue pertinent matters pertaining to their welfare and development.
- iv. Undertake activities of common interest and benefit to all the members of the University of Kisubi and its stakeholders.
- v. Engage in any other activities that shall be deemed beneficial to the members of the Association as shall be determined by the Association from time to time.

ARTICLE 4: MEMBERSHIP TO THE ASSOCIATION

Membership to the Association shall be of three types, namely: (a) Ordinary Membership; (b) Associate Membership; and (c) Honorary Membership.

- i. Ordinary Membership. A person shall be an ordinary member of the association upon being recruited as a staff member in the University, and after fulfilling all the requirements for the membership of this category.
- ii. Associate Membership. A person shall become an associate member of the Association upon submission of an application to that effect and fulfilling the requirements for the membership of this category.
- iii. Honorary membership. The Association shall admit distinguished persons as honorary members in recognition of their outstanding contribution to society or their specific expertise, subject to the criteria for admission as shall be determined from time to time by the members of the Association.

ARTICLE 5: ELIGIBILITY FOR MEMBERSHIP

Eligibility to the three types of membership of the Association shall be governed by the following provisions:

A. Ordinary membership

- i. Ordinary membership to the Association shall be open to:
 - a. All the employees of the University who shall have a valid and current contract or engagement with the University that spans more than six months;
 - b. All the employees of the University who shall have paid up their membership and subscription fees;
 - c. All the employees of the University who shall have satisfied all the requirements for membership to the Association as provided for by this Constitution, or as shall be determined by the competent organs of the Association from time to time.
- ii. Other criteria and procedures governing admission to the ordinary membership of the Association shall be determined and reviewed from time to time by the Executive Committee and approved by the General Assembly of the Association.
- iii. All the ordinary members shall have a voting right during the Association's meetings.

B. Associate membership

- i. Associate membership shall be open to all interested members of organizations, institutions, development partners as well as to any other corporate bodies and the members of the general public who shall express interest to become members of the Association in that capacity;
- ii. Persons seeking admission to the Association as associate members shall be those of impeccable integrity and of good standing in society, in character and conduct;
- iii. The criteria and procedure for admission of associate members into the Association shall be determined and reviewed from time to time by the Executive Committee, and approved by the General Assembly;
- iv. Associated members of the Association shall not have a right to vote during the meetings of the Association.

C. Honorary membership

- i. Honorary membership shall be open to distinguished persons of the society, from whom the Association shall look up to for patronage, encouragement and support.
- ii. Such persons distinguished persons shall be identified by the Association or on secondment of a member or group of members of the Association, and their admission to the Association shall be initiated by the Association;
- iii. The criteria and procedure for admission of the honorary members into the Association shall be determined and reviewed from time to time by the Executive Committee, and approved by the General Assembly;
- iv. Honorary members shall not have a right to vote during the meetings of the Association.

**ARTICLE 6: RIGHTS, PRIVILEGES AND OBLIGATIONS OF THE MEMBERS
OF THE ASSOCIATION**

- i. The ordinary members of the Association shall have the following rights, obligations and privileges:
 - a. Attending and participating at the annual meeting of the Association's General Assembly and any other meeting where they are members or on invitation;

- b. Being nominated or nominate other members to be elected to serve on the various committees of the Association;
 - c. Holding any office of the Association in accordance to this Constitution;
 - d. Accessing all the information concerning the Association;
 - e. Accessing all the resources of the Association, both tangible and intangible;
 - f. Benefitting from the activities, services, programmes, events and facilities of the Association subject to the provisions in this Constitution;
 - g. Enjoying such as rights and privileges as well as fulfilling such other obligations as shall be designed by the Association from time to time in accordance with the provisions of this Constitution.
- ii. The associate members of the Association shall have the following rights, privileges and obligation:
- a. Attending meetings and contributing to debate on the floor;
 - b. Participating in the different activities, programmes and events of the Association as the Association shall deem it fit;
 - c. Accessing the information and facilities of the Association to the extent that shall be determined by the Association;
 - d. Benefitting from such other rights and privileges as well as fulfilling such other obligations as shall be determined by the competent organs of the Association.
- iii. The honorary members of the Association shall have the following rights, privileges and obligations:
- a. Attending the annual meeting of the Association's General Assembly or any other meeting of the Association whenever possible, or whenever called upon;
 - b. Giving guidance, nurturing and mentoring the Association to guarantee its continued growth and development drawing on their experience and expertise;
 - c. Participating in the different activities, programmes and events of the Association as the Association whenever possible or when called upon;
 - d. Accessing the information and facilities of the Association to the extent that shall be determined by the Association;
 - e. Benefitting from such other rights and privileges as well as fulfilling such other obligations as shall be determined by the competent organs of the Association.

ARTICLE 7: CESSATION OF MEMBERSHIP

- i. Membership to the Association shall cease under the following circumstances:
 - a. Upon the death of a member
 - b. Upon retirement of a member from the service of the University
 - c. Upon termination from the service of the University
 - d. When disciplinary measures result in revocation of membership
 - e. Termination of membership by the association through established procedures
 - f. When a member ceases employment with the University or relocates to another country
 - g. Failure by a member to meet his or her obligations to the Association
 - h. By resignation from the service of the University in writing
 - i. By notice of withdrawal from the membership of the Association
 - j. On health grounds, including physical, mental or emotional incapacitation
 - k. Any other condition or circumstances that might impinge on a member's continued membership to the Association in accordance with this Constitution.
- ii. On ceasing membership to the Association, no refund shall be made to the member, except on the benefits accruing from his or her savings, where applicable.

ARTICLE 8: THE GENERAL ASSEMBLY, AND ITS FUNCTIONS

AND POWERS

- i. All authority of the Association is vested in the members of the Association, who shall exercise this authority in accordance with this Constitution.
- ii. The General Assembly of the Association shall be the supreme decision making organ of the Association, and its decision on any matter shall be final and binding on all the members.
- iii. The General Assembly shall have the right and powers to demand accountability and to cause an investigation or action to be initiated against any of its Committees or their membership or against any of the members of the Association on any matter it considers to be of great importance to the Association in accordance with the procedures laid out in this constitution.
- iv. The day-to-day governance and administration of the Association shall be delegated to the Executive Committee of the Association, which shall exercise its mandate in accordance with this Constitution.

- v. The Chairperson of the Executive Committee shall be the President of the Association, and shall accordingly enjoy all the rights and privileges as well as fulfill all the duties and responsibilities accruing from the said position.
- vi. The General Assembly of the Association reserves the right and powers to delegate administrative authority to any member of the Association or any Committee thereof, provided a decision to that effect is supported at the meeting of the General Assembly.
- vii. Unless circumstances demand otherwise, the Executive Committee shall be responsible for convening and organizing the meetings of the General Assembly in accordance with the provisions of this Constitution.
- viii. The Executive Committee shall be responsible for ensuring that all the decisions of the General Assembly are properly implemented.
- ix. The General Assembly shall select or elect, from among the full time ordinary members of the Association ,its representation to the University Council and/or any other forum within the University or beyond, as might be required, or whenever necessary.

ARTICLE9: AD HOC AND STANDING COMMITTEES OF THE ASSOCIATION

The ordinary business, programmes and activities of the Association shall be conducted through the following standing Committees, which shall report to the full membership of the Association at every meeting of its General Assembly: (a) the Executive Committee; (b) the Investment and Development Committee; (c) the Social and Welfare Committee; and (d) the Discipline and Dispute Resolution Committee. Where circumstances so demand, the Association shall be at liberty to set up ad hoc committees either through a resolution supported at the meeting of the General Assembly or whenever deemed necessary by the Executive Committee.

ARTICLE 10: COMPOSITION OF THE STANDING COMMITTEES OF THE ASSOCIATION

- i. The executive committee of the Association shall consist of the following members:
 - a. The Chairperson/President
 - b. The Deputy Chairperson/Deputy President
 - c. The Secretary
 - d. The Treasurer
 - e. The Chairpersons of the standing Committees described in Article 9 above, as members.
- ii. The membership of the rest of the standing committees shall consist of the Chairperson, the Vice Chairperson, the Secretary and any other two members elected from among the membership of the Association in accordance with the procedures laid out in this Constitution.
- iii. The functions and responsibilities of the office bearers of the standing committees shall be similar to those of the office bearers of the Executive Committee, but with possible adaptations to fit their purpose where necessary.

ARTICLE 11: THE DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OFFICE BEARERS

1. The Chairperson/President

The duties and responsibilities of the Chairperson/President shall be to:

- i. Provide overall leadership and strategic direction to the Association;
- ii. Convene and preside over all the meetings of the General Assembly and the Executive Committee;
- iii. Give an annual report covering all the activities of the association at the annual meeting of the General Assembly;
- iv. Plan and coordinate the events and programmes to be implemented by the Association each year, in consultation with the Executive Committee members;
- v. Coordinate the activities and programmes of all the other Committees of the Association;

- vi. Implement or cause to be implemented all the decisions of the General Assembly as well as those of its Committees;
- vii. Carry out any other duties and responsibilities as might be assigned to him or her by the General Assembly.

2. The Deputy Chairperson/Deputy President

The duties and responsibilities of the Deputy Chairperson/Deputy President shall be to:

- i. Assist and support the Chairperson/President in providing leadership to the association;
- ii. Deputize the Chairperson/President whenever he/she is absent or delegated to do so;
- iii. Carry out any other duties and responsibilities as might be assigned to him or her by the General Assembly or the Chairperson/President of the Association.

3. The Secretary

The duties and responsibilities of the Secretary shall be to:

- i. Manage all the correspondence and information of the Association;
- ii. Assist the Chairperson in the planning, organizing and convening the Executive Committee meetings as well as the meetings of the General Assembly;
- iii. Keep the record of the proceedings of the Executive Committee meetings as well as the meetings of the General Assembly;
- iv. Provide technical advice and support to the Chairperson/President and the Executive Committee in the implementation of the decisions of the General Assembly;
- v. Coordinate and maintain innovative communication media and platforms to ensure speedy, timely and effective dissemination of information as well as the decisions of the General Assembly and its Committees to all the members of the Association and its partners;
- vi. Be the immediate point of reference and contact person for all matters pertaining to the Association;
- vii. Maintain a rolling plan of the schedule of programmes, activities and events of the University;
- viii. Mobilise all the members to actively participate and promote all the programmes, activities and events of the Association;

- ix. Regularly update the members of the Association on the programmes, activities and upcoming events of the Association;
- x. Advise the Chairperson/President on all the strategic issues relating to the smooth running of the Association;
- xi. Execute such other duties as may from time to time be assigned to him or her by the General Assembly or the President of the Association.

4. The Treasurer

The duties and responsibilities of the Treasurer shall be to:

- i. Collect membership subscriptions and any other incomes due to the Association
- ii. Maintain the Association's day-to-day accounts of receipts and expenditures
- iii. Prepare and present a draft annual financial report for review by the Executive Committee
- iv. Prepare and present a final annual financial report for presentation, discussion, adoption and approval at the annual meeting of the General Assembly
- v. Prepares ad-hoc financial reports as requested by the Executive Committee
- vi. Maintain an up-to-date register of the inventory of all the Association's assets and liabilities, both movable and immovable
- vii. Provide technical advice to the Executive Committee and to the entire membership as well as to the General Assembly on all matters pertaining to the financial and any other resources of the Association
- viii. Endorse, in close consultation with the Chairperson and members of the Executive Committee, all the expenditures of the Association for the Chairperson to approve
- ix. Carry out any other duties and responsibilities as might be assigned to him or her by the Executive Committee or the General Assembly.

5. The Executive Committee Members

The duties and responsibilities of the members of the Executive Committee shall be to:

- i. Attend the meetings of the Executive Committee and those of the General Assembly
- ii. Assist the Chairperson and the other office bearers of the Association to implement the decisions of the General Assembly and all the programmes of the Association
- iii. Participate in all the events, programmes and activities of the Association

- iv. Participate in the mobilization of the resources of the Association, and assist the Executive Committee in ensuring their proper use
- v. Spearhead, together with all the members of the Executive Committee and the Association as a whole, the recruitment of new members to the Association, particularly those in the Associate and Honorary categories
- vi. Provide the necessary support to all the other committees of the Association, including the ad hoc ones, whenever constituted.
- vii. Carry out any other duties and responsibilities as might be assigned to them by the committees of the Association and the General Assembly.

ARTICLE 12: ELIGIBILITY TO THE COMMITTEES

For any member of the Association to be eligible for membership to any of the Association's standing committees, she/he shall fulfill the following requirements:

- i. He/she must be an ordinary member of the Association, having satisfied all the requirements for full membership to the Association
- ii. For the positions of Chairperson/President and Vice Chairperson/Vice President, he/she must be a full-time member of staff of the University
- iii. He/she must have a good track record and be a person of high moral integrity of an impeccable character
- iv. He/she shall be nominated and seconded by a reputable member of the Association
- v. He/she must be well versed with the broad aims, goals, objectives, vision and mission of the Association, and must have the interests of the Association at heart.

ARTICLE 13: ELECTION OF COMMITTEE MEMBERS

- i. The election of the Executive Committee members shall be preceded by the nomination of intending candidates at least a month prior to the date of the election
- ii. The organization and overall conduct of the election shall be the responsibility of an Elections Committee that shall be set up by the Executive Committee
- iii. The Election Committee shall comprise of at least five (5) members, and in any case not exceeding seven (7) members
- iv. Upon nomination, candidates eligible to the different positions of the Executive Committee shall be at liberty to present and disseminate their manifestos and programmes to the electorate using the different media and platforms of their choice as shall be prescribed by the Elections Committee
- v. To be elected to the position of Chairperson of the Executive Committee, the candidate shall obtain fifty plus one vote of all the valid votes cast
- vi. Where none of the competing candidates obtains the required number of votes to win the first round of the election as prescribed in paragraph five (v) above, the Elections Committee shall organize a re-run, within a period not exceeding one month, between the two candidates who shall have obtained the highest number of votes
- vii. The candidate who shall have obtained the highest number of votes at the second round of voting shall accordingly be declared the elected Chairperson of the Executive Committee and President of the Association
- viii. Election to the other positions of the Executive Committee as well as to the Standing Committees shall require a simple majority of all the valid votes cast
- ix. Election of the members of the other standing committees of the Association shall be conducted during the meeting of the General Assembly, whenever due
- x. The election to fill vacancies of the Executive Committee that shall arise under Article 18 of this constitution shall be the responsibility of the Elections Committee; vacancies that shall fall in the Standing Committees shall be filled during the annual meeting of the General Assembly whenever due.
- xi. Only duly registered ordinary members of the Association who are up-to-date with their obligations to the Association shall be eligible to be elected to any of the positions of the Association's Committees.

ARTICLE 14: ELECTION DISPUTES AND APPEALS

- i. Where a candidate who participated in the election to any of the positions of the Executive Committee or any of the Association's Standing Committees is dissatisfied with either the election process or a part of the process, or the outcome of the election, he/she shall lodge a complaint in writing to the President of the Association within five (5) days from the announcement of the election results, showing the grounds of his/her complaint or dissatisfaction
- ii. Upon receipt of the formal complaint challenging the election, the President, in consultation with the Executive Committee of the Association, shall set up a Special Tribunal of not more than five (5) members from among the membership of the Association to investigate the matter and produce a report within fourteen (14) days.
- iii. If the complaint is lodged against the Elections Committee, or any member of the Elections Committee, the Elections Committee or the member concerned shall be relieved of its or his or her duties during the investigation period to facilitate maximum transparency of the exercise.
- iv. Where, upon the completion of the investigation, the Special Tribunal finds merit in the suit of the complainant against the election outcome, but exonerates the Elections Committee, the President of the Association shall require the Elections Committee to repeat the election in a period not exceeding thirty (30) days
- v. If the Special Tribunal finds merit in the suit of the complainant and finds the Elections Committee culpable for the disputed outcome of the election, the President of the Association shall:
 - a. Declare the outcome of the disputed election null and void;
 - b. Disband the Elections Committee and appoint a new one, in consultation with the Executive Committee of the Association;
 - c. Set a new date for the re-election of the candidate for the disputed position, in any case not exceeding thirty (30) days from the date of the nullification of the outcome of the disputed results.

- vi. If the investigation of the Special Tribunal does not find merit in the complainant's suit against the Elections Committee, the swearing in of the newly elected members of the Committees and handover from the outgoing shall proceed as provided for in this Constitution
- vii. In the event that there is need to repeat the election under circumstances arising from paragraphs (iv) and (v) above, the swearing in of the newly elected members of the Committees and handover by the outgoing shall be postponed until the process is completed
- viii. If the Special Tribunal finds merit in the suit against a member of the Elections Committee but exonerates the Elections Committee, the Chairperson of the Elections Committee shall proceed to declare the outcome of the election while referring the concerned member of the Committee to the Association's Discipline and Appeals Committee for disciplinary action.
- ix. If the complaint is in dispute of the election of the President of the Association, the swearing in of the newly elected members of the Executive Committee shall be put on hold until the dispute is resolved, in any case within a period not exceeding thirty (30) days
- x. If the complaint disputes the election of any other member of the Executive Committee than the President, the swearing in of the newly elected members of the Executive Committee and handover by the outgoing shall proceed, while the Elections Committee makes the necessary arrangements to fill the disputed vacancy within thirty (30) days

ARTICLE 15: FUNCTIONS AND POWERS OF THE COMMITTEES

1. THE EXECUTIVE COMMITTEE

The functions and powers of the Executive Committee shall be to:

- i. Manage the day-to-day operations of the Association
- ii. Develop, from time to time, the procedures, policies and regulations to guide the Association's operations, events and programmes
- iii. Maintain proper records of the accounts of the Association, and oversee the proper implementation of the Association's accountability procedures
- iv. Maintain a proper and up-to-date inventory of all the property and assets as well as the liabilities of the Association

- v. Where necessary or in matters that may not wait for the annual meeting of the General Assembly, the Committee shall call for an extra ordinary meeting in accordance with Article 17 (ii) (b-e), (iv) and (vi) of this constitution
- vi. Implement the decisions and resolutions of the General Assembly, and periodically provide a report on the same to the annual meeting of the General Assembly
- vii. Oversee and coordinate the activities of the Association's other standing committees
- viii. Appoint ad hoc committees or task forces to accomplish specific tasks pertaining to the operations of the Association
- ix. Oversee the overall implementation of all the Association's programmes and activities so as to achieve its vision, mission and objectives
- x. Be the Association's chief Public Relations and marketing body in order to disseminate its interests and aspirations within and outside of the University.
- xi. Accomplish any other tasks of the Association as might be assigned to the Committee by the General Assembly from time to time.

2. INVESTMENT AND DEVELOPMENT COMMITTEE

The functions and powers of the Investment and Development Committee shall be to:

- i. Vet, approve and advise both the Executive Committee and the General Assembly on all matters pertaining to the investment and development projects of the Association
- ii. Oversee the implementation of all the Association's investment and Development projects and follow up on the returns in the future.
- iii. Help the Association to engage in other income generating activities and financial assets management.
- iv. Identify possible opportunities for the investment of the Association's resources
- v. Prepare, analyze and maintain proper records on the performance of the Association's investment and development projects, for regular reporting to both the Executive Committee and the General Assembly

- vi. Advise and provide the necessary support to all the members of the Association interested in undertaking personal or individual investment and development projects
- vii. Initiate the appropriate procedures and guidelines to regulate the investment and development projects and programmes of the Association, for the consideration of the Executive Committee and the approval of the General Assembly
- viii. Come up / suggest interest sharing proposals.
- ix. Help the Association to fundraise money internally and externally.
- x. Undertake any other tasks as might be assigned by both the Executive Committee and the General Assembly.

3. SOCIAL AND WELFARE COMMITTEE

The functions and powers of the Social and Welfare Committee shall be to:

- i. Be responsible for all the aspects of the Association's social life and welfare
- ii. Promote a spirit of togetherness as a gateway to a harmonious living among the members
- iii. Mobilize members for the various events, programmes and activities organized by the Association and those of the entire University at large
- iv. Plan and organize the special events and activities of the Association, as well as those of the individual members
- v. Publicize to all the members the programmes, special occasions and celebrations of the Association, as well as those of the individual members
- vi. Undertake any other tasks as might be assigned by both the Executive Committee and the General Assembly.

4. DISCIPLINE AND DISPUTE RESOLUTION COMMITTEE

The functions and powers of the Discipline and Dispute Resolution Committee shall be to:

- i. Provide a platform where members of the Association can seek justice, fair hearing, arbitration, redress and reconciliation
- ii. Identify a suitable arbiter in the event that conflicts and disputes arise between members of the Association
- iii. Hear and determine any cases of indiscipline or misconduct reported about any member of the Association.
- iv. Guide the Association on any matters relating to the proper conduct and discipline expected of the members, as well as the Association's acceptable general behavior and moral standards
- v. Caution, reprimand and discipline any errant members of the Association against whom grave matters of indiscipline might be raised
- vi. Periodically educate, sensitize and remind the members of their moral obligations, as well as their rights, privileges and responsibilities to the Association
- vii. Undertake any other tasks as might be assigned by both the Executive Committee and the General Assembly.

5. FINANCE AND AUDIT COMMITTEE

The functions and powers of the Finance and Audit Committee shall be to:

- i. Assist and advise the Association in fulfilling its obligations and oversight responsibilities relating to:
 - a. financial planning
 - b. the audit process
 - c. financial reporting
 - d. the establishment and implementation of corporate system controls
 - e. risk management
- ii. Advise the Executive Committee on all matters relating to the financial management of the association

- iii. Receive and discuss the reports of the treasurer on the financial status of the Association, for the consideration of the Executive Committee and the General Assembly of the Association
- iv. Carry out any other functions as shall be assigned by the Executive Committee or the General Assembly.
- v. Make recommendation to the executive committee the appropriate accounting system to be followed at any given time.
- vi. Instill financial discipline amongst the members of the Association.

ARTICLE 16: TENURE OF OFFICE

- i. The tenure of office for all the members of the Executive and the Standing Committees of the Association shall be three (3) years
- ii. Members of all the Committees of the Association shall be eligible for re-election once, upon the successful completion of their first term of office
- iii. The transition from one term to the successive tenure of the different committees of the Association shall be subject to a successful election of new members of the said committees in accordance with the provisions of this constitution
- iv. The conduct, administration and management of the election of the members to the Association's committees shall be the responsibility of the Elections Committee in accordance with the provisions of this constitution
- v. Handover of office from the old to the newly elected Executive Committee shall take place a month after the date of the election, and shall be organized and overseen by the Elections Committee

**ARTICLE 17: MEETINGS OF THE COMMITTEES OF THE ASSOCIATION
AND THE GENERAL ASSEMBLY**

- i. There shall be four types of meetings, namely:
 - a. The Annual General Meeting or the General Assembly
 - b. The Extraordinary Meeting of the General Assembly
 - c. The meetings of the Executive Committee
 - d. The meetings of the Standing Committees
- ii. The notice for meetings shall be as follows:
 - a. The annual meeting of the General Assembly shall require a notice of at least two (2) weeks.
 - b. The extra ordinary meeting of the General Assembly shall normally require a notice of one (1) week.
 - c. The meetings of the Executive Committee as well as those of the Standing Committees shall normally require a notice of one (1) week.
 - d. An adjourned meeting, be it a meeting of the General Assembly or of the Executive Committee, shall be held on a day and at a time agreed on by that meeting
 - e. Notices of all the Association's meetings shall be sent in print, electronic media or any other means that may be considered appropriate.
- iii. The procedure for the Association's annual meeting of the General Assembly shall be as follows:
 - a. The Secretary of the Association, in consultation with the Chairperson and members of the Executive Committee, shall convene the meeting during the first semester/trimester of each academic year, and shall take the record of the minutes of the meeting.
 - b. The meeting shall be chaired by the President of the Association or his/her deputy or any member of the Executive Committee delegated by him or her.
 - c. The quorum of the annual meeting of the General Assembly shall be a third of the ordinary members of the Association, and at least a third of the members of the Executive Committee

- d. Notwithstanding any other business to be considered at the meeting, the ordinary business of the annual meeting of the General Assembly shall include: receiving, discussing and approval (or otherwise) of the report from the Chairperson of the Executive Committee/President of the Association; the report of the Treasurer including but not limited to the budget, statement of accounts and the Association's Audit report; the report of the Secretary of the Association; and the reports of the Standing Committees.
- iv. The procedure for the Association's extra-ordinary meeting of the General Assembly shall be as follows:
 - a. An extra-ordinary meeting of the General Assembly shall be held any time on the decision of the majority of the members of the Executive Committee or on demand by at least a third of the ordinary members of the association, through written petition to the Chairperson of the Executive Committee
 - b. One quarter of the members shall form a quorum of the extra-ordinary meeting of the General Assembly
 - c. The extra-ordinary meetings of the General Assembly shall be chaired by the Chairperson/President of the Association or his/her deputy or any member of the Executive Committee delegated by him or her
 - d. The extra-ordinary meeting of the General Assembly shall not discuss or consider any of the business reserved for the consideration during the annual meeting of the General Assembly under paragraph (3) (e) of this article, unless such a decision is supported by a petition of at least two thirds of the ordinary members of the Association
- v. The procedure for the Executive Committee meetings as well as the meetings of the Standing Committees of the Association shall be as follows:
 - a. The Executive Committee shall meet at least once every semester, and in any case not less than two times in a year
 - b. Half of the members of the Executive Committee shall form a quorum at the meeting, among whom shall be the Chairperson and/or his/her Deputy

- c. The Secretary of the Committee shall convene the meeting of the Executive Committee, in consultation with the Chairperson, and the two shall be responsible for generating the business of each meeting
 - d. Executive Committee meetings shall be chaired by the Chairperson of the Executive Committee or his/her deputy or any member of the committee delegated by him or her
 - e. The Secretary of the Executive Committee shall keep the record of proceedings of the meeting, and shall be responsible for circulating them to all the members
 - f. The Standing Committees shall follow the same procedure for their meetings as that outlined above, but shall be at liberty to adapt and adjust as might be necessary to suite their purpose.
- vi. Decisions at the Association's meeting shall be arrived at through the following ways:
- a. Only ordinary members of the Association with voting rights shall be entitled to participate in the decision making process at the annual meeting of the Association's General Assembly.
 - b. All decisions that require an absolute majority shall only be valid when the required quorum is attained.
 - c. Unless otherwise specified by this constitution, all decisions pertaining to the general operations of the Association shall as much as possible be arrived at by consensus.
 - d. Where a matter cannot be resolved by consensus, and the constitution does not provide for voting on it, the Chairperson, in his or her discretion may subject such a matter to a vote. In such a case, the decision of the simple majority shall be carried.
 - e. Voting by proxy shall be allowed and the Executive Committee, with the approval of the General Assembly, shall make the relevant provisions and arrangements to guide such a process whenever necessary.
 - f. The Chairperson shall not vote, but shall have the casting vote in case of a tie.
 - g. The Executive Committee shall draw up the modalities, as well as the procedures and regulations to guide the voting on the critical matters of the Association, whenever necessary, to be adopted and approved by the General Assembly of the Association.

ARTICLE 18: VACATION FROM OFFICE

- i. Any position of the Executive Committee or the Standing Committees of the Association may fall vacant under any of the following circumstances:
 - a. Upon the death of the member holding a position on the Committee
 - b. Upon retirement from the service of the University of a member holding a position
 - c. Upon termination from the service of the University of member holding a position
 - d. When disciplinary measures result in revocation of membership from the Association
 - e. As a result of termination of membership by the association through established procedures
 - f. When a member ceases employment with the University or relocates to another country
 - g. By resignation from the service of the University or from the position in question, in writing
 - h. By notice of withdrawal from the membership of the Association or the position held
 - i. On health grounds, including physical, mental or emotional incapacitation
 - j. Due to any other condition or circumstances that might hinder a member's continued holding of a position on any of the Association's Committees, in accordance with this Constitution.
- ii. In the case of resignation, a member intending to vacate office shall give at least a one (1) month's notice in writing to the President of the Association.
- iii. Once a position on any Committee of the Association falls vacant under any of the circumstances listed above, the President of the Association shall notify all the members of the Association, as well as the Elections Committee, as soon as possible.
- iv. The Elections Committee shall organize the election to fill the position(s) of the Committee(s) that shall have fallen vacant as soon as it shall be practicable and in any

case not later than within thirty (30) days if the vacant post falls on the Executive Committee.

- v. If the position that falls vacant is that of the President, the Deputy President shall automatically assume the leadership of the Association until the vacant position is filled; in the event that the positions of President and Deputy President fall vacant at the same time, the Executive Committee members shall elect one of its members to assume the leadership of the Association until the vacant positions are duly filled.
- vi. A member or members elected to fill a position that shall have fallen vacant on any of the Committees of the Association shall begin work immediately, after fulfilling all the necessary requirements as provided for under this constitution.

ARTICLE 19: AMENDMENT TO THE CONSTITUTION

- i. Amendment to the constitution may be initiated through any of the following ways:
 - a. By any ordinary member, or a group of members of the Association with voting rights, submitting a written petition to the Chairperson of the Executive Committee specifying the article or the section of the constitution he/she/they wish to have amended.
 - b. By the decision of the Executive Committee, recommending to the General Assembly the specific article/section it wishes to have amended, accompanied with a minute of the meeting where the decision was taken.
 - c. As a result of changes in policies and provisions in the laws related to this constitution as referred to in Article 1 or as might be necessitated by new developments in the circumstances, lifestyles, and conditions of the time and the Association as a whole; in which case, the General Assembly shall set up an ad hoc committee to consider the necessary amendments.
- ii. Where an amendment is initiated in accordance with paragraph(1) (a) of this article, the petition shall be signed by at least one third of the ordinary members of the association with voting rights.

- iii. Proposed amendments to the constitution shall be circulated to all ordinary members of the association with voting rights at least a month before the scheduled date of the meeting when the amendments are to be considered.
- iv. A motion of amendment of the constitution shall be conducted only at the annual meeting of the General Assembly of the Association.
- v. For an amendment to succeed, it shall require a vote of not less than two-thirds majority of all members present and with voting rights.
- vi. Where an amendment succeeds and raises or may result in significant structural or administrative adjustments, the General Assembly shall stipulate the modalities for its implementation
- vii. Once an amendment has been made, it shall be appropriately communicated to the members of the Association and shall become effective after three months from the date of amendment.

ARTICLE 20: PROMULGATION OF THE CONSTITUTION

- i. This constitution shall be adopted at the meeting of the General Assembly of the Kisubi Brothers University College Staff Association (KBUCOSA), the predecessor of UniKISA, with a two-thirds majority vote of the total membership of the said Association in favour of its adoption.
- ii. Once adopted, KBUCOSA shall cease to exist and the newly adopted constitution shall be promulgated, henceforth establishing UniKISA as the legal association of all the staff members of the University of Kisubi
- iii. The KBUCOSA constitution shall henceforth stand repealed, and all the authority, structures, procedures and programmes deriving from it shall be substituted by the UniKISA constitutional order
- iv. The UniKISA constitution shall come into force a month after its promulgation; in the meantime, the General Assembly at which the constitution shall be adopted and promulgated shall work out modalities of the transition including but not limited to: (a) the dissemination

of the constitution to all the members of the Association; (b) the establishment of the Elections Committee to oversee the election of new office bearers of the Executive Committee; and (c) to conduct the election of the members of the Standing Committees.

- v. For the avoidance of doubt, during the month of transition following the adoption and promulgation of the constitution, the Elections Committee so established under paragraph (iv) above shall be responsible for the administration of the Association.

ARTICLE 21: DISSOLUTION OF THE ASSOCIATION

- i. Members of the Association may choose to dissolve the Association provided they have sound and justifiable reasons to do so. Such reasons may include but are not limited to the declaration of bankruptcy of the Association, engagement in illegal activities or violations, or change of the Association's legal status.
- ii. A resolution to dissolve the Association shall be supported by at least two thirds (2/3) of the Executive Committee and not less than two thirds (2/3) of all the members of the Association with voting rights, at the Association's annual meeting of the General Assembly.
- iii. Upon dissolution of the Association, all its assets and liabilities shall be liquidated, and the shares shall be distributed to the members according to the modalities that shall be set by the General Assembly.