

CONSTITUTION & BY-LAWS



**Kuoyo Kochia
Alumni Association**

CONSTITUTION OF KUOYO KOCHIA ALUMNI ASSOCIATION

ARTICLE 1: NAME OF THE SOCIETY

The Society shall be called as “Kuoyo Kochia Alumni Association” (hereafter referred to as the “Association”) and shall represent the association of alumni of the Kuoyo Kochia Secondary (Henceforth referred to as the “Alumni”).

ARTICLE 2: OFFICE OF THE ASSOCIATION

The registered office of the Association shall be located at the Kuoyo Kochia Boys’ Secondary (Henceforth referred to as the “School”)

ARTICLE 3: AIMS AND OBJECTIVES OF THE ASSOCIATION

- a. To establish and promote the spirit of togetherness and *esprit de corps* amongst the alumni and students/other staff of the school
- b. To partner with the school in building and evolving a vision for itself and aid the school in meeting its objectives.
- c. To build and maintain a membership database, list (in both electronic form and otherwise) for establishing and promoting communication amongst the alumni, within the alumni association and from alumni to the association and the school.
- d. To mobilize and manage resources to support educational programs and other activities at the school and at such places as deemed appropriate by the association, encourage student exchange programs, mentorship programmes and supporting other such activities as to build, enrich and sustain academic excellence of the school.
- e. To help alumni achieve their professional goals through networking and any other means possible.
- f. To help its members access library laboratories, computational facilities and other similar facilities existing at the school and also creating and enhancing them at the school.
- g. To mobilize resources for supporting and fulfilling the aims and objective of the association.
- h. To promote awareness on health, social and security related issues within the school community.
- i. To promote activities that are essential to the holistic personality development and which may receive less attention during regular curriculum, not as a pastime alone but as an opportunity of alternate profession and expertise.
- j. To further such objectives as the association may decide from time to time.

ARTICLE 4: MEMBERSHIP

(a) The association will have following categories of membership:

(i) **Patron:** The principal of the school shall be the ex-officio Patron of the Association.

(ii) **Members:**

1. **Regular members:** (hereafter referred to as members):

Those;

- i. Past students who have studied in the school, herein referred to as the alumni.
- ii. Current students who are yet to complete their studies.
- iii. Teaching staff members who have served the school,
- iv. Non-teaching staff who have served in the school.

Shall be eligible to be members of the Association; and

2. **Honorary Members:** those

- (i) Who are past Principals of the School and
- (ii) Who are eminent personalities honoured by the school.

Shall be the Honorary Members of the Association. In addition, the Association can also confer Honorary Membership to persons of eminence who have not studied in the school but have contributed immensely or have shown a keen interest for development of the school.

- (b) **Star Members** would be identified as members with significant contribution to the objectives of the association.
- (c) In the case of death of a member, his/her membership will cease.
- (d) Termination of membership can be effected by the executive committee by two third majority in the event of:
 - a. Act of misconduct by the member provided that:
 - (i) The termination will be subjected to clearance by the advisory committee by simple majority within a month of the case being referred to the advisory committee by the executive committee, and
 - (ii) Also that Executive Committee shall give the member a reasonable opportunity of being heard and his/her explanation will be taken in writing and the reason for rejection thereof will be duly recorded and then sent to the advisory committee for final clearance of termination of membership.
 - (iii) Non-payment of fees for a period of more than 1 year or the next annual General Body Meeting, whichever is earlier, when no extension is sought and allowed by the executive committee, provided that Executive Committee shall also give the member a reasonable opportunity of being heard and his/her explanation will be taken in writing and the reason for rejection thereof will be duly recorded and taken to the Advisory committee for final clearance of termination of membership.

ARTICLE 5: ORGANISATION

The association shall have the following organization:

EXECUTIVE COMMITTEE

The Association shall function through its Executive Committee which shall comprise of following members:

- (a) One Chairperson
- (b) One Vice-Chairperson
- (c) One Executive Secretary
- (d) One Assistant Executive Secretary
- (e) One Organizing Secretary
- (f) One Treasurer
- (g) Networking Committee
- (h) Development and Projects Committee
- (i) Welfare and Social Development Committee
- (j) Resource Mobilization Committee
- (k) Discipline/Liaison Committee

- (l) Audit Committee
- (m) Advisory Committee
- (n) One representative(s) of students (without voting rights)

All the members of the Executive Committee except for the student representative as given in (n) above shall be elected once in every two years. Student representative shall be elected by the Students Council after two years. The procedures for the same shall be included in the bye laws.

The tenure of individual members of EC shall be concurrent with the tenure of the EC they serve.

GENERAL BODY

The General body shall consist of all the members and patron of the association.

ARTICLE 6: REGIONAL CHAPTERS

Regional offices (Chapters) of the Association, as decided by the Executive committee may be set up in cities, towns outside Homa bay and places outside Kenya where there is sufficient concentration of the members of the association. A convener may be nominated by the executive committee to set up the Chapter and hold Election locally for the Chairman and Secretary of the chapter who will administer the chapter with tenure of three years.

ARTICLE 7: IMPEACHMENT

The Office Bearers of the executive committee may be impeached by the executive Committee as per the procedures laid down in the Bye-laws.

ARTICLE 8: AMENDMENTS

The constitution as well as the bye laws is amendable and the procedures for the same would be separate.

ARTICLE 9: DISPUTES & LITIGATION

- (a) The Executive Secretary shall represent the Association in all legal matters.
- (b) All disputes are subject to Kuoyo Kochia jurisdiction.

ARTICLE 10: DISSOLUTION

No office bearer or individual shall be empowered to dissolve the association by whatsoever means. In the event of dissolution of the association, its assets will be disposed of as per provision of the society registration Act as amended from time to time.

ARTICLE 11: RECALL OF EC

The entire executive Committee can be recalled by the General body by a two third majority as per the procedures laid down in the bye-laws.

ARTICLE 12: RESIGNATION OF EC MEMBERS:

All office holders of the association shall have the option to resign, before the tenure of the office expires, with following provisions:

- (i) Members of the Executive committee shall submit their resignation to the Chairperson who shall be bound to inform the General Body of such a resignation.
- (ii) In the event of receiving such a resignation the Chairperson may:
 - a. Accept the resignation, or
 - b. Ask the office holder to reconsider the decision to resign, allowing a maximum of 14 days for the same.
 - c. If there is no reply within the period given or if the reply reiterates the desires to resign, the resignation shall be deemed to have effected and final, provided that the chairperson has to inform the General body as to the fact of receiving a resignation, the reasons if any are cited for it, and if reconsideration has been allowed.
- (iii) In the period allotted for reconsideration or any reasonable intervening period between the tendering of the resignation and its acceptance, the said office holder shall not be entitled to his office or its attendant responsibilities privileges.
- (iv) Once the resignation is effected, the Executive committee shall inform the Advisory Committee of the vacancy and shall prepare for election for the relevant post/posts, provided that no elections shall be held for the vacancies generated out of resignation(s) if less than 6 months remain in the tenure of the EC.
- (v) In case the entire Executive Committee wishes to resign, such resignations shall be tendered to the advisory Committee. In such a case the advisory committee shall take on the role of Election Commission and shall ensure that elections are held to elect new Executive committee within the stipulated time.
- (vi) In the interim period, the Advisory Committee shall serve as the ad hoc Executive Committee for a period not exceeding three months and not extendable without prior ratification of the General body under exceptional circumstances which prevent an election.

ARTICLE 13: ADVISORY COMMITTEE

a. Function:

The Advisory Committee will be a five (5) member body that shall adjudicate on matters of interpretation of provisions herein incorporated, should a reference be made to it, either by members whose number should not be less than one tenth of the membership of the association or by the Executive Committee. The Advisory Committee is placed to serve as an expert group which comes into action only a times of such situations wherein interpretational crises has arisen or for a situation that the constitution (including its by-laws) has made no provision or at times of elections whereupon the Advisory Committee will serve as an Election commission.

b. Composition:

The Advisory Committee shall be a five member body, whose

- (i) Two members shall be alumni who have passed out not less than 15 years ago from the institute on the date of nomination.
- (ii) Two members shall be an alumni who have passed out not less than 10 years ago from the school on the date of nomination, and
- (iii) Fifth member may be any alumnus as defined under the constitution.

c. Working:

The decisions of Advisory Committee may be carried out by simple majority and in matters of administration and protocol, the first member shall be considered first among equals.

Whenever a reference is made to the Advisory Commission in its capacity as an adjudicator and if its decision on the reference is not unanimous, the individual opinions/decisions of each member will be produced in writing before the General body.

d. Formation and Tenure:

- (i) The Advisory Commission shall be constituted by General Body through elections in ways outlined in the bye-laws.
- (ii) The tenure of the Advisory Committee will be four years.
- (iii) The provisions for intermediate resignation shall apply in the same way except that the resignation may be tendered to the next in hierarchy within the Advisory Committee.
- (iv) The Advisory Committee shall hold elections to such a vacancy created within a month from the date of such a vacancy being created unless less than six months remain in its tenure.
- (v) The tenure of individual members shall be concurrent with the tenure of the Advisory committee.

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BY-LAWS OF THE KUOYO KOCHIA ALUMNI ASSOCIATION

1. MEMBERSHIP

- (a) For active membership in the Association, the eligible members are required to pay registration fees of KES. 1,000/-. After duly being registered and realization of membership fees, the members would be given a unique Membership Number. Registration fees of KES. 1,000/- shall be paid once.
- (b) The membership fees would be KES. 1,000/- for Annual Membership and KES. 50,000/- for **Gold Life Membership**, KES. 30,000/- for **Silver Life Membership** and KES. 20,000 for **Bronze Life Membership**. The membership fee for student representatives and Honorary Members shall remain exempted.
- (c) Suspension/Termination of the membership can be affected by the Executive Committee by two-third majority in the event of misconduct by any member, after affording him/her an opportunity to explain the reasons of his/her conduct within the prescribed time limit.
- (d) A member can voluntarily surrender his membership by requesting the Executive Committee. No fee refund would be applicable in such case.

2. POWERS AND DUTIES OF THE OFFICE BEARERS

1. CHAIRPERSON shall,

- (a) Chair over all meetings of the General Body and Executive Committee.
- (b) Call emergent Meetings of the Executive Committee or the General Body on receiving representations from the members as per the necessary quorum.
- (c) May cast second vote in case of tie
- (d) Sign together with the Executive Secretary all the documents executed on the behalf of the Association.
- (e) Be overall in charge and responsible for the working of the Association and see it that the decisions of the General body, Executive Committee are carried out and the constitution & extant by laws of the Association are followed.
- (f) Issue statements and press release on behalf of the association.

2. VICE CHAIRPERSON shall

- (a) Act on behalf of the Chairperson during his absence.
- (b) Take other assignments as decided by the executive committee.

3. EXECUTIVE SECRETARY shall,

- (a) Execute all the decisions of the Executive committee and the General body and conduct day to day business of the association.
- (b) Maintain all the records of the association and keep the minutes of the all the meetings. Convene the ordinary meetings in accordance with the constitution.

- (c) Represent the Association at various bodies of the Institute.
- (d) Hold such imprest money, as sanctioned by the executive committee.
- (e) Prepare annual report of the association, which after the approval of the Executive committee shall be presented before the General Body at the Convention.
- (f) Issue statements and press release on behalf of the association.
- (g) Coordinate with the regional Chapters of the society and exercise all administrative and financial powers with the approval of the president, which are assigned to him by the General body and the various Committees of the Association.

4. ORGANIZING SECRETARY shall,

- (a) Assist the Executive Secretary and work under his direction.
- (b) The Organizing Secretary shall act on behalf of the Executive secretary during his absence.

5. TREASURER shall,

- (a) Be the custodian of the funds of the Association, maintain accounts, get them audited and prepare the annual balance sheet.
- (b) Realize the annual subscription from the Members/Unit and will issue a receipt for the same.
- (c) Sign all the Negotiation Instruments along with the General Secretary on the behalf of the Association.
- (d) Provide advance to the Executive secretary or the other office bearers an amount admissible to them as per sanction of the Executive committee.
- (e) Make all the payments over KES. 10,000/- through crossed cheques only.
- (f) Present statement of income and expenditure of the Association every 6 months for approval by the executive Committee.
- (g) Prepare the balance sheet and have the same audited by the approved auditors and shall place them at the annual General Meeting after approval by the Executive Committee.
- (h) Jointly operate the bank account of the association along with the chairperson.
- (i) Prepare the budget for the year and present it the annual General Meeting of the Association of the Association for the current year.

6. CHAPTER CHAIRPERSON shall,

- (a) Be the administrative head for all the functions relating to the society in his/her chapter in close coordination with the Chairperson and executive Secretary of the Association.

7. CHAPTER SECRETARY shall,

- (a) Assist the chapter Chairperson in all the activities of the chapter.

1. Executive Committee.

All the Executive authority of the Association shall vest in the Executive committee, which shall be responsible to the General Body and shall:

- (a) Prepare annual budget and present before the General Body for ratification and to operate funds of the Association.
- (b) Frame, amend or alter the By Laws necessary for the proper functioning of the Association in conformity with the Constitution subject to the ratification by the General Body.
- (c) Fix the membership fee structure from time to time.
- (d) Organize functions and events of the Association.
- (e) Present statement of income and expenditure every 6 months for approval of the members of the Executive committee.
- (f) Appoint auditor to check the account for the Association.
- (g) Appoint employees as and when necessary, fix their salary/honorarium, initiate disciplinary action against employee as and when required.
- (h) Meet at least once in 6 months. 30 days notice be required for the ordinary meeting. The chairperson can convene emergent/special executive meetings on the 14 days notice.
- (i) Have powers to co-opt more members, from among the members of the association, if deemed necessary, and appoint sub-committees to transact specified business. Co-opted members will also be eligible for membership of such sub-committees.

2. GENERAL BODY

The General body shall comprise of patron and members (all the members) and shall be supreme in all matters relating to the Association and shall.

- (a) Carry out the aims and objects of the Association and to lay down its policy.
- (b) Elect the office bearers of Executive committee.
- (c) Approve the annual account and pass the budget.
- (d) Amend the constitution.

3. ELECTIONS

The election of the office bearers of the association shall be held on a one month's notice.

- (a) Elections will be held under the supervision of the Advisory Committee, which shall be responsible for the proper conduct of the elections.
- (b) The date and time of the election will be decided by the advisory committee only.
- (c) Normally there will be secret voting and the voter should be registered with an active Membership Number.

- (d) The Outgoing officer bearers should continue to hold their office till the results of the fresh elections are officially announced.
- (e) The members of the outgoing Executive Committee will hand over the charge of their respective posts including the documents, material and goods including money belonging to the association in their possession within 15 days of the declaration of election results, to the newly elected office bearers of the association.

4. GENERAL BODY MEETINGS

- (a) The Annual General Body Meeting (AGBM) of the association shall be held every year on the date specified by the Executive Committee. Unless otherwise decided by the Executive Committee, the AGBM of the Association shall be held in the school. The date and time of the annual General Body Meeting of the Association shall be notified by the Chairperson.
- (b) For the purpose of taking the opinion of the General Body on specific issues, the Chairperson may also convene special meetings of the General Body. Special meetings of the General Body may also be requisitioned by a member of the General Body provided that such a request has the support of at least 50% of other members and the request has been made in writing at least 60 days in advance of the proposed date of the special General Body meeting. The business of special meeting shall be confined to the specific matter(s) for which it has been called and no other matters shall become admissible for the discussion.
- (c) The venue for holding special General Body meetings shall be decided by the Executive Committee. The mode of convening special general body meeting would be so as to allow members present in the meeting to express their views clearly.

5. AMENDMENTS

- (a) Executive Committee can bring amendment in the By-laws of the Association in conformity with the Constitution subject to the ratification by the General Body within 1 year and before the end of the term of the Executive Committee.
- (b) General Body can amend the constitution with 2/3 rd majority.

6. QUORUM

- (a) For the General body will be 1/10th or 30 whichever is lower.
- (b) For the executive Committee 1/3rd of total numbers of their respective members.
- (c) In case a meeting is reconvened for want to Quorum, the Quorum restriction will not apply.
- (d)

7. TERM

- (a) The term of the members of the Executive Committee shall ordinarily be TWO YEARS.
- (b) However the members of the Executive Committee shall continue to hold their office until next election.

8. DELEGATION

The Executive Committee may delegate any of its functions to the Chairperson or any other member of the Association.

9. ACCOUNTS

- (a) The accounts of the association will be maintained in a recognized bank and will be operated jointly by the Chairperson and the treasurer only through cheques.
- (b) In absence of either of these two, the Executive Secretary will be one of the operators of the account.
- (c) The annual account (income and expenditure) will be audited by an approved auditor.

10. YEAR

The year of the Association for all purposes be the financial year (July 1st to June 30th).

11. IMPEACHMENT

- (a) If any of the office bearers abstains from three consecutive meetings/programmes of the association without informing either the Chairperson or Executive secretary he/she may be impeached by the executive Committee by majority after affording him/her an opportunity to explain the reasons of absence within the prescribed time limit.
- (b) The Executive Committee can impeach any of its members for any misconduct after affording him/her an opportunity to explain the reasons of absence within the prescribed time limit.

12. SAVING

Any point not covered by these rules and regulations shall be decided by the General Body. If necessary, a special meeting of the General Body could be called for the purpose.

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