



KAMUSINDE BOYS ALUMNI ASSOCIATION

+254792976823 kamusindeboysalumni@gmail.com

CONSTITUTION

CITING:

This constitution shall be cited as **Kamusinde Boys Alumni Constitution**.

PREAMBLE

We, members of Kamusinde Boys Alumni Association fully adopt, enact and give this constitution to ourselves and the future of Kamusinde Boys Alumni. All the activity of the alumnus will be guided by this constitution; no members shall be above it. We believe in the existed of God and His supremacy, we shall open and close all our alumni meetings as well as events with prayers.

APPENDIX 1: DEFINITION OF TERMS

The following are the terms and their meanings according to their use in this constitution

- I. **Member:** any former Kamusinde Boys High School student who has paid registration fee of Ksh. 500
- II. **Active member:** any member as defined in part I who has paid the annual subscription fee of the current year.
- III. **Inactive member:** any member who has not paid annual subscription fee of the current year.
- IV. **Leader:** any member of the alumni appointed or elected by other members of the alumni to take charge or represent the alumni in various activities by offering support and advice.
- V. **Executive committee:** a decision making committee that is entitled with the task of making final decisions on matters alumni.
- VI. **A Meeting:** a session whether online or offline, comprising of both members and leaders and whose findings will determine the course of the alumni association.
- VII. **Executive Meeting:** this will also be called leaders meeting, will make significant decisions in the alumni.

- VIII. **Ordinary meeting:** a meeting held periodically where members of the alumni are updated about the progress of the alumni.
- IX. **Emergency meeting:** an impromptu meeting called upon by the chairperson or his/her vice in case of emergency
- X. **Disciplinary meeting:** a meeting where issues of indiscipline will be discussed and resolved
- XI. **Membership number:** a unique number assigned to both active and inactive members. It will be used to trace records of any member in the alumni management system.

APPENDIX2 : NAME, MISSION AND VISION OF THE ASSOCIATION

- a) The name of the alumni shall be called **Kamusinde Boys Alumni Association**. The letters among all other formal documents of this alumni will bear this name and the logo of the alumni.
- b) The mission of the alumni is:
 - I. To help Kamusinde Boys High School fraternity by offering guidance and counselling, inspirational talks, coaching and financial help.
 - II. To unite former students of Kamusinde Boys High School
- c) The vision of this alumni is to be an inspirational figure to young adults with big dreams.

ARTICLE 1: MEMBERSHIP AND MEMBERSHIP PROCEDURE

2.1 Kamusinde Boys Alumni Association is a non – profit making and non – denominational Association.

Membership is open to all Kamusinde Boys High School former students who are;

- a) Able to pay a registration fee of Ksh. 500 (Five hundred shillings only) and an annual subscription fee that will be determined by the executive team from time to time.
- b) Of high level of integrity and interpersonal relationship.
- c) Ready to help the association accomplish its missions without derailing.

2.2 Any former Kamusinde Boys High School student who meets the above conditions is free to register and join then proceed with annual subscription fees starting from the year he or she has joined.

2.3 General roles of a member of Kamusinde Boys Alumni Association

- a) Collaborate with one another to implement ideas the will help the association attain its mission.

- b) Contribute towards project when called upon to do so.
- c) Welcome new members

2.3 Loss of membership. Any member can lose his/her membership if he/she:

- a) Becomes unable to pay annual subscription fee without citing genuine reasons,
- b) Becomes unable to support proposed projects without having a genuine reason.
- c) Lacks integrity, violates this constitution intentionally.

2.4 Before a member is dismissed from membership, he or she will be warned by the executive team in writing.

2.5 a member can only be dismissed if he or she refused to accept the disciplinary measures set by the disciplinary committee depending on the offence committed.

2.6 any member who is dismissed from membership may be considered to rejoin the alumni association afresh after 2 years.

ARTICLE 2: LEADERSHIP, ROLES AND NOMINATION PROCESSES

3.1 Kamusinde Boys High School Alumni Association shall be served with the following leaders:

- a) Chairperson
- b) Vice chairperson
- c) Treasurer
- d) Secretary
- e) Welfare coordinator
- f) Programs coordinator
- g) Media and IT director.

3.2 LEADERSHIP ROLES

- a) The chairperson. He or She shall be an adult of sound mind. He or She shall offer the following voluntary services to the association:
 - I. Be the senior most leader of the association.
 - II. Chair all meetings of the association

- III. Be a spokesperson of the association
- IV. Can be sewn or sue somebody/Association(s) on behalf of the association.
- V. Develop a good link between the association and the principal/ teachers of Kamusinde Boys High school
- VI. Shall represent the association in any other meetings where the presence of the association is needed.
- VII. Shall be an ex officio member in all sub committees of the Association.
- VIII. All other leaders shall be answerable to him.

b) Vice chairperson.

- i) He or She shall perform the duties of the chairperson in his/her absence.
- ii) He or She shall be the assistant to chairman in all matters.
- iii) He or She shall be the head of the disciplinary committee

c) Secretary. He or She shall perform the following voluntary services to the Association:

- I. Organize for meetings under the instructions of the chairperson
- II. Shall pass formal communications to association members and leaders on behalf of the association.
- III. Take minutes during the meeting, file them and submit them upon request.
- IV. Maintain an updated register of association members
- V. Maintain copies of formal and legal documents of the association.

d) Treasurer. He or She shall offer the following voluntary services to the association:

- I. Keep financial records of the association
- II. Receive payments and bank money on behalf of the association
- III. Make payments on behalf of the association
- IV. Offer financial advice to the association.
- V. Take charge of all association assets.

- e) Programs coordinator. He or She shall offer the following voluntary services:
 - I. Co - ordinate live events and projects that require physical presence of association members.
 - II. Chair the department of development and strategic planning.
- f) Welfare co – coordinator. He or she shall offer the following voluntary services:
 - I. Chair the welfare department and develop policies that govern the welfare activities.
 - II. He or She shall be in charge of all matters that require welfare support.
- g) Media and ICT director. He or she shall offer voluntary services to the association by:
 - I. Troubleshooting ICT related issues in association electronic systems
 - II. Offer advice to the Association concerning technology.
 - III. Manage all associations online media platforms
 - IV. Keep records of videos, pictorials of the association's events.
- h) The role of the patron. He or She shall be a teacher at Kamusinde Boys High School and shall:
 - I. Take full charge of the alumni office at Kamusinde
 - II. Brief the alumni association about the progress of the school and shall inform the school about the progress of the alumni.

3.3 Leadership terms of service.

A leadership term shall comprise of 3 continuous years. After one term is over, the members will be free to nominate new leaders. The electronic technology of voting in new leaders will be determined from time to time. A leader can serve a maximum of three continuous terms if he offers effective services. After a term is over the following shall take place:

- a) Executive committee shall meet and declare vacant leadership positons. The current holders of those positons will serve as **acting** leaders after the leadership body has been dissolved.

- b) Members will choose a nomination committee that will organize and coordinate the nomination process (candidates should not be part of this committee). The committee will have a chairperson and a secretary selected amongst itself.
- c) The nomination committee will organize a transparent nomination process and announce new leaders who will be commissioned and start serving immediately. Former leaders will hand over association properties and documents within one month after nomination. Change of bank signatories should be done also after one month.
- d) Members dissatisfied with new leaders should raise concerns immediately after results citing reasons for dissatisfaction.

3.4. Criteria for approving members who would wish to hold leadership posts through election

The following are qualifications of a members who would wish to engage in leadership

- a) He or she must be an active member of the alumni association for three consecutive years.
- b) He or she must have relevant experience in the interested post. This should be determined by testimonials provided by the applicant.
- c) His or her age must range between 25 to 50 years for all posts.

3.5 The role of the nomination committee

The committee shall be appointed by the members during a meeting where the leadership body will be dissolved by the chairperson. This committee will be dissolved by its chair after a successful nomination /election process. The role of the committee shall be:

- a) To receive applications (hard or soft copies) of the members showing interest in the leadership posts that have been declared vacant and document them.
- b) Perform interviews based on article 3.4 and shortlist candidates and publish them in the online voting system.
- c) Reject applications citing reasons based on the constitution
- d) Set election dates, tally votes and announce the results.
- e) Publish the names of the newly elected leaders

- f) Receive and act upon complains raised by the members concerning election process.
- g) Design or suggest on effective online voting technologies.

3.6 **Replacement of leaders. The following circumstances may result into a leader being replaced:**

- a) If he or she becomes incompetent, fails to deliver what he is expected of
- b) If he or she passes away
- c) If he or she resigns
- d) If he is found guilty of fraud or corruption on matters that concern the association.
- e) If he or she misses **four ordinary** meetings without sending apologies in advance.

3.7. If any leader engages in any or all of the activities in 3.4, then his position will be declared vacant after he has been notified in writing by the executive committee. The nomination will be organized by the existing leadership.

ARTICLE 4: DEPARTMENTS/COMITTTES

4.1 a) There shall exist a **welfare department** that shall comprise of five members being chaired by the welfare coordinator. The department shall formulate policies that will guide the welfare process. It shall take full charge of the welfare activities. The welfare support will be accorded to any member who loses a person who he (member) is closely related to. The person can be his:

- I. Parent
- II. Child
- III. Spouse.

- b) Each member shall contribute Ksh.300 (Three hundred shillings) in support of a welfare case,
- c) If a member of the alumni passes away, the welfare department shall offer more guidance on how the case should be handled.
- d) Members shall contribute into a welfare kitty Ksh. 50 per month.
- e) There shall be a percentage that will be given to a member in case of the following:

- i) Demise
- ii) Wedding
- iii) Child birth

4.2 There shall exist a planning and development department which will spearhead the achievement of the association mission through establishment of income generating projects.

4.3 There shall exist an executive committee comprising of the chair, vice, secretary, treasurer, welfare coordinator and five other members selected from a group of year reps/class reps. The committee shall make significant decisions on behalf of the association. Issues and complains shall be addressed to this committee. The quorum for the executive meeting to pass a minute shall be 2/3 of the total. The chairperson must be among them. In addition to that, the executive committee shall:

- a) Appoint sub committees to handle various tasks that shall arise from time to time
- b) Be the symbol of unity in the association.
- c) Shall serve as a disciplinary committee when handling indiscipline cases.

ARTICLE 5: AMMENDEMT

This constitution can be amended if there is a felt need from the members. A constitution review committee will be appointed by the executive team and its roles outlined for a successful review process.

5.1 The role of the constitution review committee:

- a) Shall collect views from members and document them then share during one of the ordinary meetings then receive more inputs or suggestions from the members.
- b) Shall draft a revised constitution, present it to leaders who will propose it to members and proceed for publication.
- c) This committee will be dissolved by the chairperson of the alumni association after its objective has been accomplished.

ARTICLE 6: SOURCES AND USES OF REVENUE

6.1 The sources of revenue shall include:

- a) Annual subscription fees from members
- b) Fines from members who miss meetings without apologies before or after the meeting.
- c) Donations from members and well-wishers.
- d) Income generating projects.
- e) Support from religious associations, politicians and well wishers.

6.2 The revenue collected shall be banked and withdrawn upon authorization by the signatories. The signatories include the Chairperson, Treasurer and Secretary. The revenue will be used for:

- a) Support needy students of Kamusinde Boys High school by paying their school fees and buying them personal effects to use at school.
- b) Funding existing projects or starting new projects of the association.
- c) Supporting a needy case among active members of the alumni through request from the welfare committee.
- d) Setting up alumni footprints in Kamusinde Boys High School.
- e) Purchasing equipment's or technology for the association that the executive team will see it appropriate.
- f) Facilitating transport to the association representative to attend meetings that require association representative if the expense has gone beyond the facilitation of the chosen representative.

This constitution promulgated on **24th August 2024**

Chairperson's name **Simiyu O Peter** Sign  Date...**24/08/2024**

Treasurer's name **Masinde Francis** Sign  Date...**24/08/2024**

Secretary's name **Soita Abraham** Sign:.....  Date:...**24/08/2024**