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PREAMBLE

We the Convocation of Busitema University, in order to form a united strong body, promote skill acquisition, good governance, unity and excellent performance of Busitema University while empowering one another as a family;

Cognizant of the potentials within us as a force of promoting and maintaining worth values and aspirations of Busitema University and the development of the nation at large;

Aware of the scientific, technological and educational role that can be played to promote excellence and innovation in society for sustainable development through teaching, research and outreach;

Do hereby ordain and establish the constitution of the Convocation of Busitema University.

TERMS:

Definitions

In all the by-laws of the Convocation, unless the context otherwise requires:

Alumni	means any person who has successfully completed and attained an academic certificate from Busitema University;
Convocation	means the convocation of Busitema University which shall consist of the graduates of the University and members of staff and such other persons as the University Council may authorise.
By-law	means any by-law of the Convocation from time to time in force and effect;
Executive	means the Executive Committee;
Vice Chancellor	shall mean the Vice Chancellor of Busitema University
Academic Registrar	shall mean the Academic Registrar of Busitema University
Guild President	shall mean the Guild President of Busitema University
Non-alumni	means any person who may not have attended their academic programs from Busitema University but do subscribe to the mission, vision and objectives of the Convocation of Busitema University; and
University	means Busitema University.
Staff	means support, administrative and academic staff of Busitema University.
Senate	means the senate of Busitema University.
Council	means Busitema University Council.
Region	means regions of Uganda (that is; Western, Eastern, Central, Northern).

ACRONOMYS:

AGM means the Annual General Meeting;

Chapter One:

The Constitution

Article 1:

Sovereignty of the General Assembly

- 1) The convocation derives its mandate from section 70 of Public Universities and other tertiary institutions' Act 2001 as amended.
- 2) All power belongs to the members of the Convocation who shall exercise their sovereignty through the General Assembly in accordance with this constitution.
- 3) All power and authority of the Convocation is derived from this constitution.

Article 2:

Supremacy of the Constitution

- 1) This constitution is the supreme law of the Convocation and shall have binding force on all members of the convocation.
- 2) All statutes of the convocation shall conform to the provisions of the constitution.
- 3) Notwithstanding the provision of the above named clauses, the laws of the state of Uganda shall take precedence.
- 4) Any action made or taken by the convocation and is inconsistent with the provisions of this constitution shall, to the extent of inconsistency be null and void and the constitution shall prevail.
- 5) This constitution shall not contravene the statutes of the University.

Chapter Two: The Convocation

Article 3: Name and Address of the Convocation

- 1) The Convocation shall be called: **Convocation of Busitema University**.
- 2) The head office of the Convocation shall be at Busitema University, Main Campus. The office shall be called the **Convocational Secretariat** which shall be under the supervisory role of the General Secretary. The officer in charge of the secretariat shall be referred to as **Convocation Relations Officer** who shall be responsible of liaising between the Executive Committee and the University Management.
- 3) The Convocation reserves the right to open up liaison offices in any campus of the University or location as the General Assembly may deem fit.

Article 4: Official Language of the Convocation

- 1) The official language of the Convocation shall be **English**.

Article 5: Non-partisan Nature of the Convocation

- 1) The Convocation shall not associate itself with any political organization.
- 2) The Convocation shall not be linked to any particular religious affiliation.
- 3) The Convocation shall be a non-profit making organization.
- 4) Notwithstanding the provisions of clause (3) above, the General Assembly may run projects with their own management and administration.

Article 6: Motto

- 1) The motto of the Convocation shall be: **“Uniting for Excellence”**

Article 7: Vision

- 1) "A united, excellent and innovative Convocation"

Article 8: Mission

- 1) To promote excellence through unity and innovation

Article 9: Objectives

- a) To take interest and participate in the planning and general development of the University
- b) To initiate development projects aimed at generating income for the Convocation and the University.
- c) To establish activities through which members can participate fully in National development with particular interest and emphasis on science, health, technology, research and education.
- d) To maintain and promote the social, ethical and intellectual image of Busitema University.
- e) To assemble and maintain Convocation membership database including publication of Convocation newsletters and magazine
- f) To maintain a high regard for education, a spirit of fellowship and genuine regard for one another
- g) To be a platform that avails scholarships and internships to students and alumni of Busitema University.
- h) To initiate different development programs in and outside the university.
- i) To organize seminars and fun fair events for graduates from Busitema University.
- j) To collaborate with other university convocations nationally, regionally and internationally to further our goals.
- k) Participate in community outreach activities with the aim of social economic enhancement.
- l) Hold career building seminars and workshops both within the University and community

Chapter Three:

Membership

Article 10:

Eligibility of Members

- 1) Membership shall be open to all;
 - a. All Alumni
 - b. Members of staff who have been employed continuously at the University for at least two years.
 - c. All members and former members of Senate.
 - d. All members and former members of Council.
 - e. All Alumni of the colleges that were phased and transformed into Busitema University.
 - f. Such other persons as shall be approved by Council.
- 2) Subject to clause (1) above, members shall be classified as ordinary, associate, affiliate, corporate, life and honorary members, described in Article 12 of this constitution.
- 3) For purposes of registration, the number of members shall be unlimited.

Article 11:

Process of Being a Member

- 1) Any alumni, members of staff and well-wishers of Busitema University who expresses willingness to join the Convocation shall apply to the executive by filling in standard forms supplied by the Convocation.
- 2) The Convocation shall acquire a graduation book for every graduation.
- 3) Subject to the provision of clause (2) above, the Executive may, on reasonable grounds, refuse to grant membership to an applicant and shall, if requested give reasons for refusal. These reasons shall be
 - a) Found to be of unsound mind
 - b) Convicted on criminal charges by a competent court
 - c) Adjudged bankrupt
- 4) Membership shall be effective upon payment of membership dues determined by the General Assembly from time to time.

- 5) All members shall be required to pay an annual subscription fee to the Convocation, the amount of which shall be proposed by the Executive and approved by the General Assembly from time to time.

Article 12: Types of Membership

There shall be the following types of membership:-

- 1) **Ordinary membership** shall be granted to any alumni or staff who shall have paid the requisite membership dues. These shall be full members of the convocation thus shall be the only members allowed to vote and contest for positions in the Convocation.
- 2) **Associate membership** shall be accorded to;
 - a) Former students of tertiary institutions that were phased out and transformed into Busitema University Campuses.
 - b) Former staff of Busitema University who are not Alumni of Busitema University.
 - c) Certificate holders of less than one year of study approved by Senate. These shall be required to pay a membership fee.
- 3) **Affiliate membership** shall be accorded to persons with interest in being identified with Busitema University. These shall mainly be graduates from other universities and spouses to members of staff of the University. These shall be required to pay a membership fee.
- 4) **Honorary membership** shall be conferred on merit to individuals who have demonstrated interest in and articulate issues relating to aims and objects of the Convocation. These members shall also include members of University Council and University Senate. These shall not be required to pay for membership. The honorary members shall be proposed by the executive to the General Assembly and a formal list forwarded to University Council for approval.
- 5) **Corporate membership** shall be accorded to institutions and organizations that subscribe and support the aims and objectives of the Convocation. These shall not be required to pay for membership.
- 6) **Life membership** shall be accorded to persons who shall opt to pay a compounded sum as the General Assembly shall approve from time to time. The Patron of the Convocation shall present a life member with a certificate of life membership.

Article 13: Non Transference of Membership

- 1) Membership to the Convocation shall be personal to the member and shall not be transferable.

Article 14: Rights and Obligations of Members

- 1) Members shall:
 - a) Uphold the spirit of this constitution.
 - b) Enhance the reputation of the University.
 - c) Maintain a long standing commitment to under graduate and postgraduate scholarships, bursary and awards.
 - d) Encourage good governance of the university through election of members of the Convocation to the University Council.
 - e) Bring graduates together in a range of activities including re-unions.
 - f) Invite influential speakers to address ordinary meetings of the Convocation.
 - g) Participate fully in the activities, programmes and meetings of the Convocation.
 - h) Members shall be honest and trustworthy and shall not bring the name of the Convocation into disrepute.
 - i) Have the right to stand or contest for any elective post in the constitution.
 - j) Have the right to access and use the Convocation's facilities and property in the approved procedures.
 - k) Be obligated to attend meetings of the Convocation Executive or other approved authority.
 - l) Pay their membership and annual subscription fees regularly.

Article 15: Withdrawal and Suspension of Membership

- 1) The Convocation may by resolution of the Executive, approved by the General Assembly require a member to be withdrawn from the Convocation or be suspended or the General Assembly may expel a member if it is found that the conduct of such a member is deemed adverse or contrary to the values and objectives of the Convocation and, hence damage her

reputation. The grounds for withdrawal of membership shall include but not necessarily limited to the following:-

- a) Death.
 - b) Termination of employment by Busitema University
 - c) Resignation of a member.
 - d) Found to be of unsound mind
 - e) Adjudged to be bankrupt
 - f) Failure to abide by members' obligation and code of conduct of the Convocation
- 2) In exercising the powers of withdrawal or suspension, the Executive or the General Assembly must practice the principles of natural justice.
 - a) A member whose annual subscription is in arrears for more than a year shall be deemed to have withdrawn from the Convocation and the Executive shall automatically delete culprit from the list of members.
 - 3) A member may for personal reasons terminate his or her membership by informing the Executive in writing which shall report the matter to the General Assembly on its next sitting.
 - 4) A person who has ceased to be a member may be reinstated as a fresh member upon application as if he or she is a new entrant and be subjected to the screening process.

Chapter Four:

Organs of the Convocation

Article 16:

Organs of the Convocation

- 1) The convocation shall consist of the following organs through which it shall exercise its powers and coordinate its activities:
 - a) General Assembly
 - b) The Executive Committee
 - c) Board of Trustees

Article 17:

The General Assembly

- 1) The General Assembly of the Convocation shall be the supreme governing, decision making body of the Convocation and it shall consist of all members of the Convocation.
- 2) It shall be responsible for the approval of the policies suggested by the executive. Such policies shall not contravene the laws of the University and Uganda.
- 3) The General Assembly shall be convened at least once every year.
- 4) The General Assembly shall be responsible for receiving new members, amendment of the constitution, confirmation and expulsion of members, election of the Executive and approval of policies and programmes of the Convocation as provided for in this constitution.
- 5) The General Assembly shall have the following functions:
 - a) Approve the general policy framework of the Convocation and agree on priority issues.
 - b) Receive and approve minutes of previous General Assembly.
 - c) Receive reports of the Convocation from the Executive, Chairperson, Secretary for Finance or any officer of the Convocation.
 - d) Elect the Executive as provided for in article 36 of this constitution.
 - e) Approve the annual plan for the Convocation.
 - f) Approve the annual budget of the Convocation.

g) To do any such duty or function that require the approval of the General Assembly.

Article 18: Executive committee

- 1) There shall be an established Executive Committee of the Convocation herein after referred to as the Executive who shall be elected by the General Assembly.
- 2) The Executive committee shall comprise of the following offices:
 - a) The Chairperson
 - b) Vice Chairperson
 - c) General Secretary
 - d) Secretary for Finance
 - e) Secretary for Information and publicity
 - f) Secretary for Projects
 - g) Regional Coordinators (8 members)
 - h) The Guild President as an ex-officio
 - i) Convocational Relations Officer as an ex-officio
- 3) For the purposes of clause 18(2)(g) above, the regional coordinators may include but not restricted to the following as described in appendix:
 - a) Central Region
 - b) Western Region
 - c) Eastern Region
 - d) Northern Region
- 4) Each region shall have two representatives, who shall be male and female.
- 5) The Executive shall have the following duties:
 - a) Shall be responsible for the day to day running of the Convocation and provide general leadership and direction to the Convocation.
 - b) Shall bear collective responsibility to the General Assembly and all Executive members shall have equal voting rights except for the Chairperson who shall have a casting vote in case of a tie.
 - c) Formulate policies, work plans.
 - d) Shall carry out and implement the decisions of the General Assembly.
 - e) Plans and budgets on behalf of the Convocation.

- f) Systematically listen to the complaints, suggestions and ideas of the members of the Convocation and decide and take appropriate measures and actions.
- g) Shall screen applications for registration and reports for suspension or expulsion of members and make appropriate recommendations to the General Assembly.
- h) Notwithstanding the provisions of clause 18(5) (f) above, the Executive may select a subcommittee of 3 to 5 members either from among themselves or with a boost from members outside the Executive or a mix of the two to constitute themselves into a screening team for the purpose and shall report to the Executive to uphold the recommendation before the General Assembly.
- i) Shall develop incentive and scholarship programs and act in an oversight role for the Convocation.
- j) The Executive shall ensure, promote, cultivate, and maintain the vision, mission, ideologies, principles, aims, and objectives of the Convocation.
- k) The Executive shall promote the credibility and good image of the Convocation and ensure its continuity.
- l) The executive shall ensure discipline and take disciplinary action against any member of the Convocation on behalf of the General Assembly.
- m) The Executive shall have the power to halt the duties of an Executive member and fill vacant position tentatively pending the decision of the general assembly.
- n) Receive reports from the Chairperson, Secretary for Finance, sub-committees and consultancies.

Article 19: The functions of the Chairperson

- 1) The Chairperson shall be the Executive head of the Convocation and preside over Executive meetings and the Annual General Assembly.
- 2) The Chairperson shall be a co-signatory to all the Convocation's financial transactions and shall without prejudice act as Secretary for Finance in his or her absence for any reason.
- 3) The Chairperson shall officially represent the Convocation at formal events.
- 4) The Chairperson shall submit to the General Assembly an annual report of the Convocation's accomplishments for the preceding year.

- 5) The Chairperson shall regularly take reports of progress of the Convocation to the Vice Chancellor of the University who in this case represents the University Management.
- 6) The Chairperson shall enforce the observation of the Convocation's constitution and the promotion of the aims and objects of the Convocation
- 7) The Chairperson shall establish an effective relationship between members of the Convocation and other sister Convocations of different Universities and other tertiary institutions.
- 8) The Chairperson shall abide by, uphold and protect the constitution.
- 9) The Chairperson shall ensure the effective management of and the deployment of the Convocation's resources, and implementation of its policies, decisions and programmes.
- 10)The Chairperson shall have the power to make emergency decisions on behalf of the Convocation in case of extraordinary circumstances pending the final approval by the Executive not later than one month from the time of the decision.
- 11)The Chairperson shall have the power to call emergency meetings of the Executive.
- 12)The Chairperson shall have the power to delegate his or her powers to any member of the Executive except for regional coordinators.
- 13)The Chairperson shall have a casting vote at any meeting of the Executive.
- 14)The Chairperson shall have the power to nominate any member to the Executive to act on behalf of the Executive member who shall be temporarily absent or who has resigned the office till approval of the following General Assembly.
- 15)The Chairperson shall perform such other duties and exercise such other powers as may be commensurate with the office of the Chairperson as shall be deemed appropriate by the General Assembly.
- 16)Subject to Article 42(1), the Chairperson shall have the power to halt the duties and functions of an executive member and fill the vacant position pending a decision of the General Assembly at its next sitting.
- 17) The Chairperson shall appoint the Vice Chairperson of the Convocation.
- 18)The Chairperson shall represent the Convocation at the Busitema University Council.
- 19) The Chairperson shall be an ex-officio to all committees of the Convocation
- 20) The Chairperson shall be an ex-officio to the Board of Trustees.

Article 20:**The Duties and Powers of the Vice Chairperson**

- 1) He or she shall assist and deputize the Chairperson in the day to day running of the Convocation as and when need arises.
- 2) Shall be the Chairperson of Appointments Board of the Convocation.
- 3) Shall take on the roles of the Chairperson in his or her absence.
- 4) Shall perform such other duties as may be assigned to him or her by the Chairperson or Executive.
- 5) Shall be appointed by the Chairperson

Article 21:**The Duties of the General Secretary**

- 1) The Secretary to the Convocation shall record and maintain an official record of minutes of both the Executive meetings and General Assembly and related affairs, transmit all official Convocation correspondences, and receive apologies from members absent for discussion in the meeting.
- 2) Shall prepare the agenda of all meetings in consultation with the Chairperson and issue or cause notices for the meetings of the Convocation to be issued.
- 3) Shall maintain an updated register of members and be the custodian of all the Convocation's documents.
- 4) Compile the Convocation's annual plan from the respective plans of the different executive members.
- 5) Shall be a principal signatory to all convocational transactions.
- 6) Shall be the returning officer at all convocational elections.
- 7) Shall be an ex-officio to the Board of Trustees.
- 8) Shall be a secretary to all committees of the Convocation
- 9) Shall be the Academic Registrar of the University.
- 10) Shall undertake any other duties as may be assigned by the Chairperson or the General Assembly.

Article 22:**The Duties of the Secretary for Finance**

- 6) Shall ensure that the Convocation is well known among students and staff of the University, through workshops, printed graphics, television, radio stations, internet, magazines or newspapers.
- 7) Shall organize career guidance sessions to the students of Busitema University.
- 8) The Secretary for Information and Publicity shall take on any other duties as may be assigned by the Chairperson or the General Assembly.

Article 24: The Duties of the Secretary for Projects

- 1) The Secretary for Projects shall be the chairperson of the Convocation's Projects Committee and managing co-ordination of the partners and working groups engaged in project work.
- 2) Shall coordinate, provide status reports and update the Executive, on a regular basis, the progress of all the projects of the Convocation.
- 3) Shall coordinate support functions covering planning, tracking, reporting, quality management and internal communication.
- 4) Shall organize community based outreach programs and coordinate research on income generating activities.
- 5) Shall perform all other duties as may be requested by the executive or the Chairperson.

Article 25: The Regional Coordinators

- 1) Refer to clauses 18(2) to 18(4).
- 2) The General Assembly shall determine from time to time the mode of selection of the regional coordinators to be the overseers of the Convocation at local level.
- 3) Such selected individuals shall be recognized as the Chairperson's representatives in the regions they serve.
- 4) Notwithstanding the provisions of clause 25(2) above, regional coordinators shall be selected by the members from the respective regions.
- 5) Regional coordinators shall form a committee of not less than five (5) members to run the sub-alumni matters.
- 6) Regional coordinators shall perform the general duties of the Executive committee.

- 7) They shall be the link between the Convocation and their regional groups, relaying the views of their regions and of the Executive.
- 8) They shall perform any other duties assigned to them by the Chairperson.

Article 26

Board of Trustees;

- 1) There shall be a board of trustees appointed by the Convocation consisting of:-
 - i. The Vice Chancellor of Busitema University.
 - ii. Four other members appointed by the executive and approved by the General Assembly.
 - iii. The Chairperson of the Convocation as an ex-officio.
 - iv. The Secretary to the Convocation as an ex-officio.
- 2) The Board of Trustees shall be responsible for:-
 - i. Holding the immovable properties of the Convocation and the Convocation shall determine the manner in which this property may be used from time to time.
 - ii. The trustees shall be capable of suing and being sued and suffer acts on behalf of the Convocation
 - iii. The term of office of Board of Trustees shall be four years but eligible for appointment for a maximum of one consecutive term.
 - iv. The Board of Trustees shall elect their Chairperson from among themselves on their very first sitting.

Chapter Five:

Sub Committees of the Executive

Article 27:

Sub Committees of the Executive

- 1) The Executive Committee shall consist of the following oversight sub committees to enable the Executive to carry out its governance roles and responsibilities in an efficient and effective manner:
 - a) Standing Committees
 - b) Ad hoc Committees

Article 28:

Standing Committees

- 1) There shall be Standing Committees, each consisting of a maximum of eight (8) members to contribute to the strengthening and deepening of the work of the Executive. These may include but not limited to the following:
 - a) Appointments Committee
 - b) Finance Committee
 - c) Information and Publicity Committee
 - d) Projects Committee

Article 29:

Appointments Committee

- 1) The Appointments Committee shall be headed by the Vice Chairperson as the chairperson and shall report to the Executive.
- 2) Shall work closely with the Executive Committee to ensure that all vacancies are advertised in accordance with Convocation's policies and procedures to ensure objectivity and open competition.
- 3) The key functions of the Appointments Committee shall be as follows:
 - a) To take responsibility on behalf of the Executive for ensuring that the selection process for Non-Executive employees is managed effectively, including:
 - i. Formulating and evaluating, an appropriate Person Specification for any vacant posts, including qualifications, skills, knowledge and experience as well as the conditions that candidates should display

- to fill the vacancies arising, assessing the dedication necessary to be able to suitably perform their duties in light of the needs that the Executive may have at any time.
- ii. Ensuring that all vacancies are advertised in accordance with Convocation's policies and procedures to ensure objectivity and open competition.
 - iii. Ensuring that the interview and selection procedures for Non-Executive personnel are conducted in accordance with Convocation's policies and procedures.
- b) Make recommendations to the Executive regarding the remuneration and other Terms and Conditions of appointment including terms of office, expenses, and any other related issues.
 - c) Draw up and report proposals for appointment and re-appointment of personnel under the terms and conditions established in Clause 29(3) (b) above.
 - d) Review and report on the performance of the duties and status of each personnel each year, so that this may be reflected in the annual report on governance and administration such that the Executive can make its periodic assessment, under the terms established.

Article 30: Finance Committee

- 1) The Finance Committee shall be headed by the Secretary for Finance as the chairperson and shall report to the Executive.
- 2) The role of the Finance Committee shall primarily be to provide financial oversight for the Convocation.
- 3) Typical task areas for the Finance Committee shall include:
 - a) Budgeting and financial planning:
 - i. Oversee the development of and/or develop an annual operating budget with stakeholders.
 - ii. Monitor adherence to the budget.
 - iii. Set long-range financial goals along with funding strategies to achieve them.
 - iv. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
 - v. Present all financial goals and proposals to the Executive for approval.

- b) Creation and monitoring of internal controls and accountability policies:
 - i. Create, approve, and update (as necessary) policies that help ensure the assets of the Convocation are protected.
 - ii. Ensure policies and accurate procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
 - iii. Ensure approved financial policies and procedures are being followed.
 - iv. Ensures accurate tracking, monitoring, adequate financial controls and accountability for funds.
 - v. Reviews major grants and associated terms and Convocation audit.
 - vi. Recommend to the executive the appropriate bank in which to open an account for the Convocation where the deposits shall be made and other financial transactions.

Article 31: Information and Publicity Committee

- 1) The Information and Publicity Committee shall be headed by the Secretary for Information and Publicity as the chairperson and shall report to the Executive.
- 2) The key functions of the Information and Publicity Committee shall be as follows:
 - a) Represent the Convocation to the community.
 - b) Enhance the Convocation's image, including communications with the press.
 - c) Ensure that the Secretary for Information and Publicity achieves the tasks assigned to him or her as stipulated in Article 23 of this Constitution.

Article 32: Projects Committee

- 1) The Projects Committee shall be headed by the Secretary for Projects as the chairperson and shall report to the Executive.
- 2) The key functions of the Projects Committee shall be as follows:
 - a) Responsible for overseeing the progress of the projects and reacting to any strategic problems.

- b) Oversee all resources and assets, coordinate and control processes, perform a regular progress check, and monitor quality of output from the Convocation's projects.
- c) Advise the Executive on the most profitable but feasible income generating projects as well as writing project proposals to be approved by the Executive.
- d) Approving strategies, implementation plan, project scope and milestones.
- e) Prioritizing project goals with other ongoing projects.
- f) Communicating with other key organizational representatives and mobilize resources for scholarships and monitor other scholarly funding to the Convocation.

Article 33: Committee Leader

- 1) The Committee Leader shall present not exceeding eight (8) members of the respective standing committee to the Executive for approval based on professionalism, integrity, and character.
- 2) Set tone for the committee work and ensures that members have the information needed to do their duties.
- 3) Report to the Chairperson and the Executive on committee's decisions and recommendations.
- 4) Assign work to the committee members, set the agenda, run the meetings, and ensure distribution of meeting minutes.
- 5) Initiate and lead the committee's annual evaluation.

Article 34: Ad hoc Committees

- 1) The Chairperson and or the Executive may appoint Ad hoc or special Committees as it may be deemed necessary. In the event of the Chairperson appointing the Ad hoc committee, he or she shall inform the Executive at its next sitting.
- 2) Such special committees shall be created for a given period when the need arises and the actual functions of each committee based on their own needs shall be explicitly defined.

Chapter Six:

Meetings.

Article 35:

Meetings of the Convocation

- 1) Meetings to be held by the Convocation shall include:
 - a) Ordinary meetings
 - b) Special Meetings
 - c) Emergency Meetings
 - d) Annual General Meetings
- 2) The general meeting of the Convocation consisting of all members shall be called the General Assembly and shall be the supreme governing body of the Convocation.
- 3) There shall be at least one General Assembly of the Convocation every calendar year (12 months).
- 4) Notice for General Assembly shall be made within the reasonable time of the date of the meeting and the appropriate publicity given but in any case not less than two (2) weeks. Notice shall include date, time, venue of the meeting and where possible, the issues on the agenda.
- 5) Notwithstanding the provisions of clause 35(4) above, the Chairperson shall have the power under the powers and functions of the Chairperson to call emergency meetings of the General Assembly under emergency circumstances.
- 6) Quorum for the General Assembly shall be a third $\frac{1}{3}$ of the subscribed members of the Convocation. The meeting shall be called off if the quorum is not realized in a period of sixty (60) minutes from the time scheduled for commencement of the meeting.
- 7) The General Assembly shall be presided over by the Chairperson of the Convocation.
- 8) The General Assembly shall from time to time approve proposals of the Executive on the manner of conducting the General Assembly.

Article 36:**Executive Committee Meetings**

- 1) The Executive shall meet as often as possible but in any case not later than three months between meetings.
- 2) Executive meetings shall be called by the General Secretary and presided over by the Chairperson.
- 3) Notice of the meeting shall be served to all Executive members within two (2) weeks of the meeting detailing the date, venue, and the proposed agenda by the General Secretary.
- 4) Notwithstanding the provisions of clause 36(3) above, the Chairperson shall have the power under the powers and functions of the Chairperson stipulated in this constitution to convene emergency meetings of the Executive under emergency circumstances.
- 5) The Executive shall set rules of procedure for conducting both Executive meetings and the General Assembly.
- 6) Quorum for the Executive meetings shall be $\frac{2}{3}$ of the Executive members.

Article 37:**Meetings of Regional Groups**

- 1) The different regional groups may meet under the direction of their coordinators to discuss matters of common unique interest.
- 2) Such a meeting shall be called and presided over by the group coordinator.
- 3) Intention to hold such a meeting shall be notified to the Chairperson, detailing the agenda before notice is given and shall not be more than two (2) in a given calendar year.
- 4) Notice of the meeting shall be given to members at least two (2) weeks prior to the date of the meeting indicating the date, time, venue and the agenda.
- 5) Quorum for this meeting shall be $\frac{1}{3}$ of the subscribed members from that particular region.
- 6) Proceedings of the meeting shall be served to the Executive.
- 7) The group shall elect one of their members to act as a minute secretary to their meetings.

Article 38:**Elections**

- 1) Only ordinary members who have paid membership and annual subscription dues and whose names appear on the Roll of the Convocation in accordance with the provisions of this constitution shall be eligible to participate in voting the Executive and election to Executive.
- 2) The Executive shall be elected by all ordinary members of and from the General Assembly at the end of their term of office or as it may become necessary as prescribed in this constitution.
- 3) Three (3) months prior to the expiry of their term of office, the Executive shall institute an Electoral Commission to arrange the process of elections. The commission shall consist of 3 to 5 members; at least one of them shall be a female and all the members shall be registered ordinary members of the Convocation.
- 4) The Commission shall publish the available positions to be contested for in public places and through the media and in consultation with the Chairperson, a date for the General Assembly shall be published at least one month in advance, naming the venue, date, and time and a mention that they will be elections of the new Executive.
- 5) The Returning Officer of the Electoral Commission who shall be Academic Registrar of the Busitema University shall preside over all elections of the Convocation.
- 6) The Returning Officer shall then declare a post starting with the post of the Chairperson, Secretary for Finance, Secretary for Projects, Secretary for Information and Publicity, Regional Coordinators and the Vice Chairperson shall be selected in accordance with the provisions of this constitution.
- 7) For each post, the Returning Officer shall request for nominations from the General Assembly. For the nominee to be acceptable to contest he or she shall have to be seconded by at least one other member besides the proposer and the candidate, proposer and seconder(s) shall be recorded.
- 8) When there are no more nominations, the Returning Officer shall declare nominations closed and nominated candidates shall be asked to introduce

themselves and then leave the assembly hall for voting to take place in their absence.

- 9) The proposer or one of the seconders of each candidate may be asked to give a brief on the candidate for the General Assembly to know who is who.
- 10) The voting for the post shall be carried out by the General Assembly by secret ballot and the winning candidate at a given post shall be required to have a simple majority.
- 11) In case of a tie in scores of the highest two, the election shall be repeated between them until a simple majority is attained.
- 12) If a commissioner is nominated for a post, the General Assembly shall replace him or her on the commission with a non-Electoral College member so that the commission is at least three members.

Article 39: Elections of Regional Coordinators

- 1) Election of regional coordinators shall take place during the Executive Committee elections.
- 2) The Electoral College for election of the coordinator of a region shall be the members of the Convocation who belong to that region.
- 3) Regional coordinators shall be stationed in that particular region for which they seek to represent at the time of elections.

Article 40: Handover and Oath-taking

- 1) The Electoral Commission shall preside over the handover ceremony.
- 2) The retiring Executive members shall hand over office to the new Executive within three hours after elections.
- 3) The newly elected executive shall take oath of office presided over by the Judicial Officer.
- 4) Within an hour after Oath-taking, the Electoral Commission shall be hence forth dissolved.
- 5) Oath taking shall be the last item on the agenda for General Assembly where elections are held which shall end with the closing remarks of the new Chairperson. The newly elected Chairperson shall immediately after delivering his acceptance speech dissolve the General Assembly.

Article 41:**Tenure of Office**

- 1) The Executive shall have tenure of office of four (4) consecutive years and may be re-elected for one more term.

Article 42:**Resignation and Termination of Office**

- 1) A member of the Executive shall cease to hold office:
 - a) Upon ceasing to be a representative of the particular office or body by virtue of which person becomes a member of the convocation.
 - b) Upon death
 - c) Upon resignation of a member,
 - d) Failure to perform their roles of office the member is holding.
 - e) Upon being adjudged bankrupt or of unsound mind.
 - f) Is removed from office by a two-thirds' vote of regular members present at the General Assembly.
 - g) Is absent from four (4) consecutive Executive meetings without reasonable explanation.
- 2) Resignation:
 - a) Any member wishing to resign shall always tender in his or her resignation to the Chairperson through the General Secretary in writing who shall communicate to the whole Executive for discussion and shall be effective within two (2) months from the date of receipt of the resignation.
 - b) Resignations shall be communicated to the General Assembly as soon as is reasonably practical.
 - c) In case of the Chairperson resigning, the letter of resignation shall be tendered to an emergency Executive meeting and the Vice Chairperson shall assume the roles of the Chair person.
 - d) If a position remains vacant, the General Secretary shall organize an election within three months of the position falling vacant unless it is expected to have a General Assembly within the next six months in which case the bye elections would be made to wait.
- 3) Vote of no confidence:
 - a) The General Assembly shall dismiss either the whole Executive or any member of the Executive by a vote of no confidence, the motion of

which shall be passed by at least two-thirds ($\frac{2}{3}$) of regular members present at the General Assembly.

- b) In case of members of the Executive, it shall be signed by at least $\frac{2}{3}$ of the Executive members.
- c) At least fourteen (14) days' notice shall be given to the General Secretary by the mover of the motion before it can be debated. The notice shall be supported by $\frac{2}{3}$ of subscribed members of the convocation by appending their signatures as seconders of the motion.

Article 43: Cessation of Membership

- 1) A person shall cease to be a member of the Convocation in any of the following circumstances or as may be determined by the General Assembly from time to time:
 - a) If the General Assembly declares that the person's conduct is an embarrassment to the Convocation and puts its name in disrepute.
 - b) If the person has not subscribed to the Convocation for more than one year and has not communicated in any way as to the cause except if such a member pays all outstanding arrears.
 - c) Moral turpitude
 - d) When a member tenders in his resignation in writing.
- 2) A person, whose membership has ceased, may be reinstated by making a fresh application and explaining to the Executive. And such a person shall be required to pay all outstanding arrears before he or she is reinstated.

Article 44: Offences

- 1) Executive offences: a member of the Executive is guilty of misconduct of:
 - a) Abuse of office and willful violation of the Convocation constitution.
 - b) Neglect of duties and refusing to make any improvement even after reminders.
 - c) Failure to attend meetings for more than four consecutive times without proper explanation.
 - d) Indulgency in corrupt behavior.

Chapter Eight:

Finances

Article 46:

Sources of Finance

- 1) The Convocation shall derive its funding from:
 - a) Membership and subscription fees as shall be determined from time to time by the General Assembly.
 - b) Donations, grants, endowments and gifts from local, national, regional and international sources.
 - c) The University in monetary terms and other contributions for the purpose of defraying such expenses of the Convocation as may, according to the Vice Chancellor, appear expedient and to the University.
 - d) Contributions from convocational fees by graduands.
 - e) Fundraising activities that may induce the entire public through auctions and raffles.
 - f) Interests and revenues from the Convocation's properties and capital investments.
 - g) Projects established by the General Assembly.
 - h) Compensation costs for hiring of the Convocation's services by government agencies, organizations or private individuals.
 - i) Any other lawful source proposed by the Executive and approved by the General Assembly.

Article 47:

Financial Regulations

- 1) There shall be a bank account in the names of the Convocation in a credible and sound bank as determined by the Executive into which it shall deposit all monies received by the Convocation.
- 2) The bank book shall be kept by the Secretary for Finance.
- 3) There shall be three signatories to the Convocation's account, namely:
 - a) The General Secretary of the Convocation who shall be the principal signatory;
 - b) The Secretary for Finance of the Convocation as the co-signatory; and,
 - c) The Chairperson as the second co-signatory.

Chapter Nine:

Events

Article 52:

Social events

- 1) Members of the Convocations may inform the Convocation of their social events. The social events shall include but not limited to the following:-
 - a) Marriage
 - b) Birth
 - c) Graduation
 - d) Consecration
 - e) Sickness
 - f) Death

Article 53:

University events

- 1) Members of the convocation may participate in University events/functions. These events shall include but not limited to the following:-
 - a) Graduation days
 - b) University days
 - c) University conferences

Chapter Ten: Interpretation and Amendment of the Constitution

Article 54: Power to Interpret and Amend the Constitution

- 1) The power to interpret and amend any part of the constitution shall be vested in the General Secretary and in the event that the interpretation is challenged by $\frac{2}{3}$ of the subscribed members present, the matter shall be deferred for further interpretation to the appointed advocate of the high court.

Article 55: Procedure of Amending the Constitution

- 1) The motion to amend an article in the constitution shall be served in writing to the General Secretary, supported by at least $\frac{2}{3}$ of the subscribed membership of the Convocation.
- 2) The General Secretary shall then present it to the Executive which shall determine if the proposal requires immediate attention and hence, an emergency General Meeting or if it can wait till the next General Meeting.
- 3) The proposed amendment shall be circulated via e-mail or any other method as may be decided by the Executive to members at least 14 days before the meeting during which such amendments shall be debated.
- 4) Generally, the proposal shall be named on the agenda of the next General Assembly in which the Executive shall give its view before it is declared to the General Assembly.
- 5) The proposed amendment, upon adoption by at least two-thirds majority vote of members present at a General Meeting, shall be presented to University Council for approval and upon approval by Council shall become incorporated into the constitution of the Convocation and henceforth become a statute of the Convocation.

Article 56:**Interpretation of the Constitution**

- 1) The natural meaning of the phrases of the English language shall be deemed to give meaning to this constitution.
- 2) The General Assembly through the Executive shall be deemed to give authoritative meaning to the constitution.
- 3) The guiding principle in cases of controversy shall be what the article was meant to do and mitigate.
- 4) If the General Assembly does not agree with the interpretation of an article given by the Executive by a vote of at least $\frac{2}{3}$ of the General Assembly (considering the subscribed members), then their view shall be taken as the true interpretation of the same.
- 5) Such a controversy shall cause to give the Executive an assignment to amend the particular article in line with what it was meant for.

Chapter Eleven:

Miscellaneous Provisions

Article 57:

Bye-laws

- 1) The General Assembly shall approve bye-laws, rules and regulations, regarding the mode of operation of the Convocation.
- 2) Notwithstanding the provisions of clause 57(1) above, no law shall have effect unless it is in accordance with the provisions of this constitution.

Article 58:

Members in Foreign Countries

- 1) The Convocation office shall coordinate all members who are residing in foreign countries where a substantial number of the members exists.

Article 59:

Stamp, logo and Seal

- 1) The convocation shall have a seal, logo and stamp as symbols and properties of the convocation which shall be kept under the custodianship of the General Secretary.

Article 60:

Patron

- 1) There shall be a Patron for the Convocation. The Patron shall be a person of high repute and integrity, proposed by the Executive Committee and approved by the Annual General Assembly. The Patron shall serve for a period of four years and shall be eligible for re-appointment.
- 2) The role and function of the patron shall be to take interest in and support the Convocation in its endeavor to meet its vision, mission and objectives.

THIS CONSTITUTION IS HEREBY APPROVED BY THE UNIVERSITY COUNCIL ON THIS
..... DAY OF 20.....

.....
CHAIRPERSON, University Council

.....
SECRETARY TO University Council

Witnessed by the

LEGAL OFFICER, BUSITEMA UNIVERSITY