



## CONSTITUTION FOR JKUSDA ASSOCIATES

### CONSTITUTION AND RULES

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#### 1. NAME

The name of the society shall be JKUSDA Associates (Herein referred to as “the society”).

#### 2. OBJECTIVES

- a) Networking, referral, and brotherhood
  - i. The society shall endeavour to be a platform in which members interact for their own growth and development.
  - ii. The society shall build a strong web to facilitate mentorship.
- b) Welfare of the Associates
  - i. The society shall endeavour to ensure the wellbeing of its members.
- c) Supporting the Seventh-day Adventist Church – JKUAT (JKUSDA)
  - i. The society shall endeavour to give back to JKUSDA Church as and when it shall be deemed fit.

#### 3. MEMBERSHIP

- a) Membership shall be open to any alumnus of Jomo Kenyatta University of Agriculture and Technology (JKUAT) who fellowshipped/fellowships at the Seventh-day Adventist Church – JKUAT (JKUSDA).

#### 4. OFFICE BEARERS

- a) The executive committee of the society will consist of the following office bearers:
  - i. The Chairperson
  - ii. The Vice-chairperson
  - iii. The Treasurer
  - iv. The Secretary
  - v. The Welfare Coordinator
  - vi. The Evangelism Coordinator
  - vii. The Patron(s)
  - viii. Year-block representatives
  - ix. Ex-officio members
    - a. JKUSDA Associates representative
- b) All office bearers with the exception of the ex-officio members shall hold office from the date of election until the succeeding annual general meeting.



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- c) Office bearers with the exception of the ex-officio members are eligible for re-election provided they have not been in office for two consecutive years.
- d) Past office bearers with the exception of the ex-officio members can be re-elected to the same position after a 1-year break.
- e) The year-block representatives will be nominated by the executive committee.
- f) The JKUSDA finalist leader will be the head of the current finalist group in JKUSDA.
- g) The JKUSDA Associates representative will be associate who will link Associates with JKUSDA, an elder, or any other member that the JKUSDA nominating committee will nominate during church elections.
- h) Year-blocks shall be four-year blocks based on year of completion. Hence:
  - i. 2018-2021
  - ii. 2014-2017
  - iii. 2010-2013
  - iv. 2006-2009
  - v. 2002-2005
  - vi. 1998-2001
  - vii. All pre-1998

#### 5. DUTIES OF OFFICE BEARERS

##### a) *Chairperson*

The Chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings.

##### b) *Vice-chairperson* –

The Vice-chairperson shall deputize the Chairperson and shall be responsible for the organization of all the society's events.

##### c) *Treasurer*

The Treasurer shall receive and shall also disburse, under the directions of the committee, all moneys belonging to the society and shall keep proper records for all moneys received by him and paid out by him. The treasurer shall make all records available for inspection.

##### d) *Secretary*

The Secretary shall deal with all the correspondence of the society under the general supervision of the committee. In cases of urgent matters where the committee cannot be consulted, he shall



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consult the Chairperson. The decisions reached shall be subject to ratification or otherwise at the next committee meeting. He shall issue notices convening all meetings of the committee and all general meetings of the society and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Society and committee.

e) *Welfare Coordinator*

The Welfare Coordinator shall be responsible for all welfare issues within the society.

f) *Evangelism Coordinator*

The Evangelism Coordinator shall be responsible for all spiritual activities of the group. He or she is the secretary to the Evangelism Committee.

g) *Patron(s)*

The Patron(s) shall lend credibility and support to the committee.

h) *Year-block Representatives*

The Year-block Representatives will keep proper records of the members they represent and do proper follow up.

#### 6. REQUIREMENTS FOR OFFICE BEARERS

- a. All nominated members must have shown interest in the group and be deemed to have the capacity to help meet the society's objectives.
- b. The chairperson must have been a member of the society for at least three years.
- c. The patrons must have been part of the society for at least three years. Preference will be made for older members who are available.
- d. All other committee members must have been members of the society for at least one year.

#### 7. THE COMMITTEE

- a) The committee shall consist of all the office bearers of the society and the ex-officio members as stipulated in 4(a).
- b) Any casual vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of the society.
- c) The committee shall be responsible for the management of the society. It shall have power to appoint any such sub-committees as it may deem necessary. These will report to the committee upon which such action shall be taken as shall be desirable to the committee.



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- d) All funds disbursed on behalf of the society shall be authorized by the committee.
- e) The committee shall review existing policies, and propose new policies, to improve the efficiency of the society.
- f) The quorum for meetings of the committee shall be not less than **two thirds** of the members.
- g) The evangelism committee shall comprise the following:
  - a. Evangelism Coordinator (Secretary of the committee)
  - b. Nominated members
- h) The welfare committee shall comprise the following:
  - a. Welfare Coordinator
  - b. Treasurer
  - c. Year-block representatives
  - d. Chairperson as an ex-officio member
  - e. A secretary chosen from among the members

#### 8. GENERAL MEETINGS

- a) There shall be two classes of general meetings: annual general meetings and special general meetings.
- b) (i) The annual general meeting(s) shall be held at the period bound by the close of November and beginning of December each year. Notice of such annual general meeting, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting.
  - (ii) The agenda for any annual general meeting shall consist of the following:
    - a) Confirmation of the minutes of the previous annual general meeting.
    - b) Consideration of accounts.
    - c) Election of office bearers and the committee members (Allowed to be done in other gathering as well e.g. Associates Sabbath).
    - d) Such other matters as the committee may decide or as to which notice shall have been given in writing by a member to the secretary at least four weeks before the date of the meeting.
    - e) Any other business with the approval of the Chairperson
- c) A special general meeting may be called for any specific purpose by the committee. Notice of such meeting shall be sent to all members not less than 7 days before the date thereof.



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- d) A special general meeting may also be requisitioned for a specific purpose by order in writing to the secretary and such meetings shall be held with 21 days of the date of the requisition. No matter shall be discussed other than that stated in the requisition.
- e) There should be a good quorum of members present for general meetings to be held.

#### **9. PROCEDURE AT MEETINGS**

- a) At all meetings of the society the Chairperson, on in his/her absence, a member selected by the committee or delegated by the Chairperson, shall take the chair.
- b) The Chairperson may at his/her discretion limit the number of persons permitted to speak in favour of and against any motion.
- c) Resolutions shall be decided by simple voting by a show of hands or by use of technology to cast secret votes. In the case of equality of votes, the Chairperson shall have a second or casting vote.

#### **10. FUNDS**

- a) The funds of the society may only be used for the following purposes-
  - i. Member welfare
  - ii. Meeting expenses
  - iii. Communication to members
  - iv. Supporting JKUSDA church
- b) All funds shall be received by and paid to the Treasurer through channels approved by the committee.
- c) No payments shall be made from the society's treasury without a resolution of the committee authorizing such payment.
- d) The committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the society and shall have power to appoint another person in his/her place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- e) The financial year of the society shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.



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#### **11. SOCIETY ACTIVITIES**

The following activities will be organized, or engaged in, annually by the society:

- a) Annual associate dinner and AGM
- b) Social events
- c) Associates' Sabbath at JKUSDA Church
- d) External associates' Sabbath
- e) JKUSDA mission
- f) JKUSDA camp meetings

#### **12. AMENDMENTS TO THE CONSTITUTION**

- a) Amendments to the constitution of the society must be approved by at least two-thirds majority of members at a general meeting of the society.

#### **13. AUDITING**

- a) An internal audit shall be done for every financial year.
- b) The audit report shall be presented at a Special AGM held in the first quarter of the subsequent financial year.

#### **14. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

- a) The books of account and all documents relating thereto and a list of members of the society shall be available for inspection at the registered office of the society by any officer or member of the society on giving not less than seven days notice in writing to the society.