

COAST INSTITUTE OF TECHNOLOGY

STUDENTS COUNCIL CONSTITUTION

PUBLISHED

IN

2014

PREAMBLE

We the students of C.I.T

Acknowledge the supremacy of the Almighty God of all creations,

Recognizing our common interest in achieving our training objectives, respecting and realizing the advantages upshots of unit; desirous of co existence tranquility and understanding for achievement of our objectives;

Committed to nurturing and protecting the well being, an organized and orderly system of representation;

Exercising our inalienable right and having participated fully in making of this constitution. We adopt, enact and give this constitution to ourselves to govern us sole representatives of the students' body today, tomorrow and the future generations.

God bless us all.

Supremacy of the constitution

This constitution shall not be inconsistent with the **Law of Kenya**, the Rule and Regulations governing the Coast Institute of Technology.

Any constitution, by law or regulation of any organization of any group of students of Coast Institute of technology operating within the campus shall not be inconsistent with the Constitution.

The Constitution of the CIT shall be supreme to all constitutions of organizations operating under the umbrella of CITSO.

OATH OF OFFICE

Iof student /Adm.
No.....a.....year student of the department
of.....having been elected as a
.....hereby swear/solemnly affirm that I will bear true faith and
allegiance to the students of CIT and the entire CIT to preserve, protect and defend this
constitution and that will faithfully and consciously discharge the duties as assigned.

So help me God.

Signed this.....day of.....20...by me
Name.....
Signature.....

Before the Dean of Students of C.I.T

Name of Dean.....
Signature.....
Date and Stamp.....

ARTICLE 1: NAME

The name of the organization shall be the COAST INSTITUTE OF TECHNOLOGY STUDENTS ORGANISATION or CITSO, here in referred as the organization.

ARTICLE 2: OFFICE

The office of the organization shall be situated at the Coast Institute of Technology Main Campus (CIT) P. O. Box 34-80300, Voi.

ARTICLE 3: NATURE OF THE ORGANISATION

The organization shall be a non-partisan, non-secretarial forum through which matters affecting students of CIT academically, socially, economically and spiritually are discussed.

ARTICLE 4: OBJECTIVES

The following are the objectives of the organization;

- I. To promote the general welfare of the members of the organization
- II. To promote academic welfare of the students
- III. To develop and encourage appropriate traditions of social and academic life.
- IV. To cultivate a spirit of togetherness between the students, teaching staff and, non-teaching staff and the community neighbouring the college.
- V. To create an opportunity for members to develop their talents and qualities.
- VI. To create an avenue for students to contribute ideas in the governance of college life
- VII. To promote the Coast Institute of Technology inside and outside the college campus
- VIII. To represent and defend the rights of all the CIT students
- IX. To ensure gender parity in all students affairs
- X. To realize and promote welfare and rights of the physical challenged members.
- XI. To liaise with other institutes of higher learning to enhance linkages.

ARTICLE 5: MEMBERSHIP

Membership shall consist of all student registered in the college and upon payment of Ksh. 100 upon admission fee, hence a student shall be provided with a copy of the organization's constitution upon admission.

All students shall pay a termly contribution of Ksh. 300.

ARTICLE 6: RIGHTS OF THE MEMBERS

- I. To participate in the activity of the organization without prejudice.
- II. To express ideas in proper and lawful manner as conferred by article 9 (A) of this constitution.
- III. To elect and be liable for election upon clearance subject to conditions laid down in part V of this constitution
- IV. To meet regularly and collectively with the organization official to get feedback on decision and activities of all the organization's organs.
- V. To get access to a copy of the organizations constitution upon admission.

ARTICLE 7: OBLIGATION OF MEMBERS

- I. To adhere to the constitution and decisions regularly taken by the organs of the organization.
- II. To pay a membership fee upon the admission and any other contribution as may be required by this constitution.
- III. To participate effectively in the activities of the organization and give full assistance in all actions undertaken by the organization provided these actions conform to the constitution.

ARTICLE 8: RESOLUTION OF DISPUTES

In the event of any disputes that may arise, the organization shall, through the students' governing council, follow procedure as laid down in the students Handbook; which shall be provided to every student upon admission.

CHAPTER TWO

THE STRUCTURE OF THE ORGANIZATION

ARTICLE 9: (A) THE STUDENTS' CONGRESS

- I. The general meeting of the members shall be the student's congress which is the General assembly.
- II. The congress shall meet twice per term: during the second and ninth week of the term to pass suggestions or opinions regarding member's welfare.
- III. The congress will be chaired by an elected speaker without prejudice to the authority of the college administration. The speaker shall be elected by the members of the congress.

(B): FUNCTIONS OF THE STUDENTS CONGRESS

- I. Evaluate the operations of the governing council
- II. Present the grievances of the members of the organization to the governing council
- III. Giving recommendations to the plans set by the governing council
- IV. Analyses the budget and audit reports of the council's income and expenditure
- V. Monitors how individual members of the council carry out their stipulated duties.
- VI. Passing a vote of no confidence on any member of the council proved incompetent to hold office.

ARTICLE 10: THE STUDENTS' GOVERNING COUNCIL

I. THE STUDENTS GOVERNING COUNCIL SHALL CONSIST OF:

- a) The organs Executive
- b) Executive Class Rep
- c) Executive of clubs and societies
- d) Ex-Officio Members
 - Dean of Students
 - Deputy Dean of Students
 - Boarding Master

THE FUNCTION OF THE STUDENTS' GOVERNING COUNCIL

- a) To ensure that the decisions of the general assembly are executed
- b) To help organize and supervise the administrative work of the organization
- c) To assist in soliciting funds for the organization and approval the final yearly budget for the organization and all committees.
- d) To appoint an audit committee at the end of every academic year.
- e) To facilitate the formation of all committees proposed by the organization.
- f) To elect the chairperson of the electoral commission annually from the teaching staff
- g) Handling disciplinary cases/grievances and ensuring justice in dealing with all members.
- h) Shall have an updated list of all members of the organization.

ARTICLE 11: THE EXECUTIVE.

The executive of the organization shall consist of;

- a) Chairperson
- b) Deputy Chairperson and Minister for students' welfare.
- c) Secretary-General and Minister for Constitutional affairs
- d) Minister for Finance
- e) Minister for Education
- f) Minister for Internal Affairs (Health and catering services)
- g) Minister for Entertainment and Communication.
- h) Minister for Sports
- i) Minister in charge of persons with disability

II. THE ORGANIZATION'S EXECUTIVE SHALL:

- Be in charge of the overall activities of the organization.
- Execute the decision of the organization's general Assembly, and the students governing council.

- Act as trustees of the properties of the organization.
- Ensure that the organization's constitution is adhered to.
- Call and facilitate all meetings of the organization.
- Have all its office bearers accountable to the chairperson of the organization and the organization's congress.
- Shall have at least 1/3 of its members to be female students.

ARTICLE 12: OFFICE BEARERS OF THE ORGANISATION AND THEIR DUTIES.

I. The Chairperson Shall

- a) Be the official representative and link between the student's body and the college administration.
- b) Be an ex-official member during administration/ staff committee on issues regarding students' welfare and should be accompanied by one other appointed member.
- c) Preside over and conduct meetings of the organization i.e. the students governing council, the organization executives and other meetings of the organization.
- d) Be ex-official of all committees and co-signatory to all financial transactions of the organization.
- e) In the event of a tie, the chairman has a casting vote in addition to his/her normal votes in all meeting of the organization.
- f) Draw up agenda of the meeting of the organization in consultation with the organizations executive.
- g) Assume the duty of treasury in the event of the latter being absent.
- h) Have the power to reprimand a Minister where necessary.

II. The Deputy Chairperson and Minister for Home Affairs

- a) Shall be deputies for the chairperson

- b) Assumes the duties of the chairperson in the event of permanent absence of the latter until the by-election.
- c) Assumes the duties of the Chairperson in his/her absence through delegation.
- d) Chairs the students' welfare committee.
- e) Be in charge of hostels and accommodation.
- f) Work hand in hand with the maintenance department, to ensure that housing /boarding and sanitation are in good condition.
- g) Is in charge of environment cleanings and development.
- h) Shall be a female student.

III. The Secretary General and Minister for constitutional Affairs Shall;

- a) Be in charge of the office of the organization.
- b) Be the Official spokesperson of the organization.
- c) Be the secretary of Organizational General Assembly, Special general assembly, the Student Governing Council and the Organizations Executives.
- d) In consultation with the Chairperson, announce the meetings of the organization five days before the meeting day.
- e) Be in charge of the office facilities of the organization.
- f) Handle and conduct all official correspondence of the organizations
- g) Authenticate all official documents of the organizations.
- h) Ensure that justice is maintained in solving student's grievances.
- i) Ensuring that the constitution is observed to the latter and maintained.
- j) Facilitate the amendments processes of the constitution.
- k) Chairs the amendments of the constitution.
- l) Shall be the legal advisor to the general assembly on constitutional affairs.
- m) Keep Proper records of all the minutes, circulates all the copies of the previous minutes through notice board.
- n) Be in charge of the logistics of all the functions of the organization.
- o) Shall be the custodian of the list of the members of the organization.

IV. The Finance Minister

The finance minister shall;

- a) Be the Chairperson of the Finance Committee
- b) Submit to the general assembly a report of financial position of the organization every academic term.
- c) Keep and maintain all records of accounts
- d) Surrender all books of accounts for auditing at the end of every financial term
- e) Be a co-signatory to all the financial transaction of the organization
- f) Keep a sum of money for petty disbursement as approved by the organizational finance committee.
- g) Ensure financial reports are presented to the student's body.
- h) Shall be in charge of all the physical handling of the finances of the organization.
- i) In consultation with other signatories of the organization's finances, shall be in charge of any physical collection of finances from the school accounts.

V. The Education Minister Shall;

- a) Coordinate all activities pertaining to academics
- b) Chairs academic committee
- c) Reporting all students' academic grievances to the executive and administration.
- d) Shall liaise with the administration to ensure adequate provision of the academic facilities.
- e) Shall coordinate all the academic activities inside and outside the college in consultation with the administration.
- f) Shall facilitate the appraisal of creative and innovative members of the organization

VI. Sports minister shall

- a) Chair the sports/games committee
- b) Organizes and co-ordinates all sporting events and games out of the college
- c) Organize the election of Sports and Games captains and co-ordinate all their activities

- d) Organize, promote and supervise the interests and activities of the students in games. Ensures adequate supply of sporting equipment in the college.
- e) Ensure the physically challenged students get an opportunity to exercise ability and capability in sporting activity.
- f) In collaboration with the sports officer organize matches with other institutions.
- g) Ensure that all sports and games grounds are properly maintained.
- h) Organize the purchasing of games equipment in collaboration with the sports officer.
- i) Be responsible for all indoor games and ensure proper and adequate facilities are provided for them.
- j) Be in charge of all sports and games activities and their equipment.
- k) Reporting all students' grievances pertaining to sports and games to the governing council
- l) Carry out any other duty as may be prescribed by the chairman.

VII. Entertainment and communication Minister shall

- a) Facilitate the provision of entertainment activities
- b) Ensure effective channels of communication facilities/materials are provided
- c) Chair the entertainment and communication committee
- d) Ensure that entertainment and communication facilities are in good condition at all times
- e) Carry out any other duty as may be prescribed by the chairman.

VIII. Minister for Internal Affairs (Health and Catering Services)

- a) Shall be in charge of the overall cleanliness of the dormitories.
- b) Shall liaise with the administration to ensure adequate provision of medical services to the students.
- c) Shall ensure that the latrines and toilets are cleaned regularly.
- d) Shall be the chairperson of the health & catering services committee.
- e) Shall be a female student.

IX. Minister for Special needs

- a) Shall be in charge of the services offered to the persons with disability.
- b) Shall represent the persons with disability in the students' governing council.
- c) Shall ensure that the rights of persons with disability are adhered to and followed to the latter in the provision of services.
- d) Shall fight for equal representation of the persons with disability in the formation of committees in the governing council.

ARTICLE 13: INTERIM EXECUTIVE

- I. Shall consist of the Interim chairperson, the interim finance minister and the minister for internal affairs.
- II. The office bearers shall be nominated by the dean of students' affairs during the first week of every academic year.
- III. The interim executive shall be drawn from the leaders of the religious clubs and societies.
- IV. The interim executive shall serve for a maximum of one month.
- V. The interim executive shall bear full responsibility of the organization's office during the period they are in office.

ARTICLE 14: REPLACEMENT OF THE EXECUTIVE

An office falls vacant in the event of a member

- a) Resigning
- b) Dies in office
- c) Being suspended from college
- d) Behaves or acts in a manner likely to cause disrespect by failing to comply with the provisions in this constitution/rules and Regulation Handbook.
- e) In case of approved vote of no confidence.

ARTICLE 15: DISSOLUTION OF THE EXECUTIVE

- a) The executive can only be dissolved by a special resolution between the administration select committee and Executive Class Rep and executive clubs and societies from the congress.
- b) The executive can be dissolved when the executive does not operate as per the guidelines laid in the constitution.

CHAPTER THREE

CLUB/ASSOCIATION AND MOVEMENTS

ARTICLE 16: MEMBERSHIP

- I. Members for all Clubs/Movements and Associations shall open to any registered student at the Coast Institute of Technology without any kind of discrimination
- II. Three quarter {3/4} of any Club /Association or Movement membership must consist of the current registered student at CIT.
- III. All Clubs, Movements and Associations must have Patrons

ARTICLE 17: REGISTRATION

- I. This shall start with the Dean of Students receiving a formal request for the formation of the new club or society from either a member of the staff or student.
- II. Upon receiving the request, the Dean of Students shall verify the request.
- III. In verifying, the Dean of Students shall consider the following;
 - a) Ethical aspect of the club/society to be formed.
 - b) Viability of the request.
 - c) The financial implication of the club/society.
 - d) The objectives of the club/society.
 - e) The functions of other clubs.
- IV. In the event 2.1.3 a-e is not fulfilled, the Dean of Students shall make recommendation to the students/staff for amendments.
- V. Upon verification, the Dean of Students shall forward the request to the Principal for approval.
- VI. Upon receipt, the Principal shall approve the request using the criteria in the (III) above.
- VII. In the event the Principal disapproves, the Principal shall return the request to the Dean of Students and make recommendations.

VIII. Upon approval the Principal in consultation with the Dean of Students shall appoint a patron for the club or the society.

IX. In appointing the club/society patron, the Principal shall;

- a) Ensure the proposed patron is a full time teaching staff.
- b) Related knowledge of the proposed patron to the club/society to be formed.
- c) For a faith-based societies assign a patron of the respective faith.
- d) Consider the ability of a proposed patron to manage a club/society.

X. Upon appointing the patron, the Principal shall as per internal communication procedure number 1 in the administration procedures manual in the colleges QMS, inform the patron of the appointment.

XI. The patron through a notice shall invite all interested students to a meeting and set the agenda which shall entail;

- a) Elections of officials for the club/society.
- b) Proposal of dates for the constitution making.
- c) Proposal of the club/society activities for the term.

XII. The patron shall as per the meetings procedure number 6 in the administration procedures manual in the college's QMS, convene a meeting which shall proceed as per the set agenda.

XIII. Upon meeting and electing the officials, the Patron shall forward the names of the officials and the members to the Dean of Students office for filing which shall be done as per the filing procedure number 3 in the administration procedures manual in the college's QMS.

ARTICLE 18: ACTIVITIES

- I. This shall start with the Dean of Students as internal communication procedure number 1 in the administration procedures manual in the college's QMS, requesting Patrons of the existing clubs/societies to submit a program of the subsequent term's activities within the second last week of the term.
- II. Upon receipt of all clubs/societies program of activities, the Dean of Students shall harmonize them to form a club/societies program.

- III. In harmonizing the program, the Dean of Students shall:
- a) Ensure that there are no collisions in the activities.
 - b) Moderate the clubs/societies events to be undertaken
- VII. Upon harmonization, the Dean of Students shall ensure all the Patrons of the clubs/societies are issued with a copy of the harmonized program and the Dean of Students shall book for the institute's transport by indicating in the bus control chart as provided for in the
- VIII. The Dean of Students shall ensure that the officials of the clubs/societies through their patrons implement the activities of the clubs/societies as they are in the harmonized clubs/societies program.
- IX. In the event there is a club/society trip, the Dean of Students shall:
- a) Ensure the club/society members make payment for the trip as stipulated in the current institute's bus policy
 - b) Inform the Cateress who shall ensure that the students' meals are prepared
 - c) Ensure the college bus is approved and ensure that the driver's work ticket is signed by the relevant officers.
- X. After each event, the Patrons of the various clubs/societies shall furnish the Dean of Student with a report of the same.
- XI. All schedule activities must be approved by the Dean of the Student affairs in consultation with the Organization executives.
- XII. All activities shall end a week to the beginning of the term examinations unless under extra ordinary circumstances.
- XIII. College activities shall take precedence over all clubs, organization and movements.

ARTICLE 19: FINANCE

- I. No club, movements or associations may exist for the purpose of making profits for its members. Any income accruing from membership fees and/or fundraising revenue shall go into the clubs/movements or association's treasury for future use.
- II. All clubs, movements are expected to prepare a comprehensive budget for a particular term and present it to the finance committee at the beginning of every

term. They shall be required to submit their financial statement before the end of each term to the finance committee.

III. All clubs, Association and movements shall finance their own activities. However, a club Association or movement may request financial help from the organization finance committee.

ARTICLE 20: CANCELLATION

The college administration reserves the right to deny or cancel the registration of a club, movement or association if it is found to act in contravention of the regulations as stipulated in the students' handbook.

CHAPTER FOUR

COMMITTEES

ARTICLE 21: GENERAL ORGANISATION

All committees shall:

- I. Be formed by the organization through the student governing council
- II. Have their own chairperson and secretaries
- III. Hold their elections two weeks after the general elections of each academic year.
- IV. Meet at least once every month.
- V. Submit all the minutes of their meetings to the organizations executive and the Dean of students.
- VI. The organization shall establish other committees as need may arise.
- VII. All the committees' members shall be presented to the members of the congress during the first general assembly.

ARTICLE 22: ACADEMIC AFFAIRS COMMITTEE

- I. Consists of all class representatives.
- II. Represent and oversee the student's academic interests.
- III. Promote inter-college academic relationships.
- IV. Elect representatives to academic committee and library committee.

ARTICLE 23: SPORTS/GAMES COMMITTEE

- I. Consists of all sports and games captains
- II. Organize and coordinates all sporting events and games in and out of the campus in consultation with the organization's executive and the college sports officer.
- III. Promote inter college/institutions sports activities.

ARTICLE 24: THE SPIRITUAL WELFARE COMMITTEE

- I. Consists of all chairpersons, secretaries and treasurers from the movements and spiritual bodies including the representatives from the blocks/hostels.

- II. Collaborate with the Dean of students' office to promote the spiritual growth of the students without bias.
- III. Encourage respect among the different religious faiths.
- IV. Assist in arranging all special worship services on behalf of the college.
- V. Organize and coordinate all the spiritual events in and out of the college in collaboration with the organization's executive and Dean of students.

ARTICLE 25: THE CLUBS, MOVEMENTS AND ORGANISATIONS COMMITTEES

- I. Consists of all chairpersons of clubs, movements and organization in college.
- II. Co-ordinate the activities of all clubs, organizations and movements in the college in consultation with the organization and the Dean of the student's affairs.

ARTICLE 26: SOCIAL WELFARE COMMITTEE

- I. Consists of the entire block officer from the hostels.
- II. Co-ordinate all the students' welfare with the cateress/matron, hostels officer and Dean of Students' office in the following areas:
 - a) Medical care
 - b) Transport
 - c) Hospitality
 - d) Cleanliness
 - e) Hosting of visitor to the college
 - f) Cafeteria and food matters
 - g) Entertainment.

ARTICLE 27: DISCIPLINARY COMMITTEE.

- I. Consists of the executive from students' council, Dean of student/executive from the class rep and executive of clubs and societies,
- II. Any incidence should pass through the students governing council before being handed to the administration
- III. Solve minor social problems.

CHAPTER FIVE

ELECTIONS

ARTICLE 28: GENERAL ELECTIONS.

- I. There will be two forms of general elections for the organization, i.e Annual general elections and By-elections.
- II. General elections shall be held by the registered members of the organization for the executive.
 - a) Annual General Elections**
 - I. The Annual general elections shall be held in the 1st week of the month of February every year.
 - II. The Dean of students' affairs shall issues a writ and announce the date of the elections at least 21 days before the elections.
 - III. The annual general elections shall be by secret ballot/electronic system supervised by the returning officer.
 - IV. Each member of the organization shall vote for only one candidate for each office.
 - V. All the office bearers shall be elected by the students through secret ballot/electronic system.
 - VI. Campaigns shall be carried out in an orderly manner and shall begin after official notification from the dean of students' office not less than five days to the day of elections.
 - VII. No campaigns shall be carried out on the day of the elections.
 - VIII. In case of breach of procedure by the candidate(s) or any other member of the organization, the electoral commission together with the dean of student shall take relevant action.
 - IX. The election's voting day shall be set aside as a special day and no learning shall take place.
 - b) By-elections**
 - I. The By- elections shall be held in the second week of JULY.

- II. The Dean of students' affairs shall issues a writ and announces the date of the elections at least **TEN** days before the day of elections.
- III. The elections shall be by secret ballot system supervised by the returning officer.
- IV. Each member of the organization shall vote for only one candidate for each office.
- V. All the office bearers shall be elected by the students through secret ballot system.
- VI. No campaigns shall be carried out on the day of the elections.
- VII. The election's day shall be on Friday of the second week of the July.

ARTICLE 29: NOMINATIONS

a) Annual General elections

- I. Application forms shall be obtained from the dean of students on announcement of the elections dates.
Application forms for the organization's executive shall contain the name and signatures of the candidate(s) along with one hundred proposers who are members of the organization. These nomination forms shall be counter signed by the candidate's Head of Department, the Accounts officer, the Dean of Students and the Returning officer.
- II. Application forms shall be returned to the Dean of students within five working days.
- III. The applicants who will then be legible to contest shall be confirmed within five working days from the last day of returning the forms.
- IV. Appeals should be made within the three working days following the confirmation of applicants.
- V. The applicants shall have the opportunity to address the organization members not less than five working days to the day of elections through a common campaign rally.
- VI. The applicants shall also be subjected to a common cross-fire a day before the elections.

b) By-elections

- I. Application forms shall be obtained from the dean of students on announcement of the elections dates.
Application forms for the organization's executive shall contain the name and signatures of the candidate(s) along with one hundred proposers who are members of the organization. These nomination forms shall be counter signed by the candidate's Head of Department, the Accounts officer, the Dean of Students and the Returning officer.
- II. Application forms shall be returned to the Dean of students within THREE working days.
- III. The applicants who will then be legible to contest shall be confirmed within THREE working days from the last day of returning the forms.
- IV. Appeals should be made within the TWO working days following the confirmation of applicants.
- V. The applicants shall have the opportunity to address the organization's members a day before elections through a common baraza.

ARTICLE 30: THE CHAIRPERSON OF THE ELECTORAL COMMISSION

- I. Shall facilitate the whole electoral process.
- II. Approval or disapprove the application of candidates in consultation with the college deans committee. In case of disapproval, reasons shall be stated in writing and the criteria for approval shall follow part V Article 9 of this constitution.
- III. Be in charge of the counting of votes, assisted by Electoral commission.
- IV. Announce the results after counting of votes.
- V. Shall be appointed by the dean of students among members of staff who shall be a lecturer of the college.

ARTICLE 31: THE ELECTORAL COMMISSION

The electoral commission shall consist of;

- I. Executive members of the clubs/associations who shall be vetted by Dean's committee and the electoral commission's chairperson.

- II. Three members of the staff who shall be lecturers of the college appointed by the Dean of students and the Electoral commission chairperson.
- III. Shall be present at the casting of the votes and the counting of the votes with the candidates and one agent for each of the contesting candidate.
- IV. Shall set rules and regulation that will be used during elections.
- V. Shall select and appoint those who will supervise and guide election from applicants.

ARTICLE 32: WITHDRAWAL OF CANDIDATURE

A candidate may withdraw candidature in writing stating the reasons for the withdrawal to the dean of students at least 10 days before the elections.

ARTICLE 33: VALIDITY OF ELECTIONS

- I. All officials shall be elected by simple majority of the votes cast
- II. When there is a tie, the election shall be repeated within seven days until a straight winner is found.
- III. All officials must be sworn in on the next official day after the declaration of the results.
- IV. The handing over ceremony shall be carried out in a general assembly during which the outgoing officials shall be required to give reports from their offices.

ARTICLE 34: NULIFICATION OF ELECTIONS

- I. To returning officers, in consultation with the electoral commission has the right to nullify elections if there is evidence that they were not conducted in accordance with the electoral rules and regulations.
- II. Any candidate or member of the organization dissatisfied with the election results has the right to appeal to returning officer within a **period of five days from the day of elections.**
- III. The appeal should be done in writing to the returning officer with the copy to the electoral commission. The returning officer, after consultation with the electoral

commission and the candidate (the complainant) shall rule on such an appeal. This decision shall be final.

- IV. In the event of such nullification, **the returning officer shall call for a by-election within seven days from the date of the nullification.**

ARTICLE 35: BY-ELECTIONS

- I. If a post falls vacant before the end of a normal term of office, a by-election shall be carried out.
- II. The Dean of student together with the executive ad hoc committee shall determine the date for the election which will be carried out within 14 days from the seat fall vacant.
- III. The procedure for the by-election shall follow the general guidelines on elections for the executives as stipulated in this constitution.

ARTICLE 36: ELIGIBILITY OF MEMBERS

- I. All prospective candidates should possess integrity, honest, with a sense of duty and of a sound mind at all times.
- II. All prospective candidates shall be able to communicate in English and Kiswahili.
- III. A prospective candidate shall **be a full time student** of Coast Institute of Technology and shall be in college for the next two academic terms.
- IV. All prospective candidates should have good public records within and outside the college.
- V. All prospective candidates should be sober at all times and not under the influence of drugs abuse.
- VI. All the students shall be allowed to contest irrespective of whether he/she had been in office.

CHAPTER SIX

MEETINGS

ARTICLE 37: GENERAL MEETINGS.

- I. There shall be two classes of meetings: the General Assembly and the Special General Assembly.
- II. The General assembly shall be convened twice per academic term; during the 2nd & 9th week of the academic term.
- III. The convention of the general Assembly accompanied by the agenda shall be announced to all members in writing not less than 7 days prior to the day of assembly.
- IV. A special general meeting may be called for any specific purpose by the executive of the organization. Such a meeting shall be communicated to all members of the organization in writing not less than 7 days before.
- V. A quorum for the general meeting shall not be less than one third of all the members of the organization.
- VI. The general meetings of the organization shall be presided over by the sitting chairperson of the organization and minutes taken by the secretary of the organization.
- VII. The duties of the General meeting of the organization shall be:
 - a) To introduce the new official after the elections.
 - b) To deliberate, approve or object to any motion or amendments suggested by an individual member of the organization or an agent of the students governing council.
 - c) To table the chairperson's and treasurer's reports and accounts respectively
 - d) To consider any other business with regard to the agenda and /or the consent of the chair.

ARTICLE 38: THE STUDENTS GOVERNING COUNCIL

- I. Shall meet at least once every month.
- II. Shall inform the members about the meeting at least 7 days in advance.
- III. Shall have a quorum of not less than two thirds (2/3) of all members of council.
- IV. Following each meeting, the organization's secretary shall distribute minutes to the members that should be approved at the next sitting.

ARTICLE 39: EXECUTIVE OF THE ORGANISATION.

- I. Shall meet as often as required but at least twice month.
- II. A quorum shall be two thirds (2/3) of the members of the organization's Executive.
- III. Minutes of each meeting shall be distributed to the members at least 24 hours before the next meeting. The said minutes shall be corrected and approved at the next sitting of Executive of the organization.
- IV. A copy of the minutes of each organization's Executive meeting shall be provided to the Dean of Students.

CHAPTER SEVEN

FINANCE

ARTICLE 40: SOURCE OF FUNDING

- I. The organization shall derive its source of funds from the subscription fees as stated in article 5 i, &ii, in this constitution.
- II. The union may also source funds from donations, fundraising, or any source means approved by the organization.
- III. All monies received shall be brought to the paying office of the college and deposited in the name of the organization.

ARTICLE 41: USE OF FUNDS.

Funds shall be used solely for the purpose spelled out in the budget of the organization. The budget must be presented to the students for approval before adoption.

Budget Guidelines:

- a) General Students activities -40%
- b) Administration costs – 3%
- c) Executive monthly facilitation Allowances – 25%
- d) Support services (Benevolent) – 5%
- e) Class Representatives’ monthly airtime allowances- 27%

The executive monthly allowances shall be provided following a criterion of:

- I. The chairperson of the executive to be given sh.2000 every month and other executive members to receive sh.1500 each per month.
- II. Class representatives to receive sh. 300 every month.

ARTICLE 42: THE FINANCE COMMITTEE.

- I. Membership of the finance committee shall consist of;
 - a) The chairperson of the organization
 - b) The treasurer of the organization
 - c) The Dean of Students
 - d) Two members elected by the governing council.

- II. The organizations finance committee shall
 - a) Review and propose all money allocations
 - b) Draw up an annual budget for the activities of the organization.
 - c) Meet at least once per month.
 - d) Have a quorum of at least four members per sitting.

ARTICLE 43: SIGNATORIES

The following shall be the signatories to all financial transactions of the organization

- I. The organization’s chairperson.
- II. The organizations Treasurer who is the finance minister.
- III. The Dean of Students.

ARTICLE 44: AUDITING

On the recommendations of the students governing council, the accounts and records of the organization shall open for inspection by the college administration or designated agent(s) of the organization the end of the official term of the office.

CHAPTER EIGHT

TERMINATION OF OFFICE

ARTICLE 45: EXPIRY OF TERM OF OFFICE.

- I. The executive shall be dissolved at the expiry of the term of the office.
- II. The term of office for all officials shall run from the month of June to the same month in the next year.
- III. In the event of a failure to hold elections as required by this constitution, the dean of students in consultation with the students governing council shall appoint a caretaker executive committee pending the elections.

ARTICLE 46: VOTE OF NO CONFIDENCE

- I. In the event of the organization's executive or a member(s) persistence failure to execute their duties, they shall be voted out by a special General Assembly on the recommendation by the students governing council through an ad hoc committee.
- II. This ad hoc committee shall prepare a memorandum (copied to the Dean of Student) the Dean of Student shall act within 7 days upon receipt of Memorandum.
- III. This special General Assembly shall be convened and presided over by the Dean of Student in consultation with the student governing council.
- IV. A vote of no confidence shall be validated by a two third (2/3) majority of the Special General Assembly.
- V. In the event of a vote of no confidence, the Dean of Students shall call for a by-election.

ARTICLE 47: RESIGNATION

- I. Any office bearer shall have the right to resign.
- II. He/she shall submit a letter of resignation to the Dean of students and another copy to the organizations executive
- III. If the chairperson resigns he/she shall be succeeded by the Deputy Chairperson pending a by-election.

- IV. If the Executive of the organization resigns, the Dean of Students shall in consultation with the students governing council, appoint an interim committee until new election are held.
- V. The Dean of Students shall convene a student governing council within two working days of receiving the resignation notice and the resigning officers shall be required to hand over all official documents and items in his/her custody.

CHAPTER NINE

AMMENDMENTS:

ARTICLE 48: AMMENDMENTS

- I. This constitution may be partially or entirely amended by the members' organization through a process of broad participation by:
 - a) A petition signed by quarter (1/4) of the members of the organization submitted to the Chairperson.
 - b) The constitution Review committee set up by the students governing council.
 - c) The endorsement of 51% of the members present at a General Assembly or Special General Assembly.

- II. The proposed amendments shall be submitted to the students governing council which will then have a mandate to form a constitution review committee.

- III. Amendments endorsed shall be forwarded to the college senior staff through the Dean of Students for approval and if disapproved, the relevant articles shall be referred to the students for further review.

CHAPTER TEN

INTERPRETATION

ARTICLE 49: INTERPRETATION

- I. The executive is the authority within the organization for the interpretation of this constitution.
- II. In case of disagreement within the members of the organization's Executive or between the organizations's executive and members of the organization, the students governing council shall be consulted.
- III. If the disagreement persists, the Dean of Students' affairs together with the College senior staff shall be the final interpreter.

**C.I.T
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