

DR. BAMU ALUMNI ASSOCIATION - KENYA
CONSTITUTION AND RULES

1. NAME

The name of the Association shall be DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY ALUMNI ASSOCIATION - KENYA, hereafter referred to as, DR. BAMU ALUMNI ASSOCIATION (KENYA)

In this constitution referred to as “BAMU” or “Association”.

2. OBJECTIVES:

- a) **STRONG ALUMNI NETWORK-** To make connections and enhance relationships with fellow alumni.
- b) **MENTORSHIP –** To mentor fellow members to rise in their professions through networking and emphasising on individual continuous professional and personal development.
- c) **STUDENT MENTORING & SCHOLARSHIPS –** To develop structures and programs that advise and support students pursuing their studies in India to obtain skills that are relevant to the Kenyan and world job market.
- d) **SOCIAL RESPONSIBILITY –** To encourage members to participate in community activities in an impactful way which will also aid in the growth and bonding of the Alumni as well as make an impact to the general society
- e) **DECENTRALISED ASSOCIATION -** To authorize, promote and assist in the formation of local chapters of the Association within various regions/Counties of Kenya.
- f) **PARTNERSHIP WITH THE UNIVERSITY -** To partner with the University in the growth advancement of its socio-cultural and co-curricular activities in Kenya and elsewhere.
- g) Other non-political objects.

3. MEMBERSHIP

- a) Any ALUMNUS OF DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD also formerly known as Marathwada University, and all its constituent colleges, shall be eligible for membership of the Association and shall, subject to approval of the Executive Committee, become an ordinary member on payment of a one-time registration fee of **500/-** and an annual membership subscription fee of **Ksh.2,000.00** that shall be paid at a date not later than 30 days from the date of the initial registration hereinabove and thereafter within 30 days from the date of any annual general meeting.
- b) Every office bearer of the Association shall, however, contribute **Ksh.4,000.00** as annual membership subscription fee in addition to the registration fee as above.
- c) Membership is designed to last a lifetime by virtue of a member being a registered graduate of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- d) Any member maybe expelled from the Association if the Executive Committee so recommends and if a general meeting of the Association shall resolve by a two-thirds majority of the members present that such a member should be expelled on grounds that the conduct of the member has adversely affected the reputation or dignity of the Association, or that the member has contravened any of the provisions of the constitution of the Association. The committee shall have power to suspend a member from membership until the next general meeting of the Association. Following such suspension but not withstanding such suspension, a member whose expulsion is proposed shall have the right to address the General Meeting at which his or her expulsion is to be considered. Any person who is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him or her at any time.
- e) Any member who falls into arrears with his annual subscription for more than two years shall automatically cease to be a member of the Association and he or she shall cease to enjoy the full benefits of being a member. The Executive Committee may, however, at its discretion, reinstate such a member if the total amount of subscription outstanding is paid.

f) Membership categories shall be as follows:

i) Ordinary:

- Gold Members – Pioneers and members who have been graduates for more than 25 years
- Silver Members – Members who have been graduates for 15 to 24 years
- Bronze Members - Members who have been graduates for 14 years and below

ii) Honorary:

This category is for graduates not of Dr.Bababaseb Ambedkar Marathwada University but who share the same vision as the membership and commit to support us in attaining the Association's objectives. The subscription fee shall be the same as that of an Ordinary Member.

iii) Life Membership :-

- a) Gold members – Ksh.50,000.00
- b) Silver members – Ksh.30,000.00
- c) Bronze members – Ksh.10,000.00

4. 4.1 OFFICE BEARERS

- i. The Chairman
- ii. The Vice-Chairman
- iii. The Secretary General
- iv. The Assistant Secretary General
- v. Organising Secretary
- vi. The Treasurer
- vii. The Assistant Treasurer

4.2 TERMS OF THE OFFICE BEARERS

- a. All office bearers in 4.1 above shall be fully paid-up members of the Association and shall be elected at the annual general meeting to be held in each year. (See also rule 6 below).

- b. All office bearers shall hold office for a period of two (2) years, renewable once, but the officer shall be eligible to contest for a position not previously held by him/her, subject to the conditions contained in sub-paragraph (c) of this rule.
- c. Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
- d. Office bearers may be removed from office in the same way as it is laid down for the expulsion of members in rule 3 (d) and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

4.3 DUTIES OF OFFICE BEARERS

a) Chairperson

The Chairperson shall:

- i) Serve as chairperson of the scheduled Alumni Executive Committee meetings.
- ii) Lead in the development of work plans and objectives consistent with the mission of the Executive Committee and supporting the University's strategic plan.
- iii) Provide leadership for the Executive Committee and represent the Alumni at events, when serving on ad hoc committees and as a member of the Executive Committee.
- iv) Prepare agendas for Alumni Executive Committee meetings and preside over the meetings.
- v) Assist in creating and maintaining the vision of the Executive Committee.
- vi) Seek out opportunities to represent the Association and its' mission.

- vii) Serve as an ex-officio member in all Subcommittees.
- viii) Sign and deliver documents made in the name of the Association, except when that authority has been delegated to another Executive Committee Member.

b) Vice-Chairperson

The Vice-Chairperson shall:

- i) Assist the Chairperson in the development of work plans and objectives consistent with the mission of the Executive Committee.
- ii) Attend all Executive and Alumni Executive Committee meetings.
- iii) Plan and preside over new member orientation forums.
- iv) Serve as chairperson of the Membership Committee.

- v) Assign Executive Committee members to at least one Sub-committee.
- vi) Preside over Executive Committee meetings in the Chairperson's absence.
- vii) Perform other duties as assigned by the Chairperson or the Executive Committee.

c) Treasurer

The Treasurer shall:

- i) Serve as chairperson of the Finance Subcommittee and oversee the budget process.
- ii) Submit a budget report at each Executive Committee meeting and at the Annual meeting.
- iii) Develop budget plan for the following year.
- iv) Be responsible for the Association's fiscal records; and will participate in the annual audit, as requested.
- v) Sign cheques and contracts as assigned by the Executive Committee.
- vi) Be responsible for attending all Executive Committee and Association's Annual meetings.
- vii) Perform other duties as assigned by the Chairperson or the Executive Committee.

d) Assistant Treasurer

The Assistant Treasurer shall perform such duties as may be specifically assigned to him/her by the Treasurer or by the Executive Committee and in the absence of the Treasurer shall perform the duties of the Treasurer.

e) The Secretary General

The Secretary General shall:

- i) Record attendance and maintain official records of all Executive Committee business activities.
- ii) Record and submit for publication the minutes of each scheduled Alumni Executive Committee meeting and Annual meeting.
- iii) Be responsible for Executive Committee files and correspondence with the University, Alumni, Indian High Commission in Nairobi, Ministry of Education, Kenya High Commission in New Delhi and other stakeholders
- iv) Keep a database of all Alumni and their industry
- v) Provide safe custody of the Association's seal, letterheads etc.
- vi) Be responsible for attending all Executive Committee and Annual meetings.
- vii) To maintain an updated Loyalty Points Return (BAMU Score) from time to time
- viii) Perform other duties as assigned by the Chairperson or the Executive Committee.

f) Assistant Secretary General

In the absence of the Secretary, the Assistant Secretary General shall perform all the duties of the Secretary General and such other duties as shall be assigned to him or her by the Secretary General or the Executive Committee in absence of the Secretary.

g) Organising Secretary

The Organising Secretary shall:

- i. Oversee the actual organisation of the Association;
- ii. In conjunction with the Chairperson and Secretary General, draw the organisation annual programme of activities;
- iii. Together with the Secretary General, co- Chair and nominate members of the various Subcommittees;
- iv. Be the organisation's Public Relations Officer in conjunction with the Secretary General of the Association;
- v. Attend all Executive Committee and Annual meetings unless prevented by sufficient reason made known to the Chairperson;
- vi. Subject to this Constitution, perform duties as delegated to him or her by the Executive Committee.

4.4 EXECUTIVE COMMITTEE:

The Executive Committee shall comprise of the Office bearers mentioned above and four other members of the Association.

- a) The Executive Committee shall have the authority to make decisions and ensure that these decisions are carried out.
- b) The Executive Committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.
- c) The Executive Committee shall be responsible for the management of the Association and for that purpose may give directions to the sub-committee as to the manner in which, within the law, they shall perform their duties.

- d) All moneys disbursed on behalf of the Association shall be authorized by the Executive Committee except as specified in rule 9 (e).
- e) The quorum for meetings of the Executive Committee shall not be less than two-thirds of its members.
- f) The Executive Committee shall from time to time determine the incentives applicable for each membership category as stated in clause 3(f) above and also review the relevant fee in each of the above categories
- g) The Executive Committee shall have the power to review the registration and annual Membership fees from time to time and recommend the same to the Membership during the Annual General Meeting for approval
- h) The Executive Committee shall maintain a Loyalty Points Return to recognise members who have demonstrated selflessness and progressiveness by participating in the Association's activities. This shall be done by assigning a unique weighted score herein referred to as the BAMU Score for each activity or meeting attended which shall be updated on a regular basis by the Secretary General or by his or her Assistant. This shall serve to encourage members to participate more in the development of the Association as well as identify a pool of dedicated members to be assigned more responsibilities.

4.5 OTHER COMMITTEES

- a. The Executive Committee shall from time to time create committees to handle specific tasks as may be deemed relevant and appropriate. Any committee shall consist of relevant members of the Executive Committee as well as any ordinary member of the Association with relevant expertise.
- b. The committees shall meet at such times and places as it shall resolve but shall meet not less than once in any three months. The Quorum shall be two-thirds of the committee members.
- c. Where the Association shall form a Chapter(s), the election of their representatives in the relevant committees shall be made by the committee of the Chapter concerned
- d. Any casual vacancies for members of the committee shall be filled by the Executive

Committee until the next Annual General Meeting of the Association. Vacancies caused by members of the committee removed from office will be dealt with as shown in rule 4.3(d).

e. The Committees shall work under a Chair appointed by the Executive Committee and the respective committee Chair shall;

- i. Be responsible for identifying and submitting possible projects for committee implementation that is consistent with the Alumni's mission.
- ii. Prepare agendas and set meeting schedules for committee meetings and maintain communications with members of the committee.
- iii. Provide leadership for approved committee projects.
- iv. Be responsible for monitoring activities of the committee so those projects are completed.
- v. Report committee status to the Executive Committee.
- vi. Prepare recommendations for the fiscal budget.

f. Such Committees may include the following:-

i) Legal Affairs & Compliance Committee

The Executive Committee shall constitute a legal committee which may advise on legal matters pertaining to the constitution and activities of the Association and represent the Association at relevant forums as may be needed.

ii) The Finance & Investments Committee

The Executive Committee may constitute Finance Committee to mobilise and ensure adequate flow and efficient utilisation of the Associations resources.

iii) Social-Events Committee

The Executive Committee may constitute a Social-Events committee to focus on initiation and implementation of the Association's programmes and projects in line with its objectives as set out in Clause 2 above. This committee shall perform other roles not falling within the Legal and Finance Committees as may be advised by the Executive Committee from time to time.

iv) Welfare Committee

The committee shall manage and coordinate all the welfare activities in the Association and shall mobilise funds from the membership towards the respective welfare kitties. They shall also prepare a CSR calendar in conjunction with the Executive and also establish regular team-building and outreach activities for the membership.

v) Any other Committees that may be deemed necessary by the Executive Committee.

5. MEETINGS

There shall be two classes of general meetings - annual general meetings and special general meetings.

5.1 Annual General Meetings

a. The annual general meeting shall be held not later than ninety days (90) after the end of each financial year (31st July). Notice in writing 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.

b. The agenda for any annual general meeting shall consist of the following:

- i. Confirmation of the minutes of the previous Annual General Meeting
- ii. Reading of The Chairperson's report
- iii. Consideration of accounts.
- iv. Election of office bearers and the Subcommittee members (and trustees where necessary in accordance with rule 7.
- v. Appointment of auditors in accordance with rule 8.
- vi. Such other matters as the Executive 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.
- vii. Any other business with the approval of the Chairman

c. The Quorum for general meetings shall be twenty (20) members.

5.2 Special General Meeting

- a. A Special General Meeting may be called for any specific purpose by the Executive Committee.
- b. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof.
- c. A special general meeting may also be requisitioned for a specific purpose by order in writing to the Secretary General of not less than one-third of the members and such meetings shall be held with 7 days of the date of the requisition. The notice for such meeting shall be as shown above and no matter shall be discussed other than that stated in the requisition.
- d. **Quorum** for special meetings shall be not less than **two-thirds** of the registered members of the Association.

5.3. Procedure at meetings

- a) At all meetings of the Association the Chairperson, or in his absence, the Vice-Chairperson, or in absence of both of these officers, a member selected by the meeting shall chair.
- b) The Chairman may at his 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. In the case of equality of votes, the Chairman shall have a second or casting vote.

6. Elections

6.1 Eligibility and Conduct of Elections

- a) Each candidate shall be a **fully-paid up** member of the Alumni Association
- b) Members serving in the Executive Committee shall be elected by way of a simple majority win. The Executive Member-Elect shall stand appointed once he or she signs a Letter of Acceptance to Serve.
- c) The Elections shall be held in broad daylight in accordance with the best election practices. Adoption of technology in this regard shall be encouraged to increase transparency and for convenience for fully-paid up members who cannot be physically present during the election.
- d) No candidate shall vie for more than **one** position at a time
- e) The office bearers must meet the one-third gender rule as espoused under Article 81(b) of The Constitution of Kenya and for equity purposes
- f) The elections shall be conducted in a manner that ensures equity in representation

and nominations of women candidates as well as a balance across membership categories as espoused in clause 3(f) above shall be encouraged, during an election

6.2. Management of Elections

- a. An Elections Management Committee comprising of three non-contesting members of proven high integrity shall be set up one month prior to an Annual General Meeting to, among other things:
 - i. Receive nominations from members for various elective positions
 - ii. Review suitability of nominated individuals in accordance with the conditions set out in 6.1 above
 - iii. Ensure fair and ethical campaigns
 - iv. Act as returning officers and conduct the elections during an AGM
 - v. Count and declare the winning candidates
 - vi. Oversee the elections in totality till the office bearers are elected
 - vii. Keep custody of the ballot papers

6.3. Nomination Procedure

- i. All contestants shall independently seek nominators to fill in the relevant nomination form on the Dr.BAMU Alumni Association - Kenya official website or send a duly filled nomination form to the Association's official address, clearly addressed to the "Elections Management Committee" within the time stipulated in the elections time table guidelines.
- ii. Each contestant shall provide his or her name to the Elections Committee which shall publish such names before the nomination process commences.
- iii. Candidates not reaching the threshold of ten (10) nominations by members in good standing shall stand disqualified from vying for any position.
- iv. Each eligible member shall nominate only one candidate per position. Nomination of more than one candidate for the same position shall automatically void both nominations.
- v. If a singular nomination occurs, the position will be considered duly filled.
- vi. There shall be no nomination fee applicable.

Note: The tenure of the Elections Management Committee shall commence exactly one month preceding the next Annual General Meeting and shall end as soon as the office bearers are elected and appointed.

7. Trustees

- a) All land, buildings and other immovable property and all investments and securities which shall be acquired by the Association shall be vested in the names of not less than three (3) trustees who shall be members of the Association and shall be appointed at an annual general meeting for a period of three years. On retirement, such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.
- b) The trustees shall hand over to the Treasurer all the income received from property vested in them. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported to the Executive Committee by the said trustees and the committee shall authorise such expenditure as it thinks fit.

8. Auditor

- a) An auditor shall be appointed for the following year at an Annual General Meeting. All the Association's accounts, records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than four weeks before the date of the annual general meeting. The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Association in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- b) A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid for his duties such honorarium as may be resolved at the annual general meeting appointing him.
- c) No auditor shall be an office bearer or a member of the Subcommittee of the Association.

9. Funds

- a) The funds of the Association may only be used for the objects as stated in Clause 2 above.
- b) The Finance Sub-committee shall have the powers to raise funds for the Association's

activities within the law and submit the proposals to the Executive Committee for approval

- c) All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him or her in the name of the Association in any bank approved by the Executive Committee.
- d) No payment shall be made out of any Association's bank account without a resolution of the Executive Committee authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Assistant Treasurer and two other office bearers of the Association who shall be appointed by the committee.
- e) A sum not exceeding Ksh.**5,000.00** may be kept by the Treasurer for petty disbursements of which proper account shall be kept.
- f) The Executive 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 Association 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.
- g) The financial year of the Association shall be from 1st August to 31st July.
- h) The sources of funds shall include:
 - i) Member subscriptions
 - ii) Donations
 - iii) Alumni merchandise e.g. badges, T-shirts, caps
 - iv) Welfare and Endowment funds
 - v) Class funds
 - vi) Dinner
 - vii) Any other source as may be approved by the Executive Committee

10. BRANCHES

Branches of the Association may be formed with the approval of the Executive Committee and the Registrar of Societies and they will adopt the same Constitution as that of the headquarters with the following exceptions:

- a) The aims and objects will not include the formation of branches.
- b) Amendments to the constitution can only be made by the headquarters of the Association in accordance with the provisions of rule 11.

- c) The provisions of rule 12 shall apply to branches but, in addition, branches will not be dissolved without consultation with their headquarters.

11. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution of the Association must be approved by at least two-thirds majority of registered members at an Annual General Meeting of the Association. They cannot, however, be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

12. DISSOLUTION

- a) The Association shall not be dissolved except by a resolution passed at an Annual General Meeting of members by vote of **two-thirds** of the registered members. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall remain **two-thirds** of the registered members.
- b) Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.
- c) When dissolution of the Association has been approved by the Registrar no further action should be taken by the Executive Committee or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all the assets of the Association. Subject to payment of all the debts of the Association, the balance thereof shall be distributed in such a manner as may be resolved by the meeting at which the resolution for dissolution is passed.

13. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

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