

KABALE UNIVERSITY



CONSTITUTION OF KABALE UNIVERSITY ADMINISTRATIVE STAFF ASSOCIATION (KUADSA)

2018

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PREAMBLE

WHEREAS Kabale University Administrative Staff (hereinafter referred to as the *Staff*) need an opportunity for the staff to associate in the interest of the staff and the University;

REALIZING that it is through cooperation that the staff shall attain their objectives;

WHEREAS the Staff undertake to associate and/or execute the activities of the Association, the Staff shall be bound to comply with the provisions as stipulated herein.

REALIZING that the Universities and Other Tertiary Institutions Act 2001 (as amended) under section 68 provides for the existence of an Administrative Staff Association in a public University; the staff HEREBY resolve to form Kabale University Administrative Staff Association (KUADSA);

ARTICLE 1: NAME OF THE ASSOCIATION

The name of the Association shall be **Kabale University Administrative Staff Association (KUADSA)**.

ARTICLE 2: OBJECTIVES

The objectives of the Association shall be to:

- a. contribute to the prosperity and general operation of the University;
- b. foster ever increasing high standards of performance by the administrative staff;
- c. promote collegiality among administrative staff and other members of the University community; and
- d. advance and protect the interests and concerns of the administrative staff.

ARTICLE 3: MEMBERSHIP

- a. Membership shall be open to persons employed and duly appointed by Kabale University other than Academic Staff, holding administrative, professional or technical senior posts established by Kabale University Council. The lowest level of membership shall be salary scale M7.
- b. A person shall become a member after payment of a membership fee as shall be prescribed by the General Assembly.

ARTICLE 4: MEMBERSHIP REGISTER

- a. There shall be a register of members in which details such as: the names, addresses, qualifications and dates of employment of the staff shall be kept. Such register shall be referred to as **Kabale University Administrative Staff Association Register**.
- b. The Executive Committee shall publish and display an up-to-date register at the Annual General Assembly.

ARTICLE 5: SUBSCRIPTIONS

There shall be a subscription fee payable annually by members as shall be determined from time to time by the Annual General Assembly.

ARTICLE 6: RIGHTS AND DUTIES OF MEMBERS

Members shall:

- (i) Qualify to participate in the activities of the Association upon payment of subscription fee;
- (ii) Exercise professionalism and comply with the University Code of Conduct;
- (iii) Elect or be elected into any office of the Association;
- (iv) Perform any roles or duties assigned by the General Assembly;
- (v) Uphold and defend the image of the Association; and
- (vi) Uphold and abide by the Constitution

ARTICLE 7: CESSATION OF MEMBERSHIP

A member shall cease to be a member of the Association if such a member:

- a) Commits a criminal offence and has been convicted by court of competent jurisdiction in a fair and just trial;
- b) Violates the provisions of the Constitution;
- c) Ceases to be a staff member of Kabale University.

A person who ceases to be a member shall forthwith forfeit all benefits extended to members of the Association.

ARTICLE 8: ORGANS OF THE ASSOCIATION

(1) General Assembly

- a. There shall be a General Assembly which is the highest Governing Organ of the Association.
- b. The General Assembly shall be held at least once every Academic Year.
- c. The General Assembly shall be composed of paid-up members of the Association.

(2) The Executive Committee

- a. There shall be an Executive Committee of the Association elected by the Annual General Assembly.
- b. Functions of the executive shall be:
 - (i) To provide the leadership of the Association and speak on behalf of the Association.
 - (ii) to oversee the prudent use of the Association's assets.
 - (iii) Implement the resolutions of the Association.

c. Composition

The Executive Committee shall consist of:

- (i) The Chairperson
- (ii) The Vice Chairperson
- (iii) The General Secretary
- (iv) The Deputy General Secretary
- (v) The Treasurer
- (vi) Two Committee members

d. Term of Office

Members of the Executive Committee shall serve a two-year term of office, and shall be eligible for re-election but shall not hold office for more than two consecutive terms.

e. Election of members of the Executive

- (i) Election of the Executive Committee of the Association shall take place at the Annual General Assembly.
- (ii) The election of a new executive shall be conducted at least one month before the expiry of the previous executive.

- (iii) The General Secretary shall circulate to all members, at least three (3) weeks prior to the Annual General Assembly, a list of vacant positions and issue nomination form.
- (iv) One week prior to the Annual General Assembly, the General Secretary shall circulate to all members a list of nominated candidates.
- (v) No Member shall be entitled to nominate more than one person for the same office.
- (vi) Nominations shall be accepted by nominees and seconded by at least one member.
- (vii) Voting shall be by secret ballot, and nominees shall have a right to vote for themselves.
- (viii) The order in which to cast votes shall be decided upon by members present at a general assembly.
- (ix) Each Member shall be entitled to one vote for each office for which an election is being held.
- (x) A candidate who receives majority votes cast for any office shall be deemed to have been elected to that office.
- (xi) In the event of a tie vote, fresh ballots will continue to be cast for the candidates who have tied, for up to two times until a clear majority of votes is received by a candidate. Should this procedure fail to resolve the tie after three ballots, the returning officer of the meeting shall break the tie by voting in favor of one of the candidates.
- (xii) At any election, there shall a returning Officer and polling assistants appointed by the General Assembly.
- (xiii) When the voting has been completed, the polling assistants shall count the ballots in full view of the Members.
- (xiv) In the event that an office remains vacant after the election, the Chairperson shall with approval by the Executive appoint a person in acting capacity until the next General Assembly where the acting person shall be confirmed or replaced.

f. Eligibility of Executive Committee Members

For any person to be eligible for nomination and election to the executive, he or she shall:

- (i) Be a member of the Association in good standing, in accordance with University code of conduct and this Constitution.
- (ii) Have cleared all Association dues.

g. Vacation of Office

A member shall cease to be an office bearer upon:

- a) Resignation, retirement, or death.
- b) Being voted out of office by at least two-thirds majority of members present at a General Assembly.
- c) When the term of office elapses and a member has not been re-elected.

h. Recall from Office

- (a) Members shall have the right to recall, at any time, of any executive member who will not have discharged his/her duties and responsibilities to the satisfaction of membership.
- (b) Such right shall be exercised by a petition to the General Secretary or Chairperson at any time provided the said petition bears the name, and signatures of not less than ten members of the Association.
- (c) In the event of this petition being received, a notice of the meeting and subject matter shall be publicized two (2) weeks before the date of General Assembly to discuss the issue. It shall require a vote of two-thirds majority of members present and voting to resolve the matter.
- (d) This right to recall shall apply equally to the representatives of the Association to organs of the University.

i. Resignation

- (a) Any member shall have a right to resign his or her office provided such a member files a written notice with the General Secretary thirty (30) days before the date of intention to resign.
- (b) Upon receipt of the notice, the General Secretary shall within fourteen (14) days with consultation of the Chairperson convene an Executive meeting at which the notice of resignation shall be considered.
- (c) The decision of the Executives shall be communicated to the member thereafter.
- (d) Such a member shall properly handover office within 14 days after receiving of the notice.
- (e) The Vacant post shall be filled in accordance with Article 8(2)(e)(xiv) of this constitution

j. Duties and Powers of members of the Executive:

(i) The Chairperson:

- (a) Shall preside over meetings of the Executive and the General Assembly
- (b) Shall be the Association's spokesperson, communicating decisions of the Executive Committee and the General Assembly to the University Administration, University Governing Bodies and other parties
- (c) May establish Ad Hoc committee, subject to approval by the Executive Committee
- (d) Shall assign and suspend from office any member of the Executive, subject to approval by the Executive Committee for a period not exceeding three months and shall report the matter to the General Assembly within 30 days.
- (e) Shall, with the approval of the Executive, sign any legal and any other matters of the Association.

(ii) The Vice Chairperson shall:

- (a) Assist the Chairperson in executing all duties and exercise of powers.
- (b) Be the acting Chairperson in the absence of the Chairperson.
- (c) for a period exceeding six months during which the matters shall be reported to the General Assembly.

(iii) The General Secretary shall:

- (a) Convene Meetings and assemblies of the Association in consultation with or as directed by the Chairperson or on the request of at least a twenty (20) fully paid up members.
- (b) To help in recording minutes and proceedings of all meetings of the Association and Executive Committee.
- (c) be responsible for all correspondence of the Association.
- (d) be a signatory to the Association Bank Account(s).
- (e) in consultation with the Executive, sign all legal and any other documents of the Association.
- (f) follow-up the implementation of the Association resolutions.
- (g) Prepare and present an annual report to the General Assembly.
- (h) Perform other relevant duties as directed by the Chairperson or the Executive Committee.

(iv) The Deputy General Secretary shall:

- (a) Assist the General Secretary in the performance of his/her duties.
- (b) perform the functions of the General Secretary in his/her absence for a period not exceeding six (6) months.

(v) The Treasurer shall:

- (a) initiate and prepare budgets for the Association;
- (b) record and deposit all money received by the Association;
- (c) disburse all monies owed by the Association as directed by the Executive Committee;
- (d) maintain books of accounts of the Association;
- (a) prepare and submit financial reports to the Executive Committee;
- (b) be a signatory to the Bank Account(s) of the Association;
- (c) perform other duties as directed by the Chairperson, the Executive Committee or General Assembly.

vi. Representation of KUADSA on University Organs

- (a) There shall be representatives on the relevant University organs elected by the General Assembly.
- (b) Representation shall be in accordance with existing rules and regulations relating to those organs.

k. Sub-Committees of The Executive

The Association or Executive Committee may have Ad-hoc Committee(s) or sub-committees when deemed necessary.

The terms and conditions of the ad hoc committees and sub committees shall be determined by the appointing authority.

ARTICLE 9: GENERAL ASSEMBLY:

A. ANNUAL GENERAL ASSEMBLY

- 1) There shall be an Annual General Assembly (AGA).
- 2) The AGA shall be composed of the subscribed members of the Association.

3) Proceedings at the Annual General Assembly (AGA)

- a) The Annual General Assembly shall be convened by the Executive Committee.
- b) Notice of the AGA shall be issued by the General Secretary at least 21 days before the date of the Assembly.
- c) The Annual General Assembly shall be held at such a time and place as the Executive may decide.
- d) Business to be transacted at the AGA, shall include:
 - Confirmation of Previous Minutes
 - The Treasurers Report
 - Appointment of Auditors
 - Presentation of Audited Accounts
 - any business in the form of a motion submitted in writing to the Executive Committee by a member entitled to vote, not less than thirty (30) days before the date of the meeting.
 - Any other items the Executive may decide.
- e) No business shall be transacted at any General Assembly unless a Quorum of members is present.
- f) The Quorum shall be fifty percent of the number of the subscribed members.
- g) If a quorum is not constituted, the meeting shall be adjourned to the following week; and if at the adjourned meeting the fifty percent is not realized, the members present shall constitute a quorum.
- h) At any General Assembly, a resolution put to the Vote of the meeting shall be decided on by a show of hands unless a secret poll is demanded.
- i) Voting by proxy has to be communicated to the General Secretary in writing fifteen (15) days before the election date.

B. EXTRA-ORDINARY GENERAL MEETINGS

- b) All general Assemblies other than the Annual General Assembly shall be considered Extra-ordinary. All business shall be specific and deemed exceptional.
- c) Proceedings of any Extra-Ordinary Assembly shall be the same as for Annual General Assembly.

C. THE EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall hold meetings not less than three times in an academic year.

D. SUB-COMMITTEE MEETINGS

Sub committees may hold one or more meeting(s), which shall be scheduled from time to time as agreed upon by the constituent members.

ARTICLE 10: VOTES OF MEMBERS

- a) Only paid-up members of the Association shall be entitled to vote.
- b) Each member shall have one vote, but in case of equal votes, the Chairperson shall have a casting vote.
- c) For the avoidance of any doubt, no vote shall be allowed by proxy unless notice of such vote is given to the General Secretary of the Association within fifteen (15) days prior to the meeting.

ARTICLE 11: THE SEAL

- (i) The Executive shall provide for the seal and the Safe Custody of the Seal.
- (ii) It shall only be used with the authority of the Executive or of a Committee authorized by the Executive on their behalf.
- (iii) Every instrument to which the Seal shall be affixed shall be signed by the Chairperson and be countersigned by the General Secretary or by some other person appointed by the Executive for the purpose.

ARTICLE 12: FINANCES

- (a) The funds of the Association shall be kept in such a Bank or Banks as agreed upon by Association members from time to time.
- (b) The Signatories to the Association's Accounts shall be the Chairperson, the General Secretary and the Treasurer of the Association.
- (c) Books of accounts shall be kept by the Treasurer.
- (d) A statement showing the financial position of the Association shall be tabled at any ordinary meeting of the Executive of the Association.
- (e) The Association may be financed by subscription, donations, fundraising activities, investments made by the Association or/and Subvention from Kabale University.
- (f) **Audit**
 - i. The Executive Committee shall ensure that there is an annual Audit of the Association's Accounts.
 - ii. The Association shall appoint external auditor(s) to audit the Accounts

- iii. The Audit Financial Statement shall be presented at the Annual General Meeting.

ARTICLE 13: DECLARATION OF CONFLICT OF INTEREST

- (a) Members shall declare where applicable any conflict of interest prior to engaging in any Association Activity.
- (b) A member who shall be found to have refrained from declaring conflict shall be dealt with in accordance with Article 7 of this constitution.

ARTICLE 14: INTERPRETATION OF THE CONSTITUTION

- a) The Executive Committee shall have the authority to interpret any provisions of this constitution.
- b) The Executive's interpretation of the constitution may be challenged by any member of the Association.
- c) In the event of the Executive's interpretation being challenged, the Executive shall seek legal opinion from the University lawyer which shall be presented before a General Assembly.

ARTICLE 15: AMENDMENT OF THE CONSTITUTION:

After the adoption and registration of this Constitution with **relevant authorities and published as may be approved by the General assembly**, no amendment shall be effected on any provision of this constitution unless:

- a) a KUADSA member has proposed and justified an amendment by written request submitted through the General Secretary
- b) a written notice of at least thirty (30) days has been issued to the KUADSA members stating the subject matter of the proposed amendment
- c) the amendment has been debated and adopted by a two-thirds (2/3) majority of paid-up members present and voting at an Annual General Assembly, or at an Extra-ordinary General Assembly convened for this purpose
- d) within 30 days after the amendment, the General Secretary shall communicate the amendment to the University Authority.

ARTICLE 16: CONFLICT.

Where a conflict shall arise between the Constitution of Uganda 1995, Laws of Uganda & University Regulations & and this Constitution, the Constitution of Uganda 1995, other Laws of Uganda & University Regulations shall prevail.

Declared and adopted this.....day of.....
2018.

.....
CHAIRPERSON

.....
GENERAL SECRETARY

ADMINISTRATIVE STAFF ASSOCIATION (KUADSA) CONSTITUTION
ADOPTION OF THE CONSTITUTION

S/N	Sur Name	First Name	Signature
1.	Ampaire	Ray Brooks	
2.	Arinaitwe	Emmanuel	
3.	Arinaitwe	Gloria	
4.	Arinaitwe	Parpetua	
5.	Atuhaire	Mackline	
6.	Atukunda	Judith	
7.	Baingana	Alex	
8.	Barigye	Leodnas	
9.	Bigabwa	Martin	
10.	Edoru	John Michael	
11.	Kabagambe	Robert	
12.	Kahesi	Johnson	
13.	Katusiime	Emmanuel	
14.	Katwesige	Annet	
15.	Kihembo	Grace	
16.	Kiiza	Grace E.	
17.	Kirenga	Joy T.	
18.	Komuhangi	Jacenta	
19.	Kushaba	Eunice	
20.	Kusiima	Lillian	
21.	Kwikiriza	Benon	
22.	Kyasiimire	Doreen	
23.	Kyomugisha	Racheal	
24.	Lukundo	Mike	
25.	Mbabazi	Ruth	
26.	Muhangi	Edgar	
27.	Muhindo	Patience	
28.	Muhindo	Yoweri	
29.	Murangira	Jones	
30.	Nakidde	Prossy M.	
31.	Nalusiba	Juliet	
32.	Natukunda	Peter	
33.	Ninsiima	Naris	
34.	Nowamani	Collins	
35.	Nyesigire	Jolly	
36.	Oluga	Johson	
37.	Orishaba	Shallon	
38.	Rukundo	Mike	
39.	SemuBaluku	Kevin	
40.	Sunday	Idah	
41.	Tugume	Christine	
42.	Tukamuhebwa	Prossy	
43.	Tumuhairwe	Patrick	
44.	Tumusiime	Agnes	
45.	Turyomunsi	Ambrose	
46.	Tushemereirwe	Judith	
47.	Twebaze	Alex	
48.	Twongyeirwe	Bruce J.	