

**THE
CONSTITUTION
OF THE
USIU-AFRICA
STUDENT AFFAIRS
COUNCIL
(SAC)**

Effective Summer Semester 2015

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**UNITED STATES INTERNATIONAL UNIVERSITY -
AFRICA
STUDENT AFFAIRS COUNCIL
CONSTITUTION**

PREAMBLE

We, the members of the United States International University-Africa Student Affairs Council (SAC), recognize the authority of the United States International University-Africa and acknowledge that the absolute respect and adherence of the provisions contained in this constitution is the primary condition required in order to obtain and maintain membership of SAC.

We do hereby adopt this constitution as the **CONSTITUTION OF UNITED STATES INTERNATIONAL UNIVERSITY – AFRICA STUDENT AFFAIRS COUNCIL** as approved on the **25th** day of **May** the year **2015**.

DEFINITIONS/INTERPRETATIONS

As used in this constitution the term: -

1. “Academic Year” means the period from start of Fall Semester to end of Summer Semester at United States International University- Africa.
2. “Constitutional Review Committee” means the body appointed by the executive officer in charge of Student Affairs to review the constitution of the Student Affairs Council.
3. “Deputy Vice-Chancellor for Student Affairs and Enrolment” means the executive officer in charge of Student Affairs and Enrolment Management at the United States International University- Africa.
4. “Disciplinary committee” means a committee constituted by the SAC Advisor/Designee as per the Student Handbook
5. “Executive Committee” means the administrative body of the Student Affairs Council.
6. “Electoral Commission” means the body that oversees the elections and by – elections of the Student Affairs Council at United States International University- Africa.
7. “General Assembly” means a meeting of members of SAC held at least once every Semester within the university’s premises.
8. “General Election” means the election that shall be held annually in the Spring Semester.
9. “G.P.A.” is an acronym for Grade Point Average. It means the system of grading students adopted at United States International University – Africa.
10. “Inter Club Committee” means the committee where representatives from registered clubs sit under the chairmanship of the SAC Secretary.
11. “Management Council” means the body that manages the day to day operations of the United States International University- Africa.

12. “Quarterly” means after every three calendar months.
13. “Semester” means an academic term at United States International University- Africa.
14. “Resident” means a student who resides within the campus hostels of United States International University- Africa.
15. “SAC” is an acronym of Student Affairs Council. It means the student body of United States International University- Africa.
16. “SAC Advisor means the Deputy Vice Chancellor for Student Affairs and Enrolment Management or the Designee.
17. “Club Handbook” means a book containing the clubs’ constitutions, SAC programs, developed and reviewed by SAC in consultation with the SAC Advisor/Designee.
18. “SAC term” means the first week of Summer Semester to the last week of Spring Semester.
19. “School” means a group of academic departments at United States International University – Africa.
20. “Staff Council” means the organization of the staff at United States International University- Africa.
21. “Student Handbook” means the book that contains the policies and procedures relating to the activities of the students of United States International University – Africa.
22. “The Vice-Chancellor” means the chief executive officer of United States International University- Africa.
23. “The University” means United States International University- Africa.
24. “University Faculty Council” means the organization of the faculty of United States International University – Africa.

UNITED STATES INTERNATIONAL UNIVERSITY- AFRICA

STUDENT AFFAIRS COUNCIL (SAC)
CONSTITUTION

CHAPTER 1: POWERS OF SAC

ARTICLE 1: NAME

The name of the Council shall be "**The Student Affairs Council**" (hereinafter referred to as "**SAC**")

ARTICLE 2: STATUS AND SCOPE

- i. SAC shall be a learned, secular, internal, non-political and non-sectarian organization. SAC shall respect the right of all students to participate in its affairs, including minorities and marginalised groups.
- ii. SAC shall, in accordance with this constitution, consist of an executive committee, student senate and associated committees, clubs and sports.
- iii. SAC shall cover academic and social issues affecting members.
- iv. SAC shall be the only student organization and shall have offices solely on university premises.
- v. SAC shall cooperate and collaborate with both the students and the university management in the dissemination of its objectives.
- vi. SAC is subject to the policies and regulations of the university. Any section of SAC may be suspended or dissolved by the Vice-Chancellor where there is evidence that there is mismanagement or engagement in activities affecting the reputation of the university or the well being of the students.

ARTICLE 3: AIMS AND OBJECTIVES

The aims and objectives of SAC shall be:

- i. To support the University in accomplishing its mission of promoting the discovery and application of knowledge, the acquisition of skills and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a changing and increasingly technological world.
- ii. To foster a spirit of cooperation, unity and hard work among the students of the university.
- iii. To provide an effective forum for discussion and negotiation with the university management and any other relevant persons on all matters affecting all aspects of the welfare of the students be they social or academic.
- iv. To provide a forum for the promotion of healthy relationships and mutual progress with other student organizations, institutions or person(s) in consultation with the SAC Advisor/Designee.
- v. To facilitate intercultural interactions within the University and with the society in a manner that prepares students to effectively function in a multicultural environment.
- vi. To fulfill any other objective in line with University Mission and Vision.

ARTICLE 4: FUNCTIONS

In pursuance of the afore-mentioned aims and objectives, SAC shall endeavour;

- i. To adopt good governance practices in its day to day administrative and other activities.
- ii. To develop leadership qualities among the students and to coordinate and utilize their creative abilities through the facilitation of active co-curricular programs in consultation with SAC Advisor/Designee.

- iii. To raise and use funds of SAC to its best interest; such funds shall be raised in any lawful and reasonable manner as authorized by the SAC Advisor/Designee.
- iv. To encourage students to participate in local, national and international students' functions.
- v. To undertake any other activities as may be consistent with the aims and objectives of SAC.

CHAPTER 2: MEMBERSHIP

ARTICLE 5: MEMBERSHIP

i. Eligibility

- a. Any student attending the University on a full or part-time basis shall be eligible to be a member of SAC. However, employees of the University shall not be eligible for membership.
- b. Eligible students shall upon registration and payment of activity fee to the University become members. The activity fee shall be determined from time to time by SAC in consultation with the Management Council.

iv. Suspension of Membership

- a) The Management Council shall have the right to suspend the membership of any member whose conduct is deemed to be prejudicial to the good name of SAC or the university. Such a member shall then be subjected to the disciplinary proceedings as stated in Student Hand Book.
- b) Any suspended member shall not participate in any SAC activities
- c) Any suspended member shall not have the activity fee refunded.

CHAPTER 3: LEADERSHIP AND INTEGRITY

ARTICLE 6: GOVERNANCE

The Student Senate shall govern SAC. All SAC senate officials shall behave in a manner that avoids:

- a. Any conflict between personal interests and their official duties;
- b. Compromises any official interest in favour of a personal interest; or
- c. Demeaning the office they hold.

SAC officials shall not seek or accept personal loans or benefits in circumstances that compromise their integrity or that of the university.

SAC officials shall observe in all its activities, the University policies, the SAC constitution and prudent business practices

ARTICLE 7: THE STUDENT SENATE

I. Composition

The Student Senate shall comprise the following:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Treasurer
- e. Graduate Academic Affairs Representative
- f. Academic Affairs Representative -Undergraduate (School of Humanities and Social Sciences)
- g. Academic Affairs Representative-Undergraduate (Chandaria School of Business)

- h. Academic Affairs Representative-Undergraduate (School of Science and Technology)
- i. Welfare Representative (International Students)
- j. Welfare Representative (Social Services)

ii. Term of office

- a. The term of office shall be one [1] SAC term unless the office is dissolved.

iii. Duties

- a) Shall formulate policies and guidelines for SAC's operations in accordance with this constitution.
- b) Shall approve the semester and yearly budget proposals.
- c) Shall receive reports from the Executive, Welfare, and Academic representatives.
- d) Shall fill vacancies occurring in SAC after the General Elections as per article 7, section 6.
- e) Shall ensure that timely and accurate records and accounts of SAC's money and its property, liabilities, income and expenses are kept.
- f) Shall approve all SAC expenditures or transactions exceeding Khs.50,000 (Fifty Thousand Shillings) or as may be determined from time to time by the General Assembly for onward approval by the SAC Advisor/Designee.
- g) Shall meet at least 4 (four) times each Semester.
- h) Shall initiate projects and programs in furtherance of the aims and objectives of SAC.
- i) Shall formulate their working order.

- j) Shall be responsible for the review of the Club Handbook in consultation with the SAC Advisor/Designee.
- k) Shall orientate new members to SAC.
- l) Shall individually and as a group educate the student community on the SAC Constitution, the Student Code of Conduct and all other policies and regulations in in the Student Handbook.
- m) Shall notify the SAC Advisor/Designee of any newly registered club within two working days of its registration.

iv. Duties of Senate Members

a. Duties of the Chairperson

1. Shall be the official representative of SAC.
2. Shall preside at Executive Committee, Senate and General Assembly meetings.
3. Shall represent SAC to the University Council and all official functions upon invitation
4. Shall be an *ex-officio* member of all SAC committees and clubs.
5. Shall delegate duties pertaining to his/her office in accordance with this constitution.
6. Shall have a casting vote in case of a tie in Executive and Senate meetings.
7. Shall be the second signatory of the SAC funds.
8. Shall perform any other duties as may be directed by the Executive Committee.

b. Duties of the Vice-Chairperson.

1. Shall perform the duties of the Chairperson during the latter's absence.
2. Shall coordinate outsourced and SAC activities transport related schedules in consultation with the SAC Advisor/Designee.
3. Shall oversee and handle all complaints related to the approved transport services provider.
4. Shall coordinate SAC functions, excursion bookings and related complaints.
5. Shall in the absence of the Secretary perform all the duties of the Secretary.
6. Shall in the absence of the Treasurer perform all the duties of the Treasurer.
7. Shall perform any other duties as may be directed by the Executive Committee.

c. Duties of the Secretary

1. Shall handle SAC Senate communication through electronic format and notice boards under the general supervision of the Executive Committee in consultation with the SAC Advisor/Designee.
2. Shall coordinate the members' communication through electronic format and notice boards
3. Shall issue notices convening all meetings of the Executive Committee, Student Senate, General Assembly and Special General Meetings.
4. Shall keep minutes of all such meetings and preserve all records of proceedings.
5. Shall keep an official record of all SAC members.

6. Shall keep a schedule of all Executive Committee Meetings and General Assembly.
7. Shall be a liaison between all clubs and the Student Senate.
8. Shall receive and present clubs calendar of activities to the Executive and Student Senate meetings.
9. Shall prepare and present club progress reports during the General Assembly.
10. Shall perform any other duties as directed from time to time by the Executive Committee.

e. Duties of the Treasurer

1. Shall maintain full and complete records of all assets, liabilities, income and expenses of SAC.
2. Shall ensure the safekeeping of SAC accounts.
3. Shall ensure that all payments and expenditures are duly authorized.
4. Shall be the first signatory to SAC accounts.
5. Shall present semester financial reports and final report at the General Assembly.
6. Shall present a monthly financial report to the Student Senate.
7. Shall, in consultation with the Executive Committee and Club Treasurers' prepare the SAC annual budget.
8. Shall initiate all payment procedures for SAC.
9. Shall have access to SAC account records during University working hours.

10. Shall advise the Senate on the management of any appropriation and assets of SAC.
11. Shall submit the accounts to the SAC External Auditor as and when required.
12. Shall perform such other duties as may be directed to by the Executive Committee.

f. Duties of the Academic Affairs Representatives (Undergraduates)

1. Shall deal with the forwarded academic matters affecting members of their respective schools.
2. Shall oversee and represent undergraduate students' academic interests in the Student Senate.
3. Shall maintain an open dialogue and communication with faculty, staff and all undergraduate students in consultation with SA Advisor/Designee.
4. Shall promote and urge for the provision of high quality academic facilities, resources and services for effective and broader academic programs.
5. Shall, in consultation with the SAC Advisor/Designee help facilitate the orientation of new undergraduate students and provide information relating to academic life in the University.
6. Shall encourage and help facilitate current and relevant activities related to the academic fields such as seminars, lectures, speeches, exhibitions, quizzes, symposiums etc.
7. Shall prepare and present monthly progress reports at the Senate meetings.
8. Shall prepare and present semester progress reports at the General Assembly.
9. Shall be a liaison between SAC and Faculty Council.

10. Shall encourage academic alliance between members and other Universities' students.
11. Shall encourage civic education on academic related University policies, procedures and regulations among members.
12. Shall perform any other duties assigned by the Senate.

g. Duties of the Welfare Representative (Social Services)

1. Shall coordinate the members' welfare in medical care, cafeteria, entertainment, hospitality and sanitation.
2. Shall prepare and present to the Senate all student cases relating to illness, hospitalization, death, accidents, security incidents and bereavement.
3. Shall coordinate SAC social events e.g. Mr. and Miss USIU, Culture week, Campus Awards, Graduation Dinner
4. Shall prepare and present semester progress reports to the General Assembly.
5. Shall prepare and present monthly progress reports to the Senate meetings.
6. Shall perform any other duties as directed by the Senate.

h. Duties of the Graduate Representative

1. Shall deal with the forwarded academic matters affecting all graduate students.
2. Shall oversee and represent the graduate students' academic interests in the Student Senate.
3. Shall maintain an open dialogue and communication with faculty, staff and all the students in consultation with SAC Advisor/Designee.

4. Shall promote and urge for the provision of high quality academic facilities, resources and services for effective and broader academic programs.
5. Shall, in consultation with the SAC Advisor/Designee help facilitate the orientation of new graduate students and provide information relating to academic life in the University.
6. Shall encourage and help facilitate current and relevant activities related to the academic fields such as seminars, lectures, speeches, exhibitions, quizzes, symposiums etc.
7. Shall prepare and present monthly progress reports at the Senate meetings.
8. Shall prepare and present semester progress reports at the General Assembly.
9. Shall be a liaison between SAC and Faculty Council.
10. Shall encourage academic alliance between members and students from other Universities.
11. Shall enhance civic education on academic related University policies, procedures and regulations among members.
12. Shall perform any other duties assigned by the Senate.

i. Duties of Welfare Representative (International Students)

1. Shall deal with matters affecting all international students
2. Shall oversee and represent the international students' interests in the Student Senate.
3. Shall promote awareness, knowledge and appreciation of both the diversity and commonality of cultures.

4. Shall, in consultation with the SAC Advisor/Designee help facilitate the orientation of new international students and provide information relating to academic life in the University.
5. Shall prepare and present quarterly progress reports to the General Assembly.
6. Shall prepare and present monthly progress reports to the Senate meetings.
7. Shall perform other duties as directed by the Senate.

v. Liability

- a. The Student Senate shall be jointly and severally liable for negligence and mismanagement of the affairs of SAC.
- b. SAC Officials shall be jointly and severally liable for negligence in performing their duties.

vi. Resignation, Removal and Censure.

- a. Any official who resigns shall submit his/her resignation letter to the SAC Secretary copied to SAC Advisor/Designee and the Electoral Commission Secretary. In case the SAC Secretary resigns, he/she shall submit the resignation letter to the SAC Chairperson copied to the SAC Advisor/Designee and Electoral Commission Secretary.
- b. Upon receipt of the resignation letter, the Secretary in consultation with the SAC chair shall convene a senate meeting within 4 working days to notify the members of the resignation. In the case of the Secretary's resignation, the Vice Chairperson in consultation with the SAC chair shall convene the meeting. In the case of the resignation of the Chairperson that occurs within 90 days to the end of the SAC term, the Senate shall promote the Vice Chair to full authority in an acting capacity.

In the case of the resignation of the Secretary that occurs within 90 days to the end of the SAC term, the Senate shall promote by majority vote any of

the Academic Affair Representatives to the position of SAC Secretary in an acting capacity. For other posts and resignations that occur within 90 days to the end of the SAC term, the Senate shall decide on how to share the responsibilities of those who may have resigned.

- c. For other posts and resignations that occur earlier than 90 days to the end of the SAC term, the Student Senate shall inform the Electoral Commission and SAC Advisor/ designee within 24 hours of their meeting about the vacant post(s).
- d. The Electoral Commission shall then officially declare the position(s) vacant and thereupon invite interested members to collect nomination forms within 5 working days of notice date. The Electoral Commission shall within 4 working days of receipt of nomination forms, vet the forms and issue a list of qualified candidates to the Student Senate.
- e. The Electoral Commission shall, within a period of 5 working days from issuing a list of qualified candidates, convene a special meeting comprised of Club Chairs & Secretaries and will invite the qualified candidates to give a ten (10) minute speech per candidate on why they should be considered for the position. Thereafter the Club Chairs and Secretaries will elect by a simple majority, one candidate to fill the vacant post.
- f. The new office bearer shall, within 7 working days of being elected, be sworn in by an Electoral Commission official in the presence of the SAC Advisor/Designee.
- g. Where an official contravenes any of the provisions of this constitution, he/she shall be required to appear before the SAC Advisor/Designee for appropriate disciplinary action. The SAC Advisor/Designee may upon hearing the case:
 1. Dismiss the case for lack of evidence.
 2. Warn the official.
 3. Subject the student to a disciplinary committee as stipulated in the student handbook.

The decision of the SAC Advisor/Designee in respect to above shall be final.

- h. Any official who is suspended under (g) above shall automatically lose his/her seat.
- i. The SAC Advisor/Designee shall inform the Chairperson of the Electoral Commission in writing of any decision taken against any official. Upon receipt, the Chairperson Electoral Commission shall, in case of a suspension, convene a Senate meeting within four working days to fill the vacancy as stipulated in article 7 (vi) (d).

ARTICLE 8: THE EXECUTIVE COMMITTEE

i. Executive Committee

The Executive Committee shall be the administrative body of the SAC Senate and subject to directions from the Senate and the General Assembly shall direct its affairs according to this Constitution.

ii. Composition

The Executive Committee shall consist of:-

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Treasurer

iii. Term of Office

The term of office shall be one [1] SAC term unless the office is dissolved.

iv. Duties

- 1. Support and coordinate activities of SAC and implement the decisions.

2. Ensure that timely and accurate records of SAC accounts, properties and liabilities are kept.
3. Lay before the General Assembly a balance sheet and final accounts of SAC.
4. Freeze, probate, or/and dissolve clubs on account of non-performance or disregard for regulations as laid down in this constitution and in the Clubs Handbook.
5. Authorize fundraising activities in consultation and concurrence with the SAC Advisor/Designee.
6. Contract outside services as may be necessary in consultation with the SAC Advisor/Designee and in strict compliance with the university policies and procedures governing contracts.
7. Supervise the elections of clubs and societies in the presence of an Electoral Commission official.
8. Enhance civic education on University policies, procedures and regulations among members.
9. Sensitize the students on the SAC Constitution and Student Handbook
10. Direct other affairs of SAC according to this Constitution.

v. Duties of the Executive Members

a. Chairperson

Shall perform the duties outlined in Article 7 [iv][a]

b. Vice- Chairperson

Shall perform the duties outlined in Article 7 [iv][b]

c. Secretary

Shall perform the duties outlined in Article 7 [iv][c]

d. The Treasurer

Shall perform the duties outlined in Article 7 [iv][d]

vi. Liability

The Executive Committee shall be jointly and severally liable for negligence and mismanagement of the affairs of the SAC senate.

vii. Resignation, Removal and Censure.

This article shall be as stipulated in article 7(vi)

ARTICLE 9: SAC ADVISOR/DESIGNEE

j. The Deputy Vice-Chancellor/Designee in charge of Student Affairs shall be the SAC Advisor.

ii. Duties

a. Shall approve all activities and expenditure of SAC funds.

b. Shall serve as liaison between the University Management Council and SAC.

c. Shall serve as Ex-officio member of all SAC committees.

d. Shall be the SAC mediator.

e. Shall have powers to suspend/discipline any SAC official who is not conducting the affairs of his/her office according to the Constitution and/or the Student Handbook

ARTICLE 10: ELECTORAL COMMISSION

i. Composition

There shall be an Electoral Commission consisting of:

- a. The Chairperson [Electoral]
- b. The Secretary [Electoral]
- c. Members [3] [Electoral]

ii. Appointment

a. The Chairperson (Electoral)

1. Shall be the University Faculty Council Chairperson or his/her designee.
2. Shall hold office from September 1 to August 31.
3. Shall be eligible for re-appointment to serve another term.

b. The Secretary (Electoral)

1. Shall be the Secretary of the University Staff Council or designee
2. Shall hold office from September 1 to August 31.
3. Shall take minutes at all Electoral Commission meetings.
4. Shall handle all correspondence.
5. Shall perform other secretarial duties.
6. Shall be eligible for re-appointment to serve another term.

c. The Members (3 students)

1. Shall be appointed by the Student Senate not later than the third (3rd) week of Fall Semester.
2. Shall be three students who, if undergraduates shall have completed at least 64 units and not more than 92 units at the time of appointment. The Graduate Appointee shall have completed at least one semester and should be able to serve a full term.
3. Shall have and maintain a minimum Cumulative Grade Point Average of 3.00.
4. Shall perform their duties as directed from time to time by the Electoral Commission Chair.
5. Shall hold office from September 1 to August 31.
6. Shall be eligible for re-appointment.

iii. Duties

- a. Shall take over the affairs of SAC upon resignation/dissolution of the entire Student Senate for a period not exceeding four [4] weeks from the date of dissolution/resignation.
- b. Shall announce the election date of SAC at the Spring General Assembly, or within two (2) weeks of SAC being dissolved according to Article 17.
- c. Shall receive nomination of candidates vying for various offices of SAC to be contested during the General Elections or By- elections.
- d. Shall vet the applicants and in conjunction with the SAC Advisor/Designee shall clear eligible candidates.
- e. Shall give reason in writing to the ineligible candidates.
- f. Shall ensure the observance of the election procedures and rules.

- g. Shall prepare and post on the notice boards, a list of eligible candidates.
- h. Shall be responsible for the electronic voting system(s), voting software, voting computers or ballots and ballot boxes before and after polling day.
- i. Shall ensure the security of voting software, voting computers, ballots, ballot boxes and cast votes.
- j. Shall appoint Voting Clerks.
- k. Shall supervise the counting of votes.
- l. After the counting process is over, shall certify the results and in consultation with DVC/Designee announce them officially.
- m. Shall submit a certified report of the election and the results to SAC Advisor/Designee within 24 hours of declaration of the results.
- n. Shall assist the University Legal Counsel to swear-in new SAC office bearers.
- o. Shall supervise the elections of SAC clubs, Sport Affairs Committee (SPAC) and Dean's Residence Advisory Board (DRAB).

ARTICLE 11 FINANCES OF SAC

- i. The finances of SAC shall be derived from activity fees, fund- raising activities or any other source approved by the SAC Senate in consultation with the SAC Advisor/Designee.
- ii. All monies and funds shall be paid to and received by the University Finance Office, which shall deposit them in the SAC account as soon as it is realised.
- iii. All payments made out of SAC account shall be sanctioned and approved by the Treasurer, Chairperson, and SAC Advisor/Designee in that order.
- iv. The financial year of SAC shall start on September 1 and end on August 31.

- v. **The funds of SAC shall only be used for the following purposes:**
- a. The administration of approved SAC activities including meetings, stationery, correspondence and travel expenses.
 - b. To support the SAC Constitution and other publications, magazines, journals, periodicals or any other relevant documents which would be used to further the objectives of SAC in consultation with the SAC Advisor/Designee.
 - c. To finance clubs in furthering the objectives of SAC.
 - d. To pay for services contracted by SAC in line with the university policies and procedures on contracts upon approval by the SAC Senate in consultation with the SAC Advisor/Designee.
 - e. To support SAC Financial Aid programs.
 - f. To support any other purposes which the Student Senate might approve from time to time.
- vi. Monies payable to clubs shall be made through a requisition from the Treasurer of the requesting club after approval by the Senate, SAC Treasurer and SAC Advisor/Designee in that order.
- vii. External sourcing of funds by clubs should not be for amounts less than Kshs.150,000/= [one hundred thousand Shillings] and shall be made in consultation and concurrence with the SAC Advisor/Designee.
- viii. All collections made during SAC and Clubs activities and functions must be receipted by the respective Treasurer and deposited into the SAC account in the University finance office within 48 hours
- ix. All receipt books shall originate from SAC Advisor/Designee and returned to the same.
- x. The audited accounts and balance sheets shall be published and displayed on the university notice boards within one week after approval by the Spring General Assembly.

- xi. The SAC Senate shall prepare an annual budget in consultation with the SAC Advisor/Designee during the summer semester and present it to the Management Council through the SAC Advisor/Designee.

ARTICLE 12. AUDITOR

There shall be an external auditor to audit SAC accounts.

- i. The Student Senate shall nominate an external auditor who shall be approved by the Management Council.
- ii. The Student Senate shall fix the auditor's remuneration with the approval of the SAC Advisor/Designee.
- iii. All SAC accounts, records and documents of finances shall be open to inspection at any time during University working hours by the auditor.
- iv. The Treasurer shall produce quarterly statements of accounts of receipts, payments, assets and liabilities. The auditor shall examine such accounts and certify his/her considered opinion concerning the correctness of the accounts and financial state of SAC.
- v. The auditor shall be appointed for a period of one [1] year but may be reappointed.

ARTICLE 13. MEETINGS

Meetings of SAC shall be as follows:

- i. General Assembly.
- ii. Special General meeting.
- iii. Executive Committee meeting.
- iv. Student Senate meeting.

(i). General Assembly

- a. There shall be one General Assembly held not earlier than the fourth week and not later than the eighth week of each semester.
- b. The supreme authority shall be vested in the General Assembly.
- c. At least seven [7] days notice shall be given for the General Assembly by the Secretary or under his/her direction, one of the executive members. The Secretary shall put a notice on the university notice boards and send electronic copies to inform all members of the date and main agenda of the meetings.
- d. The Chairperson, or in his/her absence, the Vice-Chairperson or a member of the Executive Committee shall preside at every General Assembly.
- e. Before the members participate at general assembly, the members shall be required to register their names and student registration numbers in the attendance record.
- f. Any business not completed at the General Assembly shall be taken up at the Special General Assembly or at the next General Assembly.
- g. All General Assemblies shall have a quorum of 200 students. In case of lack of quorum, the General Assembly shall be postponed for seven [7] days and held with members present.
- h. General Assembly shall:
 1. Confirm the minutes of the previous meeting.
 2. Consider the semester progress reports of the Welfare and Academic Representatives during the past semester and the calendar of activities of the current semester.
 3. Receive and deliberate on the Chairperson's report.
 4. Receive and approve/reject the Treasurer's report.

5. Confirm or otherwise, actions taken by the Executive and Student Senate and give directions where necessary.
6. Approve the estimate of the expenditure for the next semester following the General Assembly.
7. Transact any other general business of SAC which notice has been given to members in the manner prescribed.
8. The minutes of that General Assembly Meeting shall be forwarded to the SAC Advisor/Designee and copied to the SAC Executive Committee within 24 hours for action.

(ii). Special General Meeting.

a. A Special General Meeting shall be held:

- i. When convened by the Executive Committee or the SAC Advisor/Designee.
- ii. Within seven [7] days of receipt of a written request from at least 500 members or as determined from time to time by the General Assembly

Such requests must:-

1. State date of request.
 2. Bear names, registration number and signature of requestors.
 3. Be deposited at the registered office of SAC, copied to the SAC Advisor/Designee.
- b. If SAC does not proceed to convene a meeting within seven [7] days from the date of deposit of the request, the requesting members may themselves convene a meeting. Such a meeting must not be held more than fourteen [14] days after the date of deposit of the request. The meeting must be convened in the same manner as meetings convened by the Executive Committee.

- c. The business transacted at such Special General meetings shall be restricted to the agenda.
- d. The minutes of that Special General Meeting shall be forwarded to the SAC Advisor/Designee and copied to the SAC Executive Committee within 24 hours for action.

(iii). Executive Committee Meeting.

The Executive Committee shall meet at least once every month to execute functions and responsibilities entrusted to it.

(iv). Student Senate Meeting.

- a. A meeting of the Senate may be convened at any time if a situation arises that would necessitate an urgent meeting. All meetings of the Senate shall be presided over by the Chairperson or in his/her absence the Vice-Chairperson and in the absence of the two; any member of the senate nominated by the Senate shall chair the meeting.
- b. The Student Senate shall meet at least once every month to:-
 - 1. Receive the reports of the Executive Committee.
 - 2. Receive monthly financial report from the Treasurer.
 - 3. Formulate the immediate future plans of SAC.
 - 4. Transact any other general business of SAC.
- c. The minutes of that Student Senate Meeting shall be forwarded to the SAC Advisor/Designee and copied to the SAC executive committee within 24hours for action

ARTICLE 14. ELECTIONS

- (i) The elections for the offices of SAC Senate shall take place between the fifth (5th) week and the twelfth (12th) week of the Spring Semester.
- (ii) The following posts shall be contested for during the General Election.
 - a. The Chairperson
 - b. The Vice-Chairperson
 - c. The Secretary
 - d. The Treasurer
 - e. Graduate Academic Affairs Representative
 - f. Academic Affairs Representative (School of Humanities and Social Sciences)
 - g. Academic Affairs Representative (Chandaria School of Business - undergraduate)
 - h. Academic Affairs Representative School of Science and Technology- Undergraduate
 - i. Welfare Representative (Social Services)
 - j. Welfare Representative (International Students)
- (iii) **Eligibility**
 - a. Must be a full time student.
 - b. Must have a minimum Cumulative Grade Point Average of 2.70.
 - c. Must have cleared all outstanding University dues.

- d. Must have been at the University for a minimum of three [3] Semesters as a full time student.
- e. Must have at least 15 Courses remaining towards completion of degree program.
- f. Must have a clean academic and disciplinary record i.e. (academic or non-academic misconduct, disciplinary warning, suspension or dismissal etc.) in the last three [3] semesters.
- g. For the post of Graduate Academic Affairs Representative- the candidate must have been at the University for a minimum of one [1] semester and have 3 semesters remaining towards completion of degree program.
- h. For the post of Graduate Academic Affairs Representative the candidate must be a graduate student with a minimum G.P.A. of 3.2
- i. For the post of Treasurer, the candidate must have passed with a grade of C or better, or have been exempted in Accounting 2010 (Principles of Accounting II] or its equivalent.
- j. For the post of Academic Affairs Representative (School of Humanities and Social Sciences - undergraduate) the candidate must be an undergraduate majoring in a degree program in the said school.
- k. For the posts of Academic Affairs Representatives (Chandaria School of Business-undergraduate) the candidate must be an undergraduate majoring in a degree program in the said school.
- l. For the posts of Academic Affairs Representatives (School of Science and technology-undergraduate) the candidate must be an undergraduate majoring in a degree program in the said school.
- m. For the Welfare Representative (International Students) the candidate must be an international student
- n. Must be cleared by the Electoral Commission.

iv. Non- eligible Members

The following shall not be eligible to contest for any SAC post.

- a. Those who have informed the Electoral Commissioner of their unwillingness to stand for election.
- b. Those who have held the same post in the previous SAC term.
- c. Those who have been subjected to any disciplinary sanctions as stipulated in the Student Handbook Article 2.3.5 within that academic year.
- d. Those not cleared by the Electoral Commission.

ARTICLE 15 DIVERSITY

The Electoral Commission shall ensure that community and cultural diversity of the university is reflected in its leadership.

ARTICLE 16 OFFICIAL LANGUAGE

The official language of SAC shall be English.

ARTICLE 17 BINDING ARBITRATION

SAC shall submit to the mediator as provided for in Article 9[ii] [d].

ARTICLE 18 DISSOLUTION OF SAC

SAC shall not be dissolved except:

- a. By the Vice-Chancellor in consultation with the Management Council, for mismanagement or engagement in activities impacting negatively on the reputation of the university or the well-being of its members.

- b. When more than half [$\frac{1}{2}$] of the Senate submits its resignation to the SAC Advisor/Designee. The SAC Advisor/Designee will review and present the matter to the university Management Council for the final decision.

The Electoral Commission will be responsible for the affairs of SAC at the student level and conduct elections within four weeks from the date of the SAC dissolution

ARTICLE 19: GENERAL PROVISIONS AND AMENDMENTS TO THE CONSTITUTION

- i. SAC shall be empowered to make standing orders subject to the approval of the General Assembly or Special General Meeting by a simple majority of votes to cover any matter covered by the constitution only partially or not at all and which do not require a constitutional amendment. Such standing orders shall operate from the date of approval by a General Assembly or Special General Meeting.
- ii. This constitution of SAC shall only be amended by a two-third [$\frac{2}{3}$]-majority vote at a Special General Meeting.
- iii. All proposed amendments shall be circulated to the members with the agenda of the meeting.
- iv. If the necessary amendments require general revision of the Constitution, the SAC Executive Committee shall inform the SAC Advisor/Designee accordingly. The SAC Advisor/Designee in consultation with the Executive Committee shall appoint the Constitutional Review Committee. The Constitutional Review Committee shall comprise the SAC Advisor or designee, one faculty member and three [3] students. The Constitutional Review Committee shall present the revised draft within two (2) months to the SAC Advisor. The SAC Advisor shall thereafter meet the Constitutional Review Committee within **one month** to discuss the changes. The Draft constitution shall thereafter be presented to the Management Council (MC) for review and approval. Any changes proposed by the MC will be discussed with the Constitutional Review Committee and the approved final draft sent by the Management Council to the Board of Trustees of the United States International University for

final approval. Upon approval the revised constitution shall be adopted and come into effect.

- v. Once the amendment has become effective, the old constitution as part thereof becomes void.

ARTICLE 20 BRANCHES AND AFFILIATION

The Student Affairs Council shall operate under the auspices of United States International University - Africa, and shall therefore NOT have any branches or sub-branches or become affiliated to any other organization without written permission of the SAC Advisor/Designee in consultation with the Management Council.

ARTICLE 21 CODE OF CONDUCT

All SAC Senate members are subject to the code of conduct as contained in the Catalog and Students Handbook. The University shall deal with violations whether they occur on or off campus.

- i. Any member who violates university regulation and students' code of conduct shall be subjected to the University disciplinary process regardless of whether there is a prosecution under law.
- ii. All clubs, sports and student committees shall be subject to the same regulations in their individual capacities and as members.
- iii. All SAC, clubs and student committee officials shall be required to dress in a manner that befits their leadership status at all times.
- iv. Members shall be prohibited from violating the conduct regulations contained in the Student Handbook.

GENERAL PROVISIONS

GENERAL PROVISION 1

Standing Committees of SAC

- i. The Student Senate, if and when required, may set up standing committees with specified terms of reference.
- ii. The composition of the committee shall be based on merit.
- iii. In each case unless otherwise stated, the SAC Executive Committee shall appoint its chairperson and determine the composition of the committees.
- iv. Each committee shall be responsible to the Executive Committee and shall be required to report in writing.
- v. Each committee shall have the powers to co-opt additional members.
- vi. The Executive Committee shall be responsible for the activities of the standing committees.
- vii. The committee so appointed shall conduct its affairs in any manner as it deems fit provided it is in accordance with the provision of this Constitution.
- viii. A member of any committee who is under disciplinary suspension shall automatically cease to be a member of such committee.

GENERAL PROVISION 2

Clubs

- i. All clubs shall be registered with SAC within a period of fourteen [14] days from the date of formation. The Patron and Chairperson of the club shall sign the prescribed registration application. It shall also set out:
 - a. Name of the club
 - b. Date of formation
 - c. Objectives, mission and vision
 - d. Interim office bearers
 - e. A list of members [minimum 15]
 - f. Proposed calendar of activities
 - g. Draft Constitution
- ii. SAC Executive shall register such a club and upon receipt of the official registration letter, the club under the supervision of SAC Executive Committee and an Electoral Commission official shall hold elections of its office bearers within fourteen [14] days. Unless otherwise provided for in the clubs charter, all existing clubs shall hold their elections not later than the 7th week of the Spring Semester.
- iii. The newly elected club officials shall take office after the swearing in Summer Semester.
- iv. All clubs' chairpersons shall submit progress reports and a calendar of activities for the forthcoming semester to the SAC Vice-Chair not later than the twelve [12th] week of each Semester.
- v. The Student Senate shall have the right to de-register any club;
 - a. Whose objectives are inconsistent with this constitution

- b. Upon failure to submit a calendar of activities and progress report not later than the twelve [12rd] week of each Semester.
- c. Upon notification of its own decision to cease operation.
- d. Whose memberships fall below fifteen [15] members.
- e. Upon violation of the Club's Handbook.

However, before de-registration, the Executive Committee through the Secretary shall:

- a. Discuss the issue with the Student Advisor/ Designee
 - b. Freeze the club's account.
 - c. Issue a warning in writing to the club.
- vi. Clubs that do not heed the warning shall be de-registered four [4] weeks after receipt of the warning letter.
 - vii. All clubs' office bearers shall be collectively and individually responsible for the assets of the clubs.
 - viii. All clubs shall hold elections under the supervision of the SAC Executive Committee and an Electoral Commissioner not later than the seventh 7th week of Spring Semester.
 - ix. All clubs shall channel their complaints through the Secretary who shall present the same at the Student Senate.
 - x. No club shall solicit for funds from whatever source without the written approval from the Executive Committee and SAC Advisor/Designee.
 - xi. All funds including membership fees shall be payable directly to the SAC account and then reimbursed to the respective club account.

GENERAL PROVISION 3

Election Procedures

- i. The Electoral Commission shall announce the date for the election at the Spring General Assembly. The election shall be held within twenty –eight [28] calendar days of the Spring General Assembly.
- ii. The Electoral Commission shall then announce the dates and times for collection and submission of nomination papers. Nomination papers shall be collected from the office of the Electoral Commissioner not later than the fourth (4th) day of the Spring General Assembly.
- iii. The aspiring candidates shall submit completed nomination papers to the office of the Electoral Commission not later than 1700 hours of the end of the seventh [7] day of the Spring General Assembly.
- iv. Upon the expiry of the period for submitting nomination papers, the Electoral Commission shall scrutinize the papers and shall, within a period of 3 days after the nomination deadline, release the names of nominated candidates. The disqualified candidates shall be notified directly in writing with reasons for disqualification.
- v. Immediately upon the release of the names of qualified candidates, the Electoral Commission shall declare 7 days of campaign and nominated candidates shall lawfully conduct campaigns and raise their posters within the campus.
- vi. Any aspiring candidate who before nomination results are out starts or purports to campaign or does any act which portrays that the candidate is campaigning or conducts himself/herself as if he/ she is campaigning or raises or distributes his/her posters shall be disqualified by the Electoral Commission from contesting the elections.
- vii. The Electoral Commission shall declare one day as the official campaign day and release a roster of speakers and each candidate shall be given a maximum of ten [10] minutes to articulate his/her vision before an audience and to respond to questions from the audience.

- viii. Each candidate shall be allowed to register with the Electoral Commission a maximum of four [4] agents not later than 4 days before polling day. The agents must be full time students.
- ix. There shall be no campaigns on the voting day. The polls shall be conducted on campus for two days at a place decided by the Electoral Commission. The polling shall be from 09:00Hrs to 20:00Hrs

GENERAL PROVISION 4

i. Election Rules

- a. Each candidate shall not have more than two [2] agents at a time inside the polling station and counting hall.
- b. Before casting a vote, the voter shall present his/her student identity card for verification against the confirmed students' list, sign against his/her name after which the name shall be crossed out.
- c. Each voter shall be issued with one [1] ballot paper bearing names of all the contesting candidates and he / she shall indicate a mark on it inside the box against the names of the candidates of the voter's choice. Any mark that goes beyond the box shall invalidate the vote. In case of electronic voting; after going through (b) above the voter shall wait for the electoral commission to activate the voting software for the voter to key in his/her ID number, then proceed to vote for a candidate of his/her own choice by checking in the box against the candidate's picture and name. The screen shall thereafter refresh.
- d. Any voter who may require assistance shall inform any Electoral Commission official who in the presence of the candidates' agents shall assist the voter elect his/her [voter's] choice.
- e. The casting of a vote shall be secret and any voter who seeks or intends to seek the consent of another person[s] shall be whisked by the security officers at his/her peril and cost. Such votes shall be declared spoilt.
- f. During polling, there shall be only one [1] ballot box at a time for casting votes. In case of electronic voting, only computers authorised by the Electoral Commission shall be used.

- g. No posters or placards or fliers bearing any candidate's photo, or/and symbol shall be allowed into the voting hall during the election time.
- h. No candidate, his/her agent or supporters shall conduct campaigns in the voting hall on the polling day(s). Any contravention of this rule shall disqualify the candidate from the elections.
- i. In the case of manual voting, any ballot box that is full shall be sealed by an Electoral Commission official in the presence of the candidate[s] and/or their agents. In the case of the electronic voting measures should be put in place to ensure safety and security of all voting data.
- j. At the expiry of the voting time the Electoral Commission officials shall immediately seal the ballot boxes in the presence of available candidates and/or their agents. The Electoral Commission shall close the balloting and the voting clerks shall count the votes at a convenient place within the campus in the presence of available candidates and/or agents. Security Officers under the directions of the Electoral Commission shall be maintained to uphold law and order. Once counting is completed, the Electoral Commission shall officially in consultation with SAC Advisor/Designee announce the results of the elections. In case of electronic voting, the Electoral Commission shall stop all the electronic voting systems and in the presence of the candidates/agents shall go to the main server for the final results.
- k. It shall be the responsibility of the candidate to avail himself/herself and his/her agent at the counting venue and in case of electronic voting at the computer server.
- l. In case there is only one candidate contesting for a post, the said candidate must secure at least 51 per cent of the total votes cast.
- m. In case of a tie, the Electoral Commission shall order a recount. If there is still a tie after a recount, the returning officer shall declare a new date for polling for only the tying candidates.
- n. The Electoral Commission shall submit to the SAC Advisor/Designee the names of the elected officials within 24 hours of announcing the election results.

- o. The University Legal Counsel with the assistance of the Electoral Commission and in the presence of all those listed in the General Provision 10; shall within the first (1st) week of the Summer Semester swear in the newly elected officials. The elected officials shall take over the affairs of SAC upon being sworn in.
- p. The Electoral Commission shall notify the members of any vacant posts within two (2) days of declaration of results and invite interested members to collect nomination forms within five (5) working days of notice date. The Electoral Commission shall within two [2] working days of receipt of nomination forms, scrutinize the forms, and conduct elections to fill the vacancies within 14 days. The polling shall be restricted to Club Chairs, Secretaries and Senate.
- q. In the event that no candidate offers him / herself for the vacant post(s) (as in q) the incoming SAC Senate shall nominate an eligible candidate to fill the vacant post(s) from amongst the SAC club officials. Such candidate shall have eligibility as described in the article 14

ii. Who May Vote

- a. Any member whose name appears in the confirmed students' list and possesses a valid student identity card shall be eligible to vote during the general elections.
- b. Staff/ Faculty who are also students are not eligible to vote as they are not members.

iii. Disqualification

- a. The Electoral Commission shall disqualify a candidate from contesting office if it establishes that a candidate:-
 - 1. Is ineligible to contest
 - 2. Forged nomination papers.
 - 3. Is conducting campaigns contrary to election procedures and rules.

4. Is in violation of the Student Code of Conduct as laid down in the Student Handbook.
- b. The decision shall be communicated to the candidate in writing.
- c. A disqualified candidate shall cease to campaign forthwith pending an appeal.

iv. Appeals

- a. Any disqualified candidate who is of the opinion that he/she has been unreasonably disqualified under the general provision 4 [iii] [a] may appeal to the Electoral Commission Chair within twelve [12] working hours of disqualification.
- b. The application must: -
 1. Be in writing.
 2. State the date and grounds of appeal.
 3. Be signed by the applicant and at least two hundred [200] members supporting the member's application.
 4. Be addressed to the Electoral Commission Chairperson.
- c. The Electoral Commission shall give due consideration to the grounds stated by the applicant and thereby make a ruling within twenty-four [24] hours. The commission may: -
 1. Overrule its earlier decision.
 2. Nullify the appeal.
- d. Any disqualified candidate who is not satisfied with the decision of the Electoral Commission under General Provision 4[v] [c] may appeal in writing to SAC Advisor/Designee within twelve [12] hours of notification by the Electoral Commission Chairperson. The SAC Advisor/Designee shall within twenty-four [24] hours of receipt of the appeal:-,
 1. Uphold the decision.
 2. Overrule the decision of the Electoral Commission.

- e. Any disqualified candidate who is not satisfied with the decision of the SAC Advisor/Designee may appeal in writing to the Vice-Chancellor within twelve [12] hours of notification by the SAC Advisor/Designee. The Vice-Chancellor shall within twenty-four [24] hours of receipt of the appeal,
 - 1. Uphold the decision.
 - 2. Overrule the decision of SAC Advisor/Designee.
- f. The election process shall continue while the appeal progresses.
- g. The decision of the Vice-Chancellor shall be final.

v. **Petitions**

- a. Any candidate who during the elections is dissatisfied with the manner in which the elections are conducted may file an application for a petition with the chairperson of the Electoral Commission. The application must: -
 - 1. Be submitted within a period of twenty-four [24] working hours from the time the results were officially announced.
 - 2. Be in writing, signed by the applicant and at least two hundred [200] members supporting the application, and copied to the SAC Advisor/Designee.
 - 3. State the grounds of the petition.
 - 4. State the date of application.
- b. The Electoral Commission shall within 24 working hours give due consideration to the grounds stated by the applicant and thereby make a ruling. The Commission may:-
 - 1. If the petition is successful, nullify the election and thereupon declare the post vacant.
 - 2. Nullify the petition.
- c. Any petitioner who is not satisfied with the decision of the Electoral Commissioner may appeal in writing to the SAC Advisor/Designee within

twelve [12] working hours of notification by the Electoral Commission. SAC Advisor/Designee shall within seventy-two [72] hours of receipt of the appeal,

1. Uphold the decision.
2. Overrule the decision of the Electoral Commission.

d. Any petitioner who is not satisfied with the decision of the SAC Advisor/Designee may appeal in writing to the Vice –Chancellor/designee within twelve [12] hours of notification by the SAC Advisor/Designee. The Vice –Chancellor/designee shall within seventy-two [72] hours of receipt of the appeal,

1. Uphold the decision.
2. Overrule the decision of the SAC Advisor/Designee.

- i. The decision of the Vice-Chancellor/ designee shall be final.
- ii. During the period of the petition the elected official shall remain in office pending the outcome of the petition.

Vii. By-Elections

a. By elections shall be conducted whenever posts are declared vacant by the Electoral Commission. Posts may fall vacant by:

1. Failure by an official to attend four consecutive Senate meetings.
2. Failure of an official to be a registered student in any Semester.
3. Suspension of an official on disciplinary grounds.
4. Placing of an official on Disciplinary Probation Level II.
5. Medical reasons or death.

- i. The Electoral Commission will carry out elections for number 1 to 5 above as per general provision number 4 article 1(q).

6. Nullification of elections.
 7. Resignation of more than half of the officials of the SAC Senate.
 8. Dissolution of SAC by the Vice- Chancellor.
- b. For number 6, 7 and 8 above, the following will apply:
- i. The Electoral Commission shall circulate a notice to this effect within the university premises within a period of five [5] working days after dissolution. All aspiring candidates shall be required to present their nomination papers to the Electoral Commission as per the notice. The by-election shall then proceed as General Elections in Article 14 and General Provision 4 (a, q, r and s).
 - ii. The University Legal Counsel assisted by the Electoral Commission shall, in the presence of the SAC Advisor/Designee swear in all office bearers elected in the by-election with a period of seven [7] days of the by-election results.
 - iii. In case more than a half of the senate members resign the by-election shall then proceed as in article 14 and General Provision 3 and 4.

GENERAL PROVISION 5

Resolutions

A question on which a vote is to be taken shall be called a **motion**. Once the motion has been put to the members and they have voted in favour of it, it shall become SAC resolution. There shall be two [2] types of resolutions.

i. Ordinary Resolution

This shall be a resolution passed by simple majority of SAC members and the notice required must always be at least fourteen [14] days.

ii. Special Resolution

This shall be a resolution passed by a half [1/2] majority of SAC members and the notice required must be at least seven [7] days.

Special resolution shall be passed to:

- a. Alter the aims and objectives of the constitution
- b. Alter the name of SAC
- c. Effect dissolution of SAC

For other purposes, an ordinary resolution shall suffice.

GENERAL PROVISION 6

Quorum

A quorum is the minimum number of persons whose presence is necessary for the transaction of business.

- i. In case of General Assembly, the quorum shall be two hundred [200] members.
- ii. In case of Special General Assembly, the quorum shall be two hundred [200] members.
- iii. In case of Executive Committee meeting, the quorum shall be three [3] officials.
- iv. In case of the Senate meeting the quorum shall be five [5] officials.
- v. In case of Electoral Commission meeting, the quorum shall be three [3] officials.

GENERAL PROVISION 7

Adjournments

- i. The Chairperson shall, through a resolution, adjourn SAC meetings and set a date for holding an adjourned meeting.
- ii. An adjourned meeting shall be restricted to discussing unfinished business – i.e. the business left unfinished in the original meeting. No fresh business may be discussed in an adjourned meeting.
- iii. When a meeting is adjourned for thirty [30] days or more, notice of the adjourned meeting shall be given unless otherwise stated in the original meeting.

GENERAL PROVISION 8

Assets

- i. The office of the Secretary shall keep records of all SAC assets with the exception of cash and bank balance, which shall be kept by the University Finance Office and the Treasurer respectively.
- ii. The officials of various clubs shall keep records of their assets.

GENERAL PROVISION 9

Disposal of SAC Assets

- i. SAC may dispose of any assets which in its view are non-economical and/or obsolete. The assets shall be disposed of following an approval of the Senate and SAC Advisor/Designee.

- ii. All assets to be disposed of must be in line with the university asset disposal policy.

GENERAL PROVISION 10

Swearing in Procedure

- I. The swearing in of all elected student leaders shall take place within the first week of the Summer Semester.
- II. The Electoral Commission secretary, in consultation with the SAC Advisor/Designee or designee shall notify the newly elected officials and the student community of the date, time, and venue of the swearing in ceremony.
- III. The officials shall be sworn in by the University Legal Counsel assisted by the Electoral Commissioners in the order listed in Article 16 (ii) of this constitution and in the presence of:
 - 1. SAC Advisor/ Designee
 - 2. Students
 - 3. Any invited guests.
- IV. The officials shall take the oath of office by raising the right hand and/ or a holy book according to their faith.
- V. After each official is sworn in, he/ she shall sign the Oath of Office form. The sample of the form is given below.

USIU-AFRICA STUDENT AFFAIRS COUNCIL

OATH OF OFFICE

I

do solemnly swear that I will faithfully execute my duties as the

of the **Student Affairs Council.**

I will support and defend the SAC constitution.

I take this oath freely and without any reservation.

So help me God.

Name: _____

SAC Official

Signed: _____ **Date:** _____

Name: _____

Chair, Electoral Commission

Signed: _____ **Date:** _____

In the presence of:

Name: _____

University Legal Counsel

Signed: _____ **Date:** _____

GENERAL PROVISION 11

Letter of Appreciation

SAC in consultation with the SAC Advisor/Designee shall award a letter of appreciation to all members of the Senate and Electoral Commission for having served in various individual capacities at the end of their term in office. The SAC Chairperson and SAC Advisor/Designee shall sign the letters.

SAC, in consultation with the SAC Advisor/ designee shall award a certificate of merit to all members of the Senate who excelled in their duty. The criteria of selection shall be based on agreed parameters developed by SAC and the SAC Advisor/Designee. The SAC Advisor and Vice Chancellor shall sign the certificate of merit.

GENERAL PROVISION 12

D. The USIU-Africa Alma Mater

Oh! USIU of Africa,
Our Alma Mater dear.
We'll crown Thee fairest Mater
Our School we love so dear.
For Thee we'll ever labor,
To keep Thee on thy throne.
Oh, USIU of Africa,
Thy reigneth alone.

Oh! USIU of Africa,
Our Alma Mater dear.
We'll cherish all thy precepts,
And serve Thee far and near.
We'll carry high your banner,
Your torch will ever burn.
Oh USIU of Africa,
We love you our own.

2. National Anthem of Kenya

English

O God of all creation
Bless this our land and nation
Justice be our shield and defender
May we dwell in unity
Peace and liberty
Plenty be found within our borders.

Let one and all arise
With hearts both strong and true
Service be our earnest endeavor
And our homeland of Kenya
Heritage of splendor
Firm may we stand to defend.

Let all with one accord
In common bond united
Build this our nation together
And the glory of Kenya
The fruit of our labor
Fill every heart with thanksgiving

Swahili

Ee Mungu nguvu yetu
Ilete baraka kwetu
Haki iwe ngao na mlinzi
Natukae na undugu
Amani na uhuru
Raha tupate na ustawi.

Amkeni ndugu zetu
Tufanye sote bidii
Nasi tujitoe kwa nguvu
Nchi yetu ya Kenya
Tunayoipenda
Tuwe tayari kuilinda

Natujenge taifa letu
Ee, ndio wajibu wetu
Kenya istahili heshima
Tuungane mikono
Pamoja kazini
Kila siku tuwe na shukrani

3. National Anthem of United States of America

Oh, say can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
O say, does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

On the shore, dimly seen through the mists of the deep,
Where the foe's haughty host in dread silence reposes,
What is that which the breeze, o'er the towering steep,
As it fitfully blows, now conceals, now discloses?
Now it catches the gleam of the morning's first beam,
In full glory reflected now shines on the stream:
'Tis the star-spangled banner! O long may it wave
O'er the land of the free and the home of the brave.

And where is that band who so vauntingly swore
That the havoc of war and the battle's confusion
A home and a country should leave us no more?
Their blood has wiped out their foul footsteps' pollution.
No refuge could save the hireling and slave
From the terror of flight, or the gloom of the grave:
And the star-spangled banner in triumph doth wave
O'er the land of the free and the home of the brave.

Oh! Thus be it ever, when freemen shall stand
Between their loved homes and the war's desolation!
Blest with victory and peace, may the heaven-rescued land
Praise the Power that hath made and preserved us a nation.
Then conquer we must, for our cause it is just,
And this be our motto: "In God is our trust."
And the star-spangled banner forever shall wave
O'er the land of the free and the home of the brave!