

MAKERERE UNIVERSITY BUSINESS SCHOOL

CONSTITUTION

OF

**MAKERERE UNIVERSITY BUSINESS SCHOOL
ALUMNI ASSOCIATION**



Colin Senter
Council Chairman,
05 Dec. 2005

CONSTITUTION OF THE MAKERERE UNIVERSITY BUSINESS SCHOOL (MUBS) ALUMNI ASSOCIATION

PREAMBLE:

We, the old students and staff of MUBS (hereinafter called the ALUMNI) assembled on the day of 2005;

AWARE of the need to ensure that the Alumni stay in touch with MUBS and with each other;

MINDFUL of the desire to maximize the benefits all alumni obtain from continued association with MUBS;

DETERMINED to uphold the MUBS Mission of enabling the future of our students, clients and staff and making them world class competitors through the provision of ideas, knowledge and skills at different levels in business and non-business and to ensure that MUBS ALUMNI uphold this vision in the Business world;

AND pursuant to the provisions of the Universities and Other Tertiary Institutions Act 2001 as amended;

DO HEREBY constitute ourselves into the Makerere University Business School Alumni Association in accordance with the Universities and Other Tertiary Institutions Act, 2001 as amended.

ARTICLE 1: NAME

The name of the Association shall be "MAKERERE UNIVERSITY BUSINESS SCHOOL ALUMNI ASSOCIATION (hereinafter called MUBS Alumni Association)".

ARTICLE 2: PURPOSE OF THE ALUMNI ASSOCIATION

The purpose for which the Alumni Association is formed is to bring together as a family all MUBS Alumni.

The Alumni Association shall endeavour to foster a mutually beneficial relationship between MUBS and the Members by building a network of friends, supporters; developing and enhancing the work of MUBS by utilizing any resources and expertise available to the Association.

ARTICLE 3: OBJECTIVES OF THE ALUMNI ASSOCIATION

- a. The Association is formed, in line with the MUBS overall strategic aims. The Association's objectives include:
- (a) To develop and maintain relationship with Alumni, students and MUBS as a whole, support and encourage these groups in their endeavours and extend a hand of fellowship, through financial, material support and otherwise;
 - (b) To foster networking and communication among Alumni, students, staff and administration, through re-unions, business and social functions, research programs, projects, newsletters, publications, jobs and career development activities;
 - (c) To maintain close cooperation and fellowship among Alumni;
 - (d) To support and encourage networking and career development for Alumni and students;
 - (e) To promote interest of/in MUBS;
 - (f) To provide an Alumni presence at MUBS events;
 - (g) To build and maintain links between the members and MUBS by maintaining reliable and up-to-date databases;
 - (h) To offer a range of benefits and services available to all the members (the current benefits are noted at Schedule 1 and may be added to/varied at any time by the Committee);
 - (i) To encourage Members to maintain links with faculties, departments, current students and staff;
 - (j) To promote MUBS in Uganda and overseas, and encourage the formation of faculty, regional and overseas branches of the Association;
 - (k) To build and maintain links with members who are in position to assist other members in respect of employment, placements, work experience, sponsorship, and/or any other relevant assistance/advice;

- (l) To work with MUBS in respect of employment and business opportunities, sponsorship, use of venues and in any other appropriate way to benefit the Association and MUBS;
 - (m) To support fundraising for MUBS, whether to benefit general funds or specific projects;
 - (n) To encourage Members to attend postgraduate and/or continuous professional development courses;
 - (o) To promote and seek to expand MUBS programs or events and other MUBS initiatives and endeavouring to raise the MUBS profile.
- (2) The Committee will keep the objectives of the Association under continuous review and will add to, or amend them, as it considers appropriate.

ARTICLE 4: MEMBERSHIP

The following shall be deemed members of the Association and entitled to be notified of all meetings of the Association.

- (i) Full Membership
 - (a) All persons who are old students of MUBS.
 - (b) All persons who have taught at MUBS.
 - (c) All persons who have worked as Senior Administrative Staff of MUBS.
 - (d) All persons who worked as Senior Administrative staff at former NCBS, or its predecessor institutions such as Uganda College of Commerce.
 - (e) All persons who worked as Senior Administrative staff at former Faculty of Commerce.
 - (f) All persons who have worked at affiliated institutions for at least one year excluding continuing students who have not had prior qualifications from MUBS.

(ii) Associate Membership

This shall be accorded to the following:

- (a) Certificate holders or holders of other MUBS qualifications whose study duration is less than one academic year.
- (b) All ex-staff, friends of the University and persons who have attended Extra-mural courses at the University.

(iii) Honorary Membership

This shall be accorded to the following:

- (a) Current and former members of the MUBS Council, Appointments Board and Academic Board.
- (b) Persons that have assisted MUBS financially, materially and otherwise.
- (c) Recipients of MUBS honorary qualifications.
- (d) Patrons of MUBS Associations of outstanding merit.
- (e) The Vice Chancellor, Principal, and Staff of Affiliated Institutions.
- (f) Outside scholars on teaching and or research at MUBS.

iv) Corporate Membership

This shall be accorded to Companies that have assisted MUBS in different capacities in a substantial manner, continued to associate, and have been certified by the Alumni Executive Committee.

(1) Member's rights

(i) Full Members' Rights

Upon payment of the appropriate membership fees and annual subscription fees to be decided by the General Assembly, a full member shall have the following rights: -

- (a) Voting at the General Assembly.
- (b) To receive notices of the meetings of members with the agenda.
- (c) Stand for elections for any post in the Association.
- (d) To participate in all activities of the Association.

(ii) Honorary Members' Rights

Upon payment of the prescribed membership fees, the honorary members shall have the following rights:

- (a) To attend meetings of the Association.
- (b) To support the activities of the Association financially and otherwise.
- (c) To receive notices of meetings with agenda.

(iii) Associate Members' Rights

Upon payment of the prescribed membership fees, the Associate members shall have the following rights:

- (a) To attend meetings of the Association.
- (b) To support the activities of the Association financially and otherwise.
- (c) To receive notices of meetings with agenda.

(iv) Corporate Members' Rights

Upon fulfilment of the set qualification requirements, the corporate members shall have the following rights:

- (a) To attend meetings.
- (b) To recognition by certificate for their contributions.
- (c) To take precedence in booking advertising space in the MUBS Alumni publications.
- (d) To receive notices of the meetings of members with agenda.

ARTICLE 5: SOURCES OF FUNDS FOR THE ASSOCIATION

(1). Membership fees

All members of various categories shall be obliged to pay membership fees to be determined by the General Assembly from time to time.

(2). Annual Subscription

Every eligible member shall be obliged to pay an annual subscription fee as shall be determined by the General Assembly from time to time.

(3). Donations, gifts, grants and endowments.

The Alumni Association shall receive donations, gifts, grants and endowments.

(4). Contributions from the School.

(5). Any other means endorsed by the Executive Committee or the General Assembly.

ARTICLE 6: MANAGEMENT OF ASSOCIATION FUNDS

(1). Management

- (i) The Executive Committee shall open and maintain a trust account in the name of the Association.
- (ii) Save as resolved by the Executive Committee to the contrary, the signatories to the said accounts shall be, the Chairperson who shall be the principal signatory, and any two of the following: Vice Chairperson, Secretary and the Treasurer, provided that in the absence of the Chairperson a person designated by the Chairperson in writing shall sign the financial instruments as the principal signatory.
- (iii) The disbursements of funds shall be by the treasurer within the limits set by the Executive Committee and General Assembly.

- (iv) At every regular meeting of the Executive Committee, the treasurer shall present for ratification all the disbursements paid since the previous meeting and those to be paid after the meeting.
 - (v) All the monies received by the treasurer on behalf of the Association shall be banked on the Association account before disbursements, and within five working days.
 - (vi) At every Annual General Meeting, the treasurer shall present to the General Assembly the financial status for the previous years and the projected expenses by the Association's Executive.
 - (vii) The financial year of the association shall run from July 1st-30th June.
 - (viii) The treasurer shall prepare and present the annual budget for approval by the General Assembly.
 - (ix) The treasurer shall also prepare and present periodic financial records to the Executive Committee.
 - (x) The alumni shall maintain a Bank Account in a Bank approved by the Executive Committee.
 - (xi) All financial transactions shall be approved by the Chairperson or by the Executive Committee.
- (2). Audit
- (i) The Associations finances shall be audited by competent qualified auditors appointed by the General Assembly at the end of every financial year.
 - (ii) At every Annual General Meeting, the audited accounts shall be presented by the Chairperson of the Executive Committee to the General Assembly at the end of every financial year.
 - (iii) The Auditor shall be appointed at the Annual General meeting and shall serve for a term of one year subject to re-appointment.

ARTICLE 7: ORGANS OF THE ASSOCIATION

There shall be three organs of the Association i.e. the General Assembly, the Board of Trustees and the Executive Committee.

1) GENERAL ASSEMBLY

There shall be a General Assembly of members which shall be the supreme organ of the Association.

2) BOARD OF TRUSTEES

1) Composition

The Association shall have a Board of Trustees consisting of the Principal, MUBS and three other persons elected from ten persons presented by the Executive Committee in consultation with MUBS management by the General Assembly. The Chairperson of the Alumni Association shall be an ex-officio member of the Board of Trustees.

(2) Duties of the Board of Trustees

- i. To hold the immovable properties in trust for the members of the Alumni Association provided that any use or disposal of the properties shall be determined by the Association.
- ii. The trustees shall be capable of suing or be sued for and on behalf of the Association.

3) THE EXECUTIVE COMMITTEE

- 1) The Association's day-to-day activities shall be run by a committee to be called the Executive Committee which shall report to the General Assembly from time to time as may be agreed upon by the General Assembly.
- 2) The Executive Committee shall perform the day to day running of the Associations activities assisted by MUBS staff.

- 3) The Executive Committee may add to, amend, vary or otherwise alter any of the rules and/or methods of operation other than a change to the Constitution of the Association.
- 4) The Executive Committee members will be elected by the members and will serve for a period of three years and shall on retirement be eligible to offer themselves for re-election.
- 5) The Executive Committee shall consist of the following:
 - (a) Chairperson
 - (b) Vice Chairperson
 - (c) Treasurer
 - (d) Communications Officer/Publicity Secretary
 - (e) General Secretary
 - (f) Secretary for Women Affairs
 - (g) Other officers as the General Assembly shall determine from time to time.

The Executive Committee members may be delegated specific duties and will, generally, be responsible for a specific portfolio, e.g. events.

(a) **Duties of the Chairperson:**

- i. To preside over all meetings, functions and activities of the Association.
- ii. To convene through the Publicity Secretary all meetings of the Executive Committee and the General Assembly.
- iii. To keep a register of the alumni members and to establish contact with the alumni as much as possible.
- iv. To discharge such other duties as may be determined by the General Assembly from time to time.
- v. Be a member of the MUBS Council; and endeavour to promote the Association at its meetings.
- vi. To represent the Association at different fora.

(b) Duties of the Vice Chairperson:

- (i) To perform the duties of the Chairperson in the absence of the Chairperson.
- (ii) To do such other duties as may be assigned to him by the Chairperson and or the General Assembly.

(c) Duties and Responsibilities of the Treasurer

- (i) To collect and ensure safe custody of membership and subscription fees, donations and any other income that may come or accrue to the alumni from time to time.
- (ii) To prepare proper books of accounts in accordance with proper Accounting principles and procedures and to present such to the Executive Committee and General Assembly.
- (iii) To ensure that all money received is banked on the Association's Account within five working days.
- (iv) To discharge such other functions as may be allocated to him by the Chairperson, the Executive Committee and General Assembly from time to time.

(d). Duties and responsibilities of the General Secretary

- (i) To be the Secretary to the Executive Committee.
- (ii) To take and keep all minutes of the Executive Committee meetings and the General Assembly.
- (iii) To be the custodian of all the Associations documents.
- (iv) To coordinate and arrange all activities of the Association.
- (v) To keep and update the members' Register.
- (vi) In consultation with the Chairperson to relay information.
- (vii) To do such other duties as may be assigned to him/her by the General Assembly and the Executive Committee.
- (viii) To keep the Association's Assets (non-liquid).

(e) **Duties and responsibilities of the Publicity Secretary**

- (i) To explain to the public the importance of the existence of the Alumni Association.
- (ii) To disseminate authorized information to the public about the activities of the Association.
- (iii) To gather information about the location of the alumni and to disseminate to them all the authorized information.
- (iv) Such other duties as may be assigned to him/her from time to time by the General Assembly and the Executive Committee.

(f) **Duties and Responsibilities of the Secretary for Women Affairs**

- (i) To mobilize women alumni for the activities of the Association.
- (ii) To promote women alumni interests in the Association.
- (iii) To undertake such other activities as may be assigned to her from time to time, by the General Assembly and/or Executive Committee.

(g) **Elections of Executive Members**

- i. There shall be an electoral roll of members who shall be eligible to vote provided that such a roll shall be composed of paid up members.
- ii. No member shall be elected on the Executive Committee unless he/she has fully paid up subscription and membership fees as shall be determined by the General Assembly from time to time.
- iii. The School Secretary will be the returning officer of the Association at all its elections.
- iv. Application forms from Members of the Association who wish to stand for election to the Executive Committee will be sought in the preceding edition of the Association's magazine or picked from the MUBS Alumni co-ordination office or the MUBS Website.

- v. The person seeking nomination shall on collection of the Application forms or if accessed via the MUBS Website upon submission of the Application forms pay a non-refundable fee of 50,000/= to the Association or such other fee as may be determined by the General Assembly from time-to-time.
- vi. The nomination of office bearers shall be done at the General Assembly at which elections are to be held and two eligible members shall second every nomination.
- vii. Voting by proxy is allowed provided that a proxy shall be fully introduced by the member's letter to the returning officer expressly appointing the proxy.
- viii. Voting shall be by secret ballot but members may decide to use a different method of voting.
- ix. All members of the executive shall be elected by simple majority.
- x. Should there be an equal or lower number of nominees than there are vacancies, then, those nominated shall be elected without a vote. Should there still be vacancies after the AGM due to less nominees than vacancies, the Executive Committee may appoint members to serve on the Executive Committee as if that appointee had been duly elected, provided such appointment shall be ratified by the General Assembly called for the purpose within a period of 30 days in which a bye election shall be held.

ARTICLE 8: SWEARING IN OF OFFICE BEARERS

The Office Bearer shall be sworn in office by a Commissioner for Oaths or such other person competent to do so in accordance with the laws of Uganda. Each office bearer shall take the following oath:

I do solemnly swear/affirm that I shall discharge my duties as (position) of the Makerere University Business School Alumni Association in the interest of and for the furtherance of the Association's objectives without fear or favour, to the best of my ability. So help me God.

ARTICLE 9: RELATIONSHIP WITH MUBS

- (i) MUBS is keen to support and promote the Association and shall do so financially and otherwise.
- (ii) MUBS shall appoint or allow employee(s) of MUBS to help, support and/or liaise with the Association. Any such person is responsible to the Executive Committee as regards all aspects of the Association. Between the Executive Committee meetings, contact between MUBS and the Association shall be via the Chairperson and/or, in his/her absence, the Vice-Chairperson.
- (iii) MUBS shall also allow the Association to use, borrow and/or otherwise benefit from their facilities/services on any terms agreed between the Executive Committee and MUBS or as provided in this Constitution.

ARTICLE 10. MEETINGS

- (i) Annual General Meeting (AGM) will be held once a year at the School or at a place previously agreed upon by the members or communicated by the Executive Committee. All eligible members of the Association will be entitled to attend, speak and vote.
- (ii) A quorum shall be deemed to exist when 20 members are present.
- (iii) Should a meeting be inquorate it will be reconvened within two months with the same agenda as for the postponed meeting.
- (iv) At the AGM, members will elect Executive Committee members after the expiry of their tenure of office and transact any other business which has been approved by the Executive Committee and is on the agenda, or which may be competently introduced by the members.
- (v) The Notice of the AGM and Agenda will be circulated to Members at least 28 days before the meeting.
- (vi) Any Member may ask for an item to be put as a substantive item on the agenda provided such a proposal is notified to the Executive Committee at least two weeks before the date that the AGM is due to be held.

- (vii) All matters will be decided on a simple majority vote of all those Members voting in person or by proxy, with the exception of proposals to change the constitution and vote of no confidence.
- (viii) Any proposal to change the constitution will require a majority of two-thirds of those eligible members.
- (ix) The Executive Committee may introduce other methods of voting in the future, at their sole discretion, provided the proposed method is fair, secure and reasonably accessible to a substantial number of members.
- (x) An Extraordinary General Meeting (EGM) may be convened by the Executive Committee or may be requisitioned for by not less than 20 Members and the Executive Committee shall convene the EGM within 28 days from the date of receipt of the requisition.
- (xi) The Executive Committee will be chaired by the Chairperson or in his/her absence a Deputy Chairperson.
- (xii) The Executive Committee meetings will take place not less than once per Semester and the quorum will be 4 members. A seven days' notice of any meeting must be given to all members of the Executive Committee.
- (xiii) The Executive Committee meetings will not be open to members of the Association or the public. The Executive Committee and/or the Chairperson may, however, in their sole discretion, co-opt or invite any member, or member of the University's staff to be in attendance or present for a particular meeting/item.

ARTICLE 11: REMOVAL FROM OFFICE:

(1) Vote of no Confidence

A motion for a vote of no confidence may be moved at the General Assembly against any member of the Executive Committee;

- (i) Any member intending to move a motion for a vote of no confidence shall do so in writing to the Executive General Secretary in a period of one month; provided

that where the motion relates to the General Secretary, then it shall be given to the Chairperson.

- (ii) The General Secretary shall then furnish a copy of the petition to the affected member at least 21 days before he/she convenes a General Assembly to discuss the motion.
- (iii) Signatures of at least more than 20 of the members who are eligible to vote must second the motion.
- (iv) A member of the Executive Committee against whom the motion for vote of no confidence has been brought shall have a right to defend him/herself.
- (v) Any motion of a vote of no confidence shall be put to vote and shall be determined by a two-thirds ($\frac{2}{3}$) majority of all the eligible members.
- (vi) Where the motion for vote of no confidence is successful, then, if it had been moved against the Chairperson, fresh elections shall be immediately held, but where it was against any other executive, then a by election for that post shall be called.

(2) Resignation:

- (i) Any Executive Committee member may resign by tendering his/her resignation to the General Secretary of the Executive Committee expressing the intention to resign, with a one-month notice.
- (ii) Where it is the General Secretary who would wish to resign, the notice shall be tendered to the Chairperson.
- (iii) Where it is the Chairperson who would wish to resign, the resignation shall be tendered to the General Assembly which shall discuss it and if accepted, then fresh elections shall be held.

(3) Petition

A petition may be submitted to the Principal and/or the General Secretary for the following reasons:

- (i) Unsatisfactory elections;
- (ii) Gross misconduct of any member of the Executive Committee;
- (iii) When members demand for action or a pronouncement on a matter of importance.
- (iv) Once the Principal and /or the General Secretary receives the petition, he/she shall cause it to be tabled at the General Assembly specifically called to receive the petition.
- (v) Where the petition concerns matters in (ii) above, the General Assembly shall discuss the matters raised and either uphold/or dismiss the petition.
- (vi) Where the petition is against the Chairperson and it is upheld by the General Assembly, the General Secretary shall call for fresh elections but where it is against any other executive, then a by-election for the post shall be held.

ARTICLE 12: INTERIM ARRANGEMENTS

- (i) All the Interim Executive Committee members may offer themselves for re-election or re-appointment.
- (ii) During the time when the Interim Arrangements are in force the Interim Executive Committee may co-opt/ and or appoint any eligible member to the Executive Committee to serve until the expiry of its tenure of office.
- (iii) This section of the Constitution will lapse when substantive Executive Committee members have been duly elected at the next meeting.

- (iv) Until the above proposals can be fully implemented a Founding Executive Committee has been formed consisting of members of the Interim Executive Committee elected by the first Alumni General Assembly on December 17, 2004. The Interim Executive Committee first met on January 28, 2005. The said Interim Committee will continue to perform the activities of the Association until such a time when it completes its terms of reference in preparatory work and General elections are held.

ARTICLE 13: AMENDMENTS

This Constitution may be amended pursuant to a member of the Association moving an amendment in writing to the Secretary General before the General Assembly convened for that purpose or by a 2/3rd resolution or a recommendation by the Executive Committee, adopted by the Members at any AGM or EGM of the members.

ARTICLE 14: BY-LAWS

The Executive Committee shall have the right to make, supplement, amend, or repeal the By-laws of the Association provided that such amendment shall be ratified by the General Assembly at the next meeting.

ARTICLE 15: RATIFICATION OF PAST ACTS

All acts of the Association and its Interim Executive Committee, prior to the date of adoption of this Constitution, are ratified and affirmed.

This Constitution of the Makerere University Business School Alumni Association was presented by the Interim Executive Committee and adopted at the Meeting of the Association Members on the.....

.....
Chairperson
Makerere University Business School
Alumni Association

.....
General Secretary

ATTEST:
Secretary
Makerere University Business School

Schedule 1

(a) Benefits to the Executive Committee Members:

(b) Benefits to members:

1. Access to the Learning Resource Centers (LRCs).
2. Discounted rates for sports and leisure facilities.
3. Use of Careers Advisory Service for up to three years after graduation.
4. Access/invitations to MUBS events and re-unions.
5. Opportunities to serve on MUBS committees/advisory boards.
6. Use of MUBS venues.
7. Opportunities to network and to trace former friends and staff.
8. Assistance with organizing re-unions.
9. The Alumni Office and the Committee will work to develop and increase both alumni and MUBS benefits over time.