



MMUSTAA REGULATIONS

THE REGULATIONS OF MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY ALUMNI ASSOCIATION (MMUSTAA)

June, 2023

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1. DOCUMENT APPROVAL PAGE

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY		
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Authorized by Vice Chancellor (VC) Sign:		Date Authorized:
Approved by Chairman, University Council (CUC) Sign:		Date Approved:
Issued by Quality Assurance (QA) Sign		Date Issued:
Responsibility (MMUSTAA Executive Members) Sign:		Director Career Services Date:
Review time		When need arises

2. PRELIMINARY

- i. These regulations may be cited as the Masinde Muliro University of Science and Technology Alumni Association Regulations 2023.
- ii. In these regulations unless the context otherwise requires, the expressions and terms shall carry the same meaning as they are used in the MMUST Alumni Association Constitution (MMUSTAA).

3. MEMBERSHIP

- a) A person shall become an ordinary member after graduating from Masinde Muliro University of Science and Technology and upon payment of Ksh. 1000
- b) An ordinary member shall pay yearly subscription of Ksh 2000.
- c) A person shall become an Associate member upon payment of Ksh. 10,000.
- d) A person shall become an honorary member of the Association in accordance with the provision of Article 4.1.3 of MMUSTAA Constitution and shall pay a fee of Ksh. 100,000.
- e) A person shall be a Life member upon payment of Ksh 100,000

4. MEETINGS

- a. All meetings of the Association shall be either physical or virtual.
 - i. Where the Association conducts the meeting virtually, the Secretary General, in implementing the decision of the Executive Committee shall cause a publication of the notice in one of the Dailies with national circulation at least 7 days before the date of such a meeting.
 - ii. The notice anticipated in (b) (i) above shall include the date and time of the meeting and the procedure of joining the virtual meeting including but not limited to the link.
- b. Where the Association conducts a physical meeting, the Secretary General, in implementing the decision calling for such a meeting shall cause to be published a notice in one of the Dailies with a nationwide circulation and Alumni Website/webpage a confirmation of the venue of the physical meeting and the time.
- c. The Quorum of the meetings of the Association shall be one third of the registered members who have paid subscription in the year preceding the year in which the meeting is held.

- d. Voting in all the meetings of Association shall be by acclamation unless the members decide otherwise.
- e. Quorum for the meeting of the Executive Committee shall be one third of the total membership.
- f. Voting in all meetings of the Executive Committee shall be by physical open ballot.

5. REMUNERATION

The board of trustees and the executive committee shall meet on a quarterly basis and as guided by applicable regulations.

The board of trustees, the executive committee and the elections board shall be remunerated as follows:

a. **Board of trustees**

The Chairperson shall be paid an allowance per sitting/Subsistence Kes.15000.
Other members of the executive shall be paid an allowance per sitting/
Subsistence of Ksh.13000 .

b. **Executive Committee**

The Chairperson shall be paid an allowance per sitting/Subsistence of Ksh. 14,500. Other members of the executive shall be paid an allowance per sitting/
Subsistence of Ksh. 12,500.

- c. The elections board shall be remunerated with a one off payment at the conclusion of the election exercise as follows:

Chairperson: Ksh 50,000/-

Members : Ksh 30,000/- per member

- d. Elections of the Executive Committee members shall be held in accordance with the MMUSTAA Constitution.
- e. The MMUSTAA Executive Committee shall adhere to the electoral principles under the constitution of Kenya 2010.

6. ACCOUNTABILITY

The Treasurer, in liaison with the Finance Department of the University shall cause to be produced any financial statements requests and expenditures as the Executive Committee may decide from time to time.

7. ELECTIONS

With respect to article 8.1 (b)

- a. The executive committee shall appoint a committee of 3 members provided such members are not contesting.
- b. Where all the executive members are seeking re-election, the VC shall appoint the committee contemplated (a)
- c. The committee contemplated shall come up with a procedure for competitive recruitment.

With respect to article 8.1 (d) the head of the Academic division shall facilitate the appointment of the two academic staff.

With respect to article 8.3.1 (a)

- a. In addition to any other the requirement of the constitution, a person running for the position of.
 - i) Chairperson- shall pay a nonrefundable nomination fee of Ksh 100,000
 - ii) Treasurer/ Secretary- Ksh 50,000
 - iii) All other positions- Ksh 30,000

With respect to Article 8.4

- a. The election board shall publish voters register to the public at least 7 days to election.

8. VOTING

- a.
 - i) Voting shall start at 8:00 am and end at 5pm at designated polling centres
 - ii) The ballot papers shall bear the name, position and a clear passport size photo of each candidate.
 - iii) The ballot boxes shall be transparent, of a fixed number according to the number of positions, serialized and recorded.
 - iv) For purposes of identification, members shall be required to produce an original and valid national identity card/ passport: and membership number.
 - v) Immediately after voting, the votes shall be counted at the designated polling station.

- vi) The counting shall be presided over by the presiding officer at the designated polling centre.
 - vi) Candidates or their agents have the right to witness the counting/tallying of undisputed and disputed votes.
 - vii) The tallying shall be presided over by the returning officer at the main tallying centre.
 - viii) A candidate shall be entitled to a maximum of two recounts.
 - ix) Elections shall be restricted to allow only active paid-up members who are in the voters register.
- b. The official voting hours shall be between 8am and 5pm of the Election Day.

These regulations revoke any other regulations in existence for the organization from the data hereof.

9. REFERENCES

MMUSTAA Constitution

Constitution of Kenya, 2010

Mwongozo