



**THE CO-OPERATIVE UNIVERSITY COLLEGE OF KENYA**

*(A Constituent College of Jomo Kenyatta University of Agriculture and Technology)*

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**THE CO-OPERATIVE UNIVERSITY COLLEGE OF  
KENYA  
ALUMNI ASSOCIATION**



**PROPOSED CONSTITUTION**

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## **Preamble:**

We Alumni of The Co-operative University College of Kenya assembled on the ----- day of ----- realizing the obligation we owe to ourselves as old students and to the Co-operative University College of Kenya Community DO HEREBY RESOLVE in the name of members here present and absent to form THE CO-OPERATIVE UNIVERSITY COLLEGE OF KENYA ALUMNI ASSOCIATION:

Mindful of our position as intellectuals of this Co-operative University College of Kenya:

Determined to maintain our identity as former students and friends of this Co-operative University College of Kenya, uphold the banner of her development and welfare of this Co-operative University College of Kenya.

Aware that such aspirations can only be realized through a collective effort by organizing and uniting people under a properly constituted organization.

Convinced that the said organization is a duty we owe generations before and after us;

And is hereby ENACTED by the General assembly of Co-operative University College of Kenya Alumni Association as the supreme law governing this Association.

## **ARTICLE 1: NAME**

- (a) The Association constituted by these rules shall be known as “The Co-operative University College of Kenya Alumni Association,” hereinafter referred to as the CUCKAA or The Association.
- (b) The registered office of the Association shall be situated at the Main Campus, The Co-operative University College of Kenya, P.O. Box 24814, Karen.

## **ARTICLE 2: AUTHORITY**

The Co-operative University College of Kenya Alumni Association derives its authority from section 15 of the Co-operative University College of Kenya Act of 19--- which provides that “there shall be a Convocation which shall consist of old students of Co-operative University College of Kenya.

Alumni Association shall normally be a Welfare organization and will strive to promote excellence in scholarship, a unique culture and academic identity of both members and The Co-operative University College of Kenya and higher education in Kenya. It shall be, non- political, non- discriminative and impartial.



## ARTICLE 3: VISION, MISSION AND OBJECTIVES

### 3.1 vision

The vision of the Association is to be an effective partner in the realization of the goals cherished by The Co-operative University College of Kenya and its former students (the Alumni).

### 3.2 mission

The mission of the Alumni Association is to mobilize the Alumni and well wishers to support the welfare and progress of The Co-operative University College of Kenya and to participate in the enhancement and improvement of intellectual and material well being of the Co-operative University College of Kenya Community including fostering close friendship and professional relations between fellow alumni and between the Association and the Co-operative University College of Kenya.

### 3.3 objectives

The following shall be the aims and objectives of the Co-operative University College of Kenya Alumni Association will be to.

- (a) Promote social and intellectual interaction between The Co-operative University College of Kenya and the Alumni and also within the Alumni.
- (b) Recognize and support the quest for meaningful scholarship as well as academic excellence at The Co-operative University College of Kenya.
- (c) Promote, improve and protect the interest and welfare of the members and the Co-operative University College of Kenya
- (d) Form chapters of the Alumni within and outside the country so as to reach out to all the members
- (e) Contribute to the growth of The Co-operative University College of Kenya by participating in development projects
- (f) Encourage, develop and maintain academic and social traditions unique to The Co-operative University College of Kenya.
- (g) Establish collaborative links with other Alumni bodies and organizations in and outside Kenya.
- (h) Collaborate with the Co-operative University College of Kenya Council and any other boards which serve the interests and development of the Alumni and the Co-operative University College of Kenya
- (i) Participate in any other worthwhile national and International development activities that will portray the Association and the Co-operative University College of Kenya in good light.
- (j) Devise ways and means of raising funds for the activities of the Alumni and to undertake collaborative projects involving the Co-operative University College of Kenya and its alumni.



## **ARTICLE 4: POWERS AND ACTIVITIES**

### **4.1 Powers**

The Alumni Association shall exercise such powers and perform such functions as shall be enabled by this constitution.

### **4.2 Activities**

The Alumni Association shall be duty bound to meet and discuss any matters within its constitutional mandate.

The specific activities shall, among others, be to:

- (i) Promote and popularize the social ethical and intellectual image of The Co-operative University College of Kenya.
- (ii) Pro-actively solicit for material, financial and human resources to enable The Co-operative University College of Kenya maintain a competitive edge with similar institutions at home and abroad.
- (iii) Collect and preserve materials of historical value to the Co-operative University College of Kenya.
- (iv) Organize community events and activities that are of interest and value to the Co-operative University College of Kenya, its friends and the Alumni Association.
- (v) Assist in placement of graduates.
- (vi) Foster motivation through honoring distinguished students, members of staff and exemplary alumni in society
- (vii) Assemble and maintain Alumni Association membership database including publication of The Co-operative University College of Kenya Alumni Association newsletters and magazines.
- (viii) Liaise with other Alumni Associations in Kenya and abroad to achieve the aforementioned goals



## ARTICLE 5: MEMBERSHIP

The Alumni shall comprise of four categories of members:

- (1) Ordinary – Annually kshs.1, 000/-
- (2) Life
- (3) Honorary – Annually kshs. 2,000/-
- (4) Corporate – kshs. 300,000/-

### Ordinary Members

Shall be open to all graduates of The Co-operative University College of Kenya since its inception as an institution of learning in 1972 and must apply and pay, upon acceptance membership and subscription fee, which shall be determined by the Executive Committee and approved by the Annual General Meeting from time to time.

This category shall include all those students who studied at the Co-operative University College of Kenya when it was located at Jeans School College, Kabete.

### Life Members

Shall comprise members who by virtue of status and/or work station opt to pay a figure, decided by the members from time to time, that will enable them avoid paying annual subscriptions. These individuals are:

- a. Gold members – kshs.100, 000/-
- b. Silver members – ksh.50, 000/-
- c. Bronze members – kshs.25, 000/-

### Honorary Membership

These will comprise friends of alumni who will be recognized for their immense contribution towards the growth of the Co-operative University College of Kenya.

### Corporate Members

Shall comprise Corporate Bodies, Non Governmental Organizations, and graduates from other Universities with interest of identification with The Co-operative University College of Kenya and must for this purpose have had approved dealings with The Co-operative University College of Kenya, for example, teaching, placements, collaborative projects

Such members will be required to pay registration and subscription fees that will be determined by the Executive Committee and passed at an Annual General Meeting.



## **ARTICLE 6: RIGHTS PRIVILEGES, DUTIES & OBLIGATIONS OF MEMBERS**

### **6.1 Ordinary and Life Members**

Shall have the following rights, duties and obligations to:

- (i) Attend all General Meetings of the Alumni
- (ii) Participate in activities of the Alumni and give assistance in the actions undertaken by it.
- (iii) Elect persons or be elected to any of the organs of the Alumni.
- (iv) Be elected, nominated or appointed as observers or representatives of the Alumni to any meetings, conferences, seminars or any other activity which the Alumni may be required to participate.
- (v) Observe the constitution and all the decisions regularly taken by the organs of the Alumni and to express any idea freely.
- (vi) They are entitled to benefit from the activities of the Alumni.

### **6.2 Honorary and corporate Members**

Shall have the same rights, privileges, duties and obligations of ordinary members with the exception of section (a) (iii) of this article.





# **ARTICLE 7: PRINCIPAL ORGANS AND THEIR FUNCTIONS**

## **7.1 Annual General Meeting**

Shall be the supreme organ of the association and it shall have the power to:

- (i) Hold election of office bearers of the Executive Committee (EC) and any other committee that is to be filled by election.
- (ii) Amend and ratify the constitution.
- (iii) Review the policies of the Alumni.
- (iv) Declare a vote of no confidence in any official member.
- (v) Approve the budget and discuss annual reports
- (vi) Appoint auditors of the association
- (vii) Deliberate on any other matters referred to the assembly.

## **7.2 Executive Committee**

Shall be authorized to:

- (i) Discuss and execute policy matters on behalf of the Annual General Meeting.
- (ii) Create standing Committees
- (iii) Stipulate regulation for day-to-day activities of the Alumni.
- (iv) Maintain discipline within the Alumni.
- (v) Raise funds on behalf of the Association
- (vi) Prepare Budget of the Alumni for Annual General Meeting.
- (vii) Manage Awards and Scholarships.
- (viii) Management of finances.
- (ix) Forming any other Ad-hoc committee.
- (x) Discuss Any Other Business referred to it by the Annual General Meeting.



## **ARTICLE 8: OFFICE BEARERS**

The Executive Committee shall constitute the following office bearers.

- (i) The Chairman
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dep. Secretary
- (v) The Treasurer
- (vi) The Assistant Treasurer
- (vii) 3 Co-opted Members

All shall be fully paid up members of the Alumni and shall be elected at the Annual General Meeting after two years except that this does not apply in the case of the appointed Director.

## **ARTICLE 9: DUTIES OF OFFICE BEARERS**

### **9.1 The Chairman Shall:**

- (i) Preside over and conduct Annual General Meetings and Special General Meetings of the Alumni, Executive Committee Meetings and any other meetings or Committees unless prevented by illness or other cause
- (ii) Be a signatory to all Alumni financial transactions.
- (iii) Be the official spokesman of the Alumni.
- (iv) Convene a special meeting in consultation with the secretary.
- (v) Represent the Alumni in the Co-operative University College of Kenya Bodies.

### **The Vice Chairman Shall:**

- (i) Perform the duties of the Chairman in the latter's absence and while doing so have the same privileges as the Chairman.



- (ii) Act as Chairman in case of incapacitation or resignation of the Chairman subject to the article on elections and by-elections.

**The Secretary shall be the director of Alumni programmes, he/she will:**

- (i) Deal with all correspondence relating to the Alumni.
- (ii) Issue notices of meetings of both the Executive Committee and General Meetings in consultation with the Director and the Chairman.
- (iii) Prepare and circulate the agenda for Executive Committee Meetings and General meetings.
- (iv) Keep records and minutes of all meetings
- (v) Keep a copy of the register of members
- (vi) Receive items of agenda from the members in the form of motions to be considered in the Annual General Meetings to be passed on to the Executive Committee.

**The Treasurer shall:**

- (i) Maintain and keep financial records of the Alumni.
- (ii) With the approval of the Executive Committee, make authorized payments.
- (iii) Prepare and present annual audited records to the Annual General Meeting.
- (iv) Be a signatory to Alumni financial transactions.

**The Assistant Treasurer shall:**

- (i) Perform such duties as may be specifically assigned by the Treasurer or by the Executive committee relating to financial matters the Association.
- (ii) Perform the duties of the Treasurer in the absence of the Treasurer.



**Publicity Secretary shall be in charge of:**

- (i) Publicizing activities of the Alumni Association
- (ii) Publication of Alumni bulleting
- (iii) Promotion of a positive image of Alumni Association

**The Director of Alumni Association shall be appointed by the Vice-Director and shall be the accounting officer of the Association. He/she shall be the secretary to all the meetings. The Director shall be in charge of:**

- (i) Alumni property
- (ii) Coordination of all activities of Alumni Association
- (iii) Overall administrator for all Alumni undertaking nationwide and internationally.
- (iv) Representing the Association in the Senate
- (v) Overall link between the Co-operative University College of Kenya and the Alumni, members, other interest groups and organizations.
- (vi) Representing Convocation interests to the Council.
- (vii) Running day-to-day activities of the Association

**Term of Office**

- (i) All office bearers shall serve for a period of three years and shall be eligible for re-election.
- (ii) Any office bearer who ceases to be a member of the Alumni shall automatically cease to be an office bearer thereof.
- (iii) Any office bearer may be removed from office under regulations to be determined by the Article referred to as “discipline”. (Article 16)
- (iv) A third of the board shall retire every year composition to allow for continuity.



## **ARTICLE 10: THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist of:
- (i) The Chairman
  - (ii) The Vice Chairman
  - (iii) The Secretary
  - (iv) The Dep. Secretary
  - (v) The Treasurer
  - (vi) The Assistant Treasurer
  - (vii) 3 Co-opted Members
- (b) The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months. The quorum for Executive Committee Meetings shall not be less than one half of the members.

## **ARTICLE 11: CHAPTERS**

Chapters of the Alumni shall be formed based on numbers and regions with the approval of the Executive Committee. The Chapters shall run the affairs of the association in consultation with the director and general guidance of the executive committee.

### **Office Bearers of the Chapters shall be:**

- (i) The Chapter Chairman
- (ii) The Chapter Vice-Chairman
- (iii) The Chapter Secretary
- (iv) The Chapter Vice-Secretary
- (v) The Chapter treasurer
- (vi) The Chapter Vice-Treasurer

### **Duties and Functions of Chapters**

- (i) Hold meetings
- (ii) Assist in recruitment of new members



- (iii) Solicit for placement of graduates of the Co-operative University College of Kenya
- (iv) To implement the resolutions of the Executive Committee
- (v) Identify potential beneficiaries for awards and prizes
- (vi) Fund raising
- (vii) Perform any other duties as assigned by the EC

### **Powers of the Chapters**

The chapters shall be: -

- (i) Subsidiary to the Executive Committee and they shall submit annual reports at the Annual General Meeting.
- (ii) Submit quarterly reports on their financial transactions.

### **ARTICLE 12: REPRESENTATION IN THE GOVERNANCE OF THE UNIVERSITY**

The National Chairman and the Director shall be the convocation representatives to the Co-operative University College of Kenya Council.

### **ARTICLE 13: MEETINGS**

#### **Types of Meetings**

There shall be three types of meetings:

- (i) The Annual General Meeting
- (ii) The Special General Meeting
- (iii) The Executive Committee Meeting

#### **The Annual General Meeting**

- (i) The Annual General Meeting shall be convened by the National Secretary at the request of the Chairman in Consultation with the Director.
- (ii) Notice in writing of such annual General Meeting, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 14 days before the date of the meeting and where practicable by press not less than 7 days before the date of the meeting.



The agenda for the annual General Meeting shall consist but not limited to the following:-

- Confirmation of the minutes of the previous Annual General Meeting.
- Consideration of the account.
- Election of office bearers and the committee members and trustees.
- Appointment of auditors.
- Such other matters as the Executive Committee may decide or which notice shall have been given by members(s) provided such notice shall reach the secretary at least four weeks before that date of the meeting.

## **Procedures**

### **Special General Meeting**

- (i) A special General meeting shall be called for any specific purpose by the Executive Committee. Notices in writing of such meeting shall be sent to all members, and where.
- (ii) A special General Meeting may also be requested for a specific purpose in Writing to the Secretary by not less than a third of the members and such meetings shall be held within 7 days.

### **(l) The Executive Committee Meetings**

- (i) The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.
- (ii) The quorum for Executive Committee meetings shall not be less than one third of the members.
- (iii) Notice and Agenda of such Meetings shall be given at least one month Before the date of the meeting.
- (iv) The meeting shall be called by the chairman in consultation with the Director
- (m) Procedures at Annual General Meeting

These shall be as follows: -

- (i) The Chairman of the Alumni shall chair all the meetings.
- (ii) The Secretary shall take the minutes of all meetings.



- (iii) Resolutions shall be by a simple majority and voting by show of hands. In case of a tie of the vote, the Chairman shall have a casting vote.
- (iv) The quorum of the meeting shall be 100 members.

## **ARTICLE 15: ELECTIONS**

There shall be:

- (a) The general elections of the office bearers shall, in normal circumstances, be held at the Annual General Meeting every two years.
- (b) Any fully paid up ordinary or Fellow member of the Alumni shall be eligible for election to one of the vacant posts.
- (c) Procedure for the elections shall be:
  - (i) By secret ballot and a simple majority vote shall decide
  - (ii) In the event of a tie the ballot shall be repeated until a candidate receives a simple majority
  - (iii) The elections shall be organized by a Returning Officer who will be the Director or an appointed representative.
  - (iv) The nomination papers for the proposed candidate must contain the names and signatures of at least five proposers who must be current ordinary or fellow paid up members of the Alumni.
  - (vi) Nomination papers shall be collected from the Secretariat on payment of a non-refundable nomination fee to be decided by the Executive Committee and passed at an Annual General Meeting.
  - (vii) The Returning Officers shall prepare and publicize a statement showing persons who have been validly nominated.
  - (viii) The returning Officer shall announce the result of the elections as soon as possible after counting of the ballot paper.

### **Resignations**





Any Officer can resign by tending written resignation to the Secretary or the deputy in case of the secretary's absence and such resignation shall be effective with effect from ratification from either the Executive Committee or the Annual General Meeting.

The Executive Committee shall fill offices, in acting capacity, falling vacant due to resignation for such period until an Annual General Meeting is called

## **ARTICLE 16: FINANCE**

### **(a) The Funds of the Alumni Finance shall be from:-**

- (i) Membership fee to be decided by the Senate and the Council from time to time at the time of graduation.
- (ii) Annual Subscription fees to determined by the Annual General Meeting from time to time.
- (iii) Registration fees for participation in the annual events to be determined by the Executive Committee from time to time.
- (iv) Donations and contributions from friends and well wishers.
- (v) Other sources of funds, for example, fund raising events, Grants, advertisements, interest in stock, shares and bills, businesses.

### **(b) The Fund of the Alumni: -**

Shall be used for the furtherance of the objectives of the Association.

### **All moneys:**

- (i) Shall be paid to the accounting officer, who shall deposit it to a Bank Account approved by the Committee.
- (ii) Shall only be made out of the Bank account following a resolution of the Executive Committee.
- (iii) Shall be accounted for, and Audited at the end of each financial year and presented to the Executive Committee and the Annual General Meeting by the Treasurer and the Auditor respectively.



(a) The financial year of the Alumni:

Shall be 12 months from the day of approval at the AGM, i.e 1<sup>st</sup> 12 months after the AGM.

### **ARTICLE 17: DISCIPLINE**

(a) Disciplinary Offences

The following shall constitute disciplinary offences:

- (i) Negligently refusing to attend meetings.
- (ii) Disruptive or unruly behavior in meetings.
- (iii) Conduct likely to bring the Alumni into disrepute or prejudice the well being of the Alumni.
- (iv) Withholding, embezzling or misappropriating of Alumni funds.
- (v) Release of confidential information without permission

(b) **Disciplinary Measures**

#### **(i) Suspension**

Suspension from the Alumni for a specific period to be determined by the Disciplinary Committee recommending to the Executive Committee who shall then present to Annual General Meeting for ratification.

During the period of suspension, such members shall be excluded from enjoying the rights and privileges of members.

#### **(ii) Legal and punitive action or prosecution**

Office bearers may be removed from office by a vote of no confidence either by the Executive Committee or Annual General Meeting. Such vote of no confidence shall be by not less two thirds (2/3) of the members present.



**(iii) Vote of No Confidence**



## **ARTICLE 18: TRUSTEES**

- (a) All land, building and other movable property and all investment and securities acquired by the Alumni shall be vested in a Board of seven (7) Trustees that shall be appointed by the Association in consultation with the Senate.
- (b) The trustees shall pay all income, received from property vested in the trustees to the Treasurer. The trustees to the Committee shall report any expenditure in respect of such property, which in the opinion on the trustees is necessary or desirable.

## **ARTICLE 19: AUDITORS**

- (a) Alumni shall appoint the auditors at the AGM. All the Alumni account records and documents shall be open for inspection to the auditors at anytime. The Treasurer shall produce an account of receipts and payments and a statement of assets and liabilities made up to date, which shall be not less than six weeks and not more than three months before the date of the Annual General Meeting. The Auditors shall examine such annual accounts and statements and either clarify that they are correct, duly vouched in accordance with the law or report to the Alumni in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- (b) A copy of the Auditors report on the accounts and statements shall be furnished to all members at the same time as the Agenda convening the Annual General Meeting is sent out. An Auditor may be paid such Honorarium for his duties as may be resolved by the Annual General Meeting.
- (c) No Auditor may be an office bearer or member of the Executive Committee of the Alumni.

## **ARTICLE 20: INSPECTION OF ACCOUNTS AND THE CONVOCATION ROLL/LIST OF MEMBERS**

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

## **ARTICLE 21: AMENDMENT TO THE CONSTITUTION**

Amendments to the constitution of Alumni must be approved by at least a two third's majority of members at a general meeting of the Alumni.



## **ARTICLE 22: INTERPRETATION**

If any part of this constitution is in dispute, the Chairman shall appoint a committee of three members excluding the Executive Committee Officials to help to read and interpret and propose for adoption. In case the dispute is not dissolved, the Vice Director, shall appoint a committee of not less than three and not more than five to constitute an arbitration panel.

## **ARTICLE 23: DISSOLUTION**

(a) The Association shall not be dissolved unless the Co-operative University College of Kenya ceases to exist. In such a case, members may by a vote of two thirds of the members present vote to dissolve the Association.

(b) When the dissolution of the Alumni has been approved by the Registrar, no further action shall be taken by the Committee or any other office bearer of the Alumni in connection with the aims or assets of the Alumni.

## **ARTICLE 24: SUPREMACY AND SUSPENSIONS OF THE CONSTITUTION**

(i) This Constitution or any provision thereof shall be the supreme law of the Co-operative University College of Kenya Alumni Association.

(ii) If at any meeting of the Co-operative University College of Kenya alumni association it becomes necessary to suspend any provision of the Constitution, a vote shall be called and it shall require a minimum of two-thirds majority of all members present, for the suspension to be effected.



**APPROVED AND ADOPTED BY THE GENERAL ASSEMBLY**

**This .....Day of .....in the year of Our Lord -----**

**Officials and Administrators of the Alumni Association: 2010.**

**OFFICIALS (INTERIM)**

**Chairman:**

**Secretary:**

**Treasurer:**

**ADMINISTRATION**

**Director:**

**Administrator:**

