

## **The Musingu High School Alumni Association**

### **PREAMBLE**

#### **Vision**

The vision of Musingu High School Alumni Association is to be a leader in promoting active, visible leadership in the community and to foster interaction between alumni the Musingu High school community and the industry.

#### **Mission**

The mission of the Musingu High School Alumni Association is to safeguard the best interest of its members, to use the talents and resources of alumni and friends of Musingu School to support the School in achieving international distinction in quality teaching and service

### **ARTICLE 1: NAME**

The name of the Alumni Association shall be the Musingu High School Alumni Association, hereafter referred to as "Alumni". The registered address of the Association shall be P.O. Box 151 Kakamega.

### **ARTICLE 2: OBJECTIVES**

The Association which is non political shall have the following objectives:

- a) To develop alumni programmes that promote effective networks amongst its members
- b) To promote the academic, physical, moral and spiritual growth of the members of Musingu School.
- c) To assist Musingu School in the growth and advancement of its socio-cultural and co-curricular activities.
- d) To authorize, promote and assist in the formation of local and international chapters.
- e) To enhance the involvement of Musingu School in Community Service.
- f) To make recommendations of those who can play leadership roles at Musingu School.
- g) To initiate, organize and coordinate fundraising activities for Musingu School.
- h) To assist Musingu school to initiate, organize and sustain programmes such as
  - i. The Outstanding Achievement Award.
  - ii. The distinguished Service Award (alumni who has contributed most to the community/country)
  - iii. The Distinguished service Senior Alumnus Award (Alumni over 40 years of age who have remarkable great achievements.)

- iv. The Distinguished service Youth Alumnus Award (Alumni under the age of 40 years who have great achievement)
- i) To act as a stimulating body in promoting the development of the Association, advancing the interests and promoting the welfare of its members.
- j) To liaise with Alumni Associations of other institutions of learning both locally and internationally.
- k) To project a positive image of Musingu School.

### **ARTICLE 3: MEMBERSHIP**

Section 1. For purposes of this constitution, the members of the association shall be:-

- a. Founder members
- b. Full members or
- c. Honorary members

Section 2. The first 5000 persons who satisfy the requirements stipulated under Section 3 or Section 4 of Article 3 shall be eligible for founder membership registration upon payment of prescribed fee:

Section 3. The following shall be eligible for Full membership registration upon payment of prescribed fee:-

- a. All persons who have successfully completed their studies at Musingu High School (persons holding awards of Musingu School,
- b. Persons granted honorary.... Musingu School, and
- c. Full time permanent staff members who are not former Musingu High School students and who obtained a certificate from another recognised institution.
- d. The members of Musingu High School BOG and PTA.

Section 4. The following shall be eligible for honorary membership upon invitation by the Board of the Association hereinafter referred to as 'the board'

- a. Any person who has executed and has also maintained close Association with Musingu School.
- b. Persons with certificates who have completed at least one year of successful study at Musingu School.

Section 5. The members who satisfy the requirements envisaged in Section 2, 3 and 4 of this Article shall be eligible for life membership upon payment of the life membership fee.

Section 6. Any member desiring to resign from the Alumni Association shall submit his resignation to the Secretary, which shall take effect from the date of receipt by the Secretary of such.

Section 7. Any member may be expelled from membership if the board so recommends and if a general meeting of the Association shall resolve by two-thirds majority of the members Present that such a member should be expelled on the grounds that his/her conduct has adversely affected the reputation or dignity of the Association, or that he/she has contravened any of the provisions of the constitution of the Association.

The Board shall have power to suspend a member from his membership until the next general meeting of the Association following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his/he expulsion is to be considered .

Section8. Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him/her at any time.

Section 9. Any member who falls into arrears with his annual subscription for two or more years shall automatically cease to be a member of the Association and his/her name shall be Struck off the register of members. The Association Board may, however, at its discretion, reinstate such member on payment of the total amount of subscription Outstanding.

#### **ARTICLE 4: DUES**

Section1. The Board shall fix the rate of dues to be paid for by members of the Association, which may be revised by a resolution of two thirds of members voting at a general meeting.

Section 2. The members shall pay dues as follows:

- a) Registration fees of Kshs. 1,000
- b) Founder Members annual Subscription of Kshs .10,000 payable once or in equal quarterly or semi-annual installments
- c) Full member annual subscription of Kshs.5,000.00 payable once or in equal quarterly or semi-annual installments
- d) Honorary member Annual subscription -Kshs.2,000.00 payable once or in equal quarterly or semi-annual installments
- e) Life membership: one-off payment of Kshs. 50,000

Section3. Any member in arrears of the Association dues for two or more years shall not be in good standing and shall forfeit membership in the Association as provided in Article 3, Section10.

Section4. the fully paid up members whose dues are not in arrears shall receive such journals, bulletin or other printed matter as may be published by the association or shall receive such other benefits as may pertain to membership in the association.

## **ARTICLE 5: THE BOARD OF TRUSTEES**

The Musingu High school Alumni Association shall be managed through a Board of Trustees .

a). Section 1. The Board of Trustees shall consist of the following

i). Six directors representing various categories of the Musingu High school fraternity. The board, as part of association policy, shall from time to time define the various categories who shall be appointed at an annual general meeting for a period of three years.

ii). Three (3) ex –officio members namely:

- a. The Principal
- b. The Chairman of the BOG
- c. A representative of the PTA

b) All land, buildings and other immovable property and all investments and securities which shall be acquired by the society shall be vested in the names of the nine (9) Board of Trustees members. On retirement such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting. Vacancies caused by members of the Board removed from office will be dealt with as per Article 3 Section 7.

c) The trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported by the trustees to the committee which shall authorize expenditure of such moneys as it thinks fit.

## **ARTICLE 6: OTHER DUTIES OF THE BOARD OF TRUSTEES**

Section 1. The Board shall be responsible for the management of the Association

And for that purpose may give direction to office bearers as to the

Manner in which, within the law, they shall perform their duties. The board of the association shall have power to appoint sub-committees as it may deem desirable to make reports to the board upon which such action shall be taken as seems to the board desirable.

Section 2. The board as specified in article 5 section 1 shall authorize all moneys distributed on behalf of the association.

Section 3. There will be a 30- days transition period where the existing office bearers will update new officer and provide them with all the necessary documentation.

## **ARTICLE 7: OFFICE BEARERS**

The office bearers shall include:

- i. Chairperson
- ii. Vice chairperson
- iii. Treasurer
- iv. Deputy treasurer
- v. Secretary
- vi. Deputy secretary
- vii. Organizing secretary
- viii. Deputy organizing secretary
- ix. Newsletter editor

All office Bearers shall be fully paid-up members of Association and shall be elected at the annual general meeting. One-third of the office bearers shall retire each year

Section 1: All office bearers shall hold office for 3 years subject to the conditions contained in section 2 and 3 of this article but shall be eligible for re-election

Section 2: Any office bearer who ceases to be a member of the association shall automatically cease to be an office bearer thereof.

Section 3: Office bearers may be removed from office in the same way as is laid down for expulsion of members in article 3 section 8 and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

## **ARTICLE 8: DUTIES OF OFFICE OF BEARERS**

### **Section 1: Chairperson**

- i. The Chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Board and at general meetings
- ii. Shall co-ordinate all the functions and activities of the Association Committees.
- iii. Appoint such Committees as are necessary to carry out the programs of the Alumni Association effectively.

- iv. Serve as an ex-officio member of all committees.
- v. Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- vi. Shall exercise general supervision over the management of the Association.
- vii. Report on the operations of the Association to the members at the annual general meeting.
- viii. Shall be a signatory in all Bank transactions on behalf of the Association.
- ix. Shall be expected to act in the best interests of the Association at all times.

### **Section 2: Vice chairperson**

- i. Plan and co-ordinate the membership program of the Alumni Association.
- ii. Perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- iii. Coordinate the Elections/Voting of the Association.

### **Section 3: Secretary**

- i. Shall maintain an accurate record of all Alumni Association meetings.
  - ii. Issue the Alumni Association directory.
  - iii. Shall maintain and keep in safe custody all correspondences and records relating to the Alumni Association.
  - iv. Shall issue notice of meetings and maintain an attendance log of all meetings.
  - v. Presenting minutes of the previous meetings at meetings.
  - vi. Soliciting input from members for meeting agendas and disseminating agendas prior to meetings.
- f) undertake any other duties as may be assigned by the members in consultation with the chairperson.

#### **Section 4. Deputy Secretary**

In the absence of the secretary, the deputy secretary shall perform all the duties of the secretary and such other duties as shall be assigned to him/her by the secretary or the board whether the secretary is present or not.

#### **Section 5. Organizing Secretary**

- a) Coordinates events to enhance awareness of the association to others.
- b) Keeping the alumni association in contact with the community.
- c) Organizing community related activities
- d) Attending all regular and special meetings.

#### **Section 6. Deputy Organizing Secretary**

Shall in the absence of the organizing secretary, perform all the duties as shall be assigned to him/her by the organizing secretary or board whether the organizing secretary is present or not.

#### **Section 7. Treasurer**

- a) Receive and distribute the funds of the association in a prudent manner.
- b) Shall maintain all books of accounts and an accurate record of all association transactions.
- c) Draft the budget for approval by the association and strive to ensure that the budget plan is compiled with.
- d) Ensure all financial forms and reports prescribed by the government are filed as required.
- e) The treasurer is also charged with the responsibility of collecting membership fee/dues and maintaining a list of all paid up members.
- f) Shall be a signatory in all bank transactions on behalf of the association.
- g) Prepare and present quarterly and annual accounts and reports of the association.
- h) Prepare members statements every quarter.
- i) Perform any other assignment as may be directed by the chairperson.

j) May be allowed to keep a sum not exceeding Kshs. 20,000 as petty cash for which proper account shall be maintained.

### **Section 8. Deputy Treasurer**

The deputy treasurer shall perform such duties as may be specifically assigned to him by the treasurer or by the board and in the absence of the treasurer shall perform the duties of the treasurer.

### **Section 9. Newsletter Editor**

a) Provide timely information concerning activities of the association to its members and friends.

b) Publicize the history of the alumni Association when and where appropriate.

### **ARTICLE 9: MEETINGS.**

There shall be two categories of meetings:-

i. Annual general meeting.

ii. Special general meeting.

Section 1. The annual general meeting shall be held not later than the 31<sup>st</sup> of December in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of Accounts and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting and, where practicable, by press advertisement not less than 14 days before the date of the meeting.

Section 2. The agenda for any annual general meeting shall consist of the following:

a) Confirmation of the minutes of the previous annual general meeting.

b) Consideration of the accounts.

c) Election of office bearers and the board members.

d) Such other matters as the board may decide or as to which a member or members shall have given notice in writing to the secretary at least four weeks before the dates of the meeting.

e) Any other business with the approval of the board.

Section 3. A special general meeting may be called for any specific purpose by the board. Notice in writing of such meeting shall be sent to all members not less than 14 days



before the date thereof and where practicable by press advertisement not less than 14 days before the date of such meetings

Section 4. A special meeting may also be requisitioned for a specific purpose by order in writing to the secretary not less than 1/3 of the members and such meetings shall be held within 21 days of the date of the requisition notice in writing of such meeting shall be sent to all members not less than 14days before the date thereof and where practicable by press advertisement not less than 14 days before the date of such meeting. No matter shall be discussed other than that stated in the requisition.

Section 5. Quorum for general meeting shall be not less than 250 or 1/3 of the registered members of the association, whichever of the two thresholds is less.

Section 6. The quorum of the Board shall be not less than 1/2 of the Board members.

Section 7. the board shall meet not more than four times in a year but at least once quarterly

#### **ARTICLE 10: PROCEDURE AT MEETINGS.**

Section 1 At all the meetings of the Association the Chairperson, or in his absence the vice-chairperson or in the absence of both these officers, a member selected by the meeting shall take the chair.

Section 2 The chairperson at his discretion limit the number of person's permitted to speak in favour of and or against any motion.

Section 3 Resolutions shall be decided by simple voting by a show of hands in the case of equality of votes; the Chairperson shall have a second casting vote.#

#### **ARTICLE 11 : FUNDS**

Section 1 All moneys and funds shall be received by and paid to the treasurer and shall be deposited by him in the name of the association in any bank or banks approved by the Board.

Section 2 No payments shall be made out of the bank account without a resolution of the Board authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Deputy Treasurer and two other office bearers of the Association who shall be nominated/appointed by the Board.

Section 3 A sums not exceeding Kshs.20, 000 may be kept by the Treasurer for petty disbursements of which proper account shall be kept.

Section 4 The Board shall have power to suspend any office bearer who it was reasonable cause to believe is not properly accounting for any of the funds or property of the

Association and shall have power to appoint another person in his place. Such suspension shall be reported at a general meeting to be convened on a date not later than 2 months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.

Section 5. The financial year of the association shall be from 1st January to 31st December.

#### **ARTICLE 12: AUDITOR**

(a) An auditor shall be appointed for the following year by the annual general meeting. All the society's records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the annual general meeting. The auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the society in what respect they are found to be incorrect, unvouched or not in accordance with the law.

(b) A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice 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 appointing him.

(c) The appointed auditor shall be an office bearer or a member of the committee of the society.

#### **ARTICLE 13: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

The books of account and all documents relating thereto and a list of members of the society shall be available for inspection at the registered office of the society by an officer or member of the society on giving not less than seven days' notice in writing to the society.

#### **ARTICLE 14: AMMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution of the association must be approved by at least two-thirds majority if the members at the general meeting of the association. They cannot, however, be implemented without the prior consent in writing of the registrar, obtained upon application to him made in writing and signed of the office bearers.

#### **ARTICLE 15: DISSOLUTION.**

Section 1. The association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be afforested. If no quorum is obtained, the proposal to dissolve the association shall be submitted to a further meeting, which shall be held one month later. Notice of this meeting shall be given to all the members of the association at least 14 days before the date of the meeting. The quorum for this seconded meeting shall be the number of members present

Section. 2 Provide, however, that not dissolution shall be effective without prior permission in writing of the registrar's obtained upon application to him made in writing and signed by three of the office bearers.

Section 3. When the dissolution of the association has been approved by the registrar, no further action shall be taken by the board or any office bearer of the association in connection with the aims of the association other than to get in and liquidate all the assets of the association, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at within the resolution for the dissolution is passed.