**KAGUMO TEACHERS’ TRAINING COLLEGE**



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 ***Vision: A Centre for globally competitive teacher education and training***

**STUDENTS UNION CONSTITUTION**

 **REVISED - JULY 2018**

***Mission:*** *To provide quality teacher education and training that produces patriotic, competent, innovative and self-directing* *professionals*

**STUDENTS UNION CONSTITUTION**

**P R E A M B L E**

This constitution aims at providing the very basic needs for the establishment at Kagumo Teachers’ Training College of a sound tradition, good culture and solution to social problems.

In attempts to explain that all members of Kagumo College are brethren and kinsmen to one another and any anti-social behavior has no room as per the requirements and establishment of the constitution.

Since the students alone do not make the College, the members of staff are collectively members of the College and therefore must as members of one body co-operate for a common goal.

Administrative changes likely to affect the welfare of Kagumo College students will normally be brought to the attention of the Council where necessary.

The Students’ Representative Council shall be welfare oriented.

**ARTICLE I**

**Definition of terms**

The following terms are used in this constitution as follows:

**Chairman:** Male or female student elected to the post of chairperson.

**Council:**  Students Representative Council (SRC)

**Motto:**  “UNITED WE BUILD”

**ARTICLE II**

The elected members representing Kagumo students Union shall be known as Students Representative Council herein after referred to as **S.R.C**.

**ARTICLE III**

The S.R.C. shall endeavor and strive to achieve the following fundamental goals:

1. To safeguard the interests and rights of the students as a check and balance in the direction of the college life.
2. To be major organ and instrument of students togetherness and mouthpiece of opinion and suggestion to issues pertaining to their welfare in terms of grievances through a dialogue.
3. To amalgamate, affiliate or co-ordinate with any other student’s governments, the objectives and aims of which are altogether or in part, similar to those of our union.
4. Strive against all odds, through organizational ingenuity or democratic frame work.

**AIMS**

1. To act as an advisory organ to the principal on matters of students affairs and interests.
2. To provide a forum for a peaceful negotiation, mediations conciliation and arbitration between the College authority and students body.

**ARTICLE IV**

**MEMBERSHIP**

All registered students attending a full time course at the College are eligible for the membership of the union on payment of Ksh.600/= membership fee or whatever subscription required from time to time at the time of registration. A student who for any reason happens to stay in college for more than the normal two years shall retain his membership. The same will cater for their entertainment and activity arrangements during the course.

**ARTICLE V**

**INTEGRITY**

Students Governance Compliance - The student’srepresentative council (SRC) must comply with the Chapter 6 of the Kenya Constitution (2010). The SRC aspirants shall be vetted first before being cleared for contesting. The vetting criteria include.

1. They must have demonstrated respect for all members of the college.
2. They must show objectivity and impartiality in decision making.
3. They must demonstrate accountability to the members of Kagumo Teachers’ Training College for

 decision and actions.

1. Any other quality that may be deemed necessary for the good of the whole college fraternity.

**ARTICLE VI**

**STUDENT’S REPRESENTATIVE COUNCIL**

This body shall be composed of:-

1. **THE CHAIRPERSON**
2. Shall preside at all council meetings.
3. Shall be vested with the executive powers to ensure collective responsibility within the council
4. Shall have casting vote when necessary.
5. Shall be chief spokesman on behalf of the council and therefore the Student body.
6. Shall be entitled to address students occasionally in the exercise of his functions as student’s leader.
7. **VICE-CHAIRPERSON**
8. Will assist the chairperson in his/her duties on request.
9. Can take the duties of the chairperson in his/her absence
10. Shall be in charge of societies and students welfare.
11. **SECRETARY GENERAL**
12. In consultation with the chairperson will prepare an agenda for all meetings, present copies of any agenda to the Principal, through the Dean at least twenty four (24) hours before any proposed meeting.
13. Will keep a record of all the proceedings of any meeting and present the minutes to the Principal through the Dean within forty eight (48) hours following the meeting.
14. Will file all the in-coming and out-going correspondence and record all in-coming and out-

going telephone conversations.

1. **SECRETARY FOR ACADEMIC AFFAIRS**
2. Will be responsible for all matters concerning education in the college.
3. Will be in charge of all tuition rooms.
4. Will be assisted by all class secretaries.
5. **THE SECRETARY FOR FINANCE**
6. Shall be responsible for the management of council funds and property.
7. Shall at times be required by a resolution of the elected members to render to the council a full and true account of all monies received since the date of his assuming office. He may be required to do the same for any other property of the council entrusted to his custody or under his control.
8. **SECRETARY FOR HEALTH AND NUTRITION**
9. Will be responsible for the health and welfare of the students.
10. Will be responsible for Dining Hall hygiene and services.
11. **SECRETARY FOR GAMES AND SPORTS**
12. In consultation with any member of staff involved, he will be responsible for the organization of all games and sports activities in which the college or hall teams are participating.
13. **SECRETARY FOR HOUSING**
14. Will be responsible for halls of residence and the accommodation of the student.
15. Will be in-charge of student common TV rooms.
16. Will be assisted by hall representatives in performance of duties.
17. **SECRETARY FOR ENTERTAINMENT & CLUBS**
18. Will be responsible for all the entertainment in the college.
19. Will be in-charge of common rooms.
20. Will be assisted by chairperson of registered active clubs chairpersons

**NB** Each secretarial post will have one assistant who will assist in carrying out the duties assigned

to the post. The only exceptions will be for the posts of secretary for housing and secretary

 for entertainment and clubs who will not have assistants.

1. **HALL REPRESENTATIVES**

There will be hall representatives who will be elected by hall members, one representative per hall of residence.

1. Will work under the supervision of the secretary for housing.
2. Will ensure that an admirable standard of cleanliness is attained and maintained in their halls.
3. Will keep record of all members of their halls blocks, maintain regularity and promote healthy

 and peaceful communal living as per the residential requirements in the college code of

 regulation.

1. They will promote social, sporting and cultural activities among the students.

**ARTICLE VII**

**ELECTIONS**

A student is duly qualified to be elected member of the S.R.C. if at the date of nomination for election:-

1. Is attending a full time course in the college.
2. Has attained the age of 18 years.
3. Has not been adjusted lawfully to be of unsound mind.
4. Has no record of suspension from the college for any offence since admission or pending case and is a student of good standing.
5. Has no record of desertion from the college for more than five (5) consecutive days.
6. Has no record of being imprisoned for criminal offence after sentence by a court of law.

(vii) Have been in college for one year apart from those contesting for assistant secretary general and assistant finance who has to be in college for a period of six months (2 terms) and are reserved for first years.

1. Have good academic performance.
2. Update fees and other payments to college.
3. So as to attain the necessary administrative and leadership standards, the respective candidates for any post in the S R C should be persons of unquestionable integrity, intellect and organizational ability. Above all, the perspective candidates for the posts of chairperson, vice chairperson must be known to be imaginative with a profound flair for initiative and constructive changes, resourceful, courageous and diplomatically self-assertive.
4. Elections to the S R C shall be held on universal suffrage making it possible for every bona fide student to vote.
5. A valid ballot paper shall contain the security feature such as a serial number.
6. S.R.C. elections shall always be held during term III of every academic year.

**ARTICLE VIII**

**COMPILATION OF THE VOTE REGISTER**

1. The returning officer shall dutifully compile a voter register of names received in accordance with the election rules and shall certify the eligibility of each person for the S R C (students representative council) elections.
2. The voters register shall remain in the returning officer office for inspection by all persons interested in the office for at least two (2) days before elections.
3. Any person who considers his name has been inadvertently, wrongly or unfairly omitted from the voters register in (i) above shall have a right to appeal to the returning officer within a period of 48 hours before elections.
4. All the prospective candidates must be in the voters register.

**ARTICLE IX**

**NOMINATION PROCEDURE**

1. The assistant secretary general and assistant secretary finance shall assume the offices of chairperson and secretary general in acting capacities after the previous S.R.C. members have gone for teaching practice, assisted by societies chairpersons until the new S.R.C. members are elected.
2. A prospective candidate shall

Collect an application form from the returning officer, fill the same and return it to the returning officer within the specified time.

1. Those vying for the seat of chairperson, vice chairperson and secretary general one needs to be proposed by one (1) voter and seconded by one (1) voter from each hall of residence.
2. For the post of secretaries and their assistants each prospective candidate shall be proposed by one (1) voter from each hall of residence.
3. For the post of hall representative each prospective candidate shall be proposed by five (5) voters and seconded by five (5) voters from their own hall of residence.

**NB:**

For all the above a voter will not be allowed to propose or second more than one candidate if they are vying for the same seat.

1. The returning officer shall not accept any application for nomination handed in late or signed by less than two stated number of proposers and seconders.
2. For nomination to any post a student must have qualified as per article V and IV of the constitution.
3. The Dean of Students or any other person appointed by the Administration will be returning officer.
4. The Deputy Principal or any other person appointed by the Administration will be the supervisor of elections.

**SECRET BALLOT VOTING PROCEDURE**

1. The polling day shall be arranged by the returning officer.
2. One day prior elections all nominated members shall be allowed to have a public rally at MPH where they are required to sit in front and failure to do so shall lead to disqualification.

This rally shall be organized to give all the candidates equal time to declare their manifestos to the electorate.

1. There shall be one (1) main polling station and separate station for hall representatives which the returning officer shall officially announce.
2. Before voting commences, the presiding officers shall show the empty ballot boxes to those present.
3. The counting of the votes shall be done in the polling rooms. Besides the counting staff, candidates and one agent per candidate may be present at the counting. A candidate or accredited agent may require the returning officer to have the votes recounted or the presiding officer may on his own initiative have the votes recounted. But it is at the sole discretion of the returning officer, whether or not to have a second or subsequent recount.
4. The returning officer shall maintain a register of voters and voters who cast votes should be checked with the register in order to avoid imposters.
5. For a candidate to qualify for a seat in the S R C he shall have to secure a majority of the votes

 cast.

1. In the event of two leading candidates having an equal number of votes, a fresh election for a particular post shall be held within a period of 14 days.
2. The candidates’ names are printed on the ballot paper voter marks a clear cross(x) against the candidates of his/her choice.
3. Elections will always be held during term III of each academic year.

 **ARTICLE X**

 **BY-ELECTIONS**

1. .By elections shall take place on resignation, dismissal, disqualification, nullification, death of a council member.
2. The Returning Officer shall disqualify any candidate found guilty of corruption or any malpractices and a by-election shall be called.
3. Voting in a by-election shall follow the same pattern as in the general elections.
4. By-elections will be held within a period of fourteen (14) days should there fall a vacancy.

**ARTICLE XI**

**DUTIES AND POWERS OF THE STUDENTS REPRESENTATIVE COUNCIL**

1. To promote social, sporting and cultural activities among the students.
2. To organize committees of students to facilitate the carrying out of these activities.
3. To make rules suitable for guidance of these committees in the successful execution of these activities.
4. To consider complaints from students or committees and find solutions in each case.
5. To present students in petitioning college authorities on any grievances and proceeding constitutionally to obtain redress. All petitions to college administration should be channeled through the Dean of Students.
6. To suspend the services at council members found guilty of negligence and improper behavior and thereafter replaced.
7. To function within the powers granted by the constitution and the rules and regulations of the

 college.

1. To outline the duties of the secretarial officers and retain copies for record and general reference as an appendix to this constitution.
2. To define the responsibilities of councilors on duty in consultation with the administration.
3. The assistant secretary general and the assistant finance shall assume the office of the chairperson and secretary general in acting capacities after the sitting the SRC members have gone for teaching practice, they will be assisted by society chairpersons until elections are conducted.

**ARTICLE XII**

**RULES**

1. A member of the S.R.C who shall work contrary to the provisions of this constitution or does not abide by the rules they shall be summoned by the council to explain this conduct.
2. In the event of an unsatisfactory explanation such members shall be suspended for a period not exceeding (14) days.
3. Any members of the S.R.C who shall miss three consecutive meetings without valid reasons or failing to notify the secretary to the council and forced to fight by election.
4. A member of the council who shall use insulting or indecent language against a fellow member shall be disqualified and forced to fight by election.
5. All deliberations of the council who shall remain secret and take place in private members shall be liable to disciplinary action for failing to work for collective responsibilities. A member who shall break or leak out the secret of the council shall be suspended.
6. A member shall have the right to appeal to the executive committee through the secretary to the S.R.C within seven (7) days. A member who loses the appeal shall be dismissed from the council.

 **ARTICLE XIII**

**EXECUTIVE COMMITTEE**

1. There shall be an eight member’s executive committee with 1/3 being of any gender appointed by the chairperson of the S.R.C who shall also be chairperson to the committee. The committee shall derive its members from the S.R.C.
2. The vice-chairperson of the S.R.C. shall also be the vice-chaiperson to the executive committee while the secretary general shall be the secretary to the committee.
3. The remaining five members of the committee shall be two secretaries, one assistant secretary and two hall representatives.
4. The executive committee shall meet:
5. once a month
6. At such a time as the chairperson and the secretary may deem fit.
7. When a requisition signed by not less than four committee members,
8. When a quorum of not less than four has been affected.

**ARTICLE XIV**

**FUNCTIONS OF THE EXECUTIVE COMMITTEE**

1. To act as the supreme authority within the S.R.C and conduct the general business of the council.
2. To see that the decision, policies and recommendations of the council passed in the meetings are fully executed or given commendable attention as the case may be.
3. To pay relentless attention to the sentiments and remarks of the students and notify the dean and the council accordingly
4. Strive to further the aims and objectives of the council
5. Executive policy and programme of the council and, on the other hand carry out, instructions received from the administration.
6. The committee may suggest a sort of deterrent measures on any student for indiscipline or blatant transgression of the college code of regulations and council policies or decisions. Chronic cases may be referred to the administration for sterner measures
7. The committee may suspend or dismiss any council member for negligence of duty, dishonesty or for other reasons it may deem fit and important in the interest of the council subject to the approval of a full council.
8. Ensure that there is proper co-ordination and co-operation within the council’s working systems and in the execution of duties.
9. Pass resolutions or decisions on urgent matters/issues on behalf of the full

**ARTICLE XV**

**ENTERTAINMENT COMMITTEE**

There shall be ten members of entertainment committee appointed by the secretary for entertainment, clubs who shall be its chairperson .The committee shall derive its members from chairperson of the registered and active clubs and societies in the college and may include other member appointed for extraordinary skills and merit.

**ARTICLE XVI**

**FUNCTIONS OF THE ENTERTAIMENT COMMITTEE**

1. To draw a term’s program for weekend entertainment fixtures.
2. To coordinate, arrange and preside over all entertainment programme conducted in the college
3. To look into possible ways and means of diversifying the forms of entertainment available to the students within the means available e.g. Purchasing films to stock the entertainment library.
4. To channel the entertainment committees request to obtain funds from the S.R.C treasury for entertainment purposes through its chairperson.
5. To organize/promote cultural activities in the college.
6. Resolutions shall be decided by a majority, by a show of hands. The chairman, in case of a tie shall have a casting vote.
7. The chairperson shall conclude and summarize the important points of the meeting.

**ARTICLE XVII**

**INAGURATION CEREMONY**

The newly elected members shall be sworn in and fully commissioned within a period not exceeding one week after the day of elections. The ceremony shall be conducted in the presence of all students.

**The declaration on inauguration ceremony will read as follows:-**

**“**I ………………………………………… do solemnly swear that I shall carry out with diligence the duties of the office of………………………………………………in the S.R.C .

**I** shall always strive to do the best of my ability, faithfully and in my considered judgment do what is right and necessary for the honor safety and welfare of Kagumo Teachers’ Training College. So help me God.”

**ARTICLE XVIII**

**AMENDMENTS**

1. Amendment to the present constitution or any part therefore shall come into force when they have been adopted by a vote of two thirds of the councilors and ratified in accordance with their respective constitutional processes.
2. All proposals for amendments shall be submitted in written notice to the secretary seven days before the council’s meeting.

**ARTICLE XIX**

**AD HOC COMMITTEE**

Ad Hoc committee shall be established when necessary to enquire into and report upon some special matters concerning the council or the student shall be disbanded forthwith. Such committees may if needed be, derive their members from the students’ body or members of teaching staff depending on the nature of the problem at hand.

**ARTICLE XX**

**DISSOLUTION**

1. The council shall dissolve following a vote of no confidence in the council by two thirds of the entire student body provided they submit the memorandum with names and signatures of the discontented students. This must be done in the dean of students’ office.
2. In time of the crises prejudicial to the good order in the college, and the council is involved, the college administration may dissolve the council and appoint a caretaker in its place until an election is held.

**…………………………………………………………….**

 **Revised July 2018**

REVISED BY**: CONSTITUTION REVIEW COMMISSION**

 **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 KIPKORIR GILBERT-C R C CHAIRPERSON

**CONFIRMED BY: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 S. M. KITHINJI -S R C SECRETARY GENERAL

 **2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 DAVID JUMA OTIENO – S R C CHAIRMAN

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 TABITHA MWANIKI (MRS)-DEAN OF STUDENTS

**APPROVED FOR CIRCULATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_**

 FRANCIS MWANGI- CHIEF PRINCIPAL