



ECONOMICS
STUDENTS ASSOCIATION

CONSTITUTION

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Of 2005/2006 office

1. INTRODUCTION

Name Clause

Hereby is constituted Economics Students Association of the University of Nairobi.

The association is registered under the office of the dean of students of the university. There shall not be another body in the university with a name which has the words ECONOMICS and STUDENTS in its name.

Vision

“To have a credible organization for Economics and Economics related students for capacity building, networking and exposure into corporate world.”

1.3 Mission

“To improve the Socio-economic and economic and academic welfare of the members.”

Motto

The club motto shall be:

Economics for sustainable development.

Preamble

The principle aim of ECOSA is to provide a platform for sharing ideas on Economic issue in the national and international levels. This has been necessitated by the realization of the considerable economic problems facing humanity. It is therefore imperative for ECOSA to crusade for economic welfare strategies and polices.

Logo

As per letterhead

2. OBJECTIVES OF THE ASSOCIATION

- a) To engage members in community service;
- b) Enlightening members on current economic issues;
- c) Expose the members to the corporate world;
- d) Link the members with potential employers;
- e) Networking the members for idea-sharing;
- f) Liaise with other related professional organizations;
- g) To provide forum for the members to acquire new skills; and
- h) To develop leadership skills among members;

3. OFFICE BEARERS

- a) the following will be the proposed new office bearers;
 - (i) The Chairman
 - (ii) Vice – Chairman
 - (iii) Secretary General
 - (iv) Deputy secretary General
 - (v) Organizing Secretary
 - (vi) Deputy organizing secretary
 - (vii) Treasurer
 - (viii) Publicity Secretary
 - (ix) Auditor General
 - (x) Finance Director
 - (xi) Research Director
 - (xii) Programme Director
 - (xiii) Editor-in-Chief

- b) Only four positions that is; the Finance Director, Research Director, Programme Director and editor-in –chief, will be by way of appointment.
- c) The rest of the office bearers will be elected by secret ballot all ECOSA members.

4) DUTIES AND RESPONSIBILITIES

4.1 Chairman

- a) Shall presides over all executive meetings;
- b) Shall chair members meetings;
- c) Shall be a signatory to the ECOSA accounts;
- d) Shall represent the association to the university administration;
- e) Shall represent the association to the corporate world in liaison with organizing secretary.
- f) Shall sign all official documents of the club;
- g) Shall make the final decision on all deliberations in all meetings.
- h) Shall be the custodian of ECOSA Assets.

4.2 Vice – Chairman

- a) He/she is the principal assistant to the chairman;
- b) Shall assume the duties of the chairman in his/her absence or incapacitation.
- c) Shall perform any other duty given to him by the committee.

4.3 Secretary General

- a) He/she shall be the custodian of all allocations Records;
- b) Shall write of minutes in all executive and members' meetings;
- c) Shall be a signatory to the ECOSA accounts;
- d) Shall call for all executive and members meetings;
- e) Shall prepare in liaison with the chairman, the agenda of the meetings and dispatch it to the members and committee;
- f) Shall present the minutes of last meeting for approval by committee; and
- g) Shall maintain correspondences with the ECOSA affiliates and corporate world.

4.4 Deputy Secretary General

- a) He/she assumes all the duties of the secretary general in his/her absence or incapacitated.

- b) Principle assistant to the Secretary General.
- c) Shall perform any other duty given to him by the committee

4.5 Organizing Secretary

- a) He/she shall organize all associations activities in reference to the decisions passed by the executive;
- b) Shall represent the association in all forums affiliations or corporate world; and
- c) Shall be the External Public Relations Officer to the association.

4.* Deputy Organising Secretary

- d) He/she assumes all the duties of the organising secretary in his/her absence or incapacitated.
- e) Principle assistant to the organising secretary.
- f) Shall perform any other duty given to him by the committee

4.6 Treasurer

- a) Shall Collect and disburses all the funds for the association;
- b) Shall keep all the accounts records of the association;
- c) Shall give the financial report in liaison with Auditor General;
- d) Shall be signatory to the associations accounts;
- e) Shall keep the petty cash and disburses it accordingly;
- f) Shall and keep track of all funds of the association to the accounts;

4.7 Publicity Secretary

- a) Shall make public all the meetings of the association;
- b) Shall be responsible for the production, design and putting up of posters, banners and any other publicity material of the association;
- c) He/she is the internal public relations officer; and
- d) Shall perform any such duties as may be given to him/her by the committee.

4.8 Auditor General

- a) Shall audit all the associations books of accounts;
- b) Shall liaise with the treasurer to produce the audit report;
- c) Shall provide access to any member who wish to see the books of accounts;
- d) Shall read and explain audit report to the members in an Annual General Meeting;
- e) Shall perform any such duties as given to him/her by the committees;

4.9 Finance Director

- a) Shall be the principal assistance to the treasurer
- b) In the absence of the treasurer, shall be signatory to the ECOSA accounts.
- c) Shall be responsible for soliciting for funds for ECOSA activities.

4.10 Research Director

- a) Shall in liaison with the organizing secretary organize academic events of the association;
- b) Shall research on the current issues to be topics of coverage in seminars, talks, conferences and workshops;
- c) Shall be responsible for putting in place the logistics of any event as directed by the committee;
- d) Shall perform any such duties as directed by the committee;

4.11 Programme Director.

- a) Shall in liaison with the research director organize academic talks and seminars for the association;
- b) Shall research on the current issues to be to be topics of coverage in seminars, talks, conferences and workshops.
- c) Shall be the Principal assistant to the Research Director.
- d) Shall perform any such duties as directed by the committee;

4.12 Editor – In- Chief

- a) Shall chair all the meetings of the editorial board;

- b) Shall report on deliberations by the editorial board to the committee;
- c) Shall be responsible for all the publications of the associations;
- d) Shall be answerable on matters published by the association;
- e) Shall be the Chief executive of the editorial board;
- f) Shall perform any other such duties given to him/her by the committee

5. COMMITTEE

5.1 The committee

- a) Shall consist of all office bearers both elected and appointed;
- b) Is the highest governing organ of the association;
- c) Shall hold any such meetings as it will resolve;
- d) Shall replace any such vacancies that may occur due to insanity, death, sickness, or disciplinary action by the association or by the university.
- e) Shall appoint or form any such sub-committees from among the members and office bearers as it deems fit.

5.2 Duties of the Committee

- a) Shall be responsible for day to day running of the association;
- b) Shall be responsible for implementation of the objectives and the fulfillment of the vision and the mission of the association;
- c) Shall be responsible for the disciplinary action against any officer bearer or a member;
- d) Responsible for the preservation of the good reputation of the association;
- e) Shall have powers to appoint any sub-committees as is may deem necessary; and
- f) Shall manage all the funds of the association expect on the petty cash.

5.3 Sub-Committees

- a) Shall const of at least one office bearers and a minimum of 3 members;
- b) Shall be responsible for implementation of polices passed by the Executive committee;
- c) Shall work directly under the directive of the executive committee;

- d) Non-executive members of these sub-committees shall be selected from among registered members by the executive committee or by part of the executive committee mandated to do so.
- e) Shall have meetings as at any such place and time as it resolves
- f) The permanent sub-committees include:
 - Administration
 - Finance
 - Public Relations & Publicity Sub-committee
 - Projects sub-committee
 - Editorial Board

5.4 Administration sub committee:

- a) Shall consist of the Chairman, Vice chairman, secretary General, Deputy Secretary General and No other member
- b) Shall be chaired by the Chairman
- c) Shall be responsible for all correspondences beyond ECOSA membership
- d) Shall be in charge of all secretarial work of ECOSA
- e) Shall communicate the ECOSA policies and programmes to the members
- f) Shall be responsible for general upkeep of the ECOSA office

5.5 Finance Sub-committee:

- a) Shall consist of the Treasurer, Finance Director and Auditor General and 3 other registered members.
- b) Shall be chaired by the treasurer
- c) Shall be responsible for soliciting for funds, keeping of accounts and responsible utilization of funds.
- d) Shall perform any other duty as delegated by the executive committee

5.6 Public Relations and Publicity Sub-committee

- a) Shall consist of the Organizing Secretary and the Publicity secretary and 5 other non-executive members.

- b) Shall be chaired by the organizing secretary
- c) Shall be responsible for publicity and public relations within ECOSA membership and the university.
- d) Shall perform any other such duty as delegated by the executive committee.

5.8 Editorial Board:

- a) Shall comprise of the Editor in Chief and seven other non-executive members;
- b) Shall be chaired by the Editor in chief;
- c) Responsible for the production of magazines, profiles and any such publications as directed by the committee;
- d) Shall market the publications produced;
- e) Shall oversee the sale of the publications;
- f) Shall be responsible for the logistics for production;
- g) Shall, with the assistance of the committee seek for the funds to produce these publications

6. ELECTIONS AND APPOINTMENTS:

6.1 Shall be held every year before the end of the academic year (**before the end of the fourth years second semester**) on the **first Friday following the SONU elections** and the elective positions shall be:-

- a) Chairman
- b) Vice – Chairman
- c) Secretary – General
- d) Deputy – Secretary General
- e) Organizing Secretary
- f) Deputy organising secretary.
- g) Treasurer
- h) Publicity Secretary
- i) Auditor General

- 6.2 Shall be supervised by the Electoral Commission shall comprise of the outgoing office bearers who are not vying in the same election and any other member appointed by the committee;
- 6.4 In the absence of the outgoing committee members shall nominate the Electoral Commission from among the registered members.
- 6.5 The Electoral Commission shall have at least 8 and utmost 15 members;
- 6.6 Shall be by secret ballot;
- 6.6 The outgoing chairman will declare all offices vacant and advertise the seats in a members meeting at least two weeks before elections;
- 6.7 In the same meeting the chairman should announce the Electoral Commission appointed by the outgoing committee
- 6.8 The chairman shall announce the election Time-Table, requirements, rules and regulations in the same meetings;
- 6.9 All fully registered members have a right to cast their votes;
- 6.10 Any eligible voter can vie for any post provided that they do not vie for any seat in SONU in the same year that they are vying in ECOSA and regardless of winning or losing in the SONU elections, such shall be disqualified from running in ECOSA;
- 6.11 The positions of the Vice-chairman and Deputy Secretary General shall be vied for by members who have been members for more than one year;
- 6.12 The positions of the chairman and secretary general shall be vied for by those members who have been members for more than two years or third years whichever is applicable;
- 6.13 Candidates will be expected to fill nomination forms by at least 50 signatures of members and return them 3 days before the general elections;
- 6.14 Candidates will also be expected to follow the rules, regulations and time table of the election;
- 6.15 Any member or candidate with election petition must forwards them within 48 hours after close of the election to the Electoral Commission;
- 6.16 The Electoral Commission shall convene a petition hearing and make a decision thereafter;
- 6.17 The decision of the Electoral Commission is final.

7. APPOINTMENTS:

- a) The Electoral Commission will advertise the four positions not more than three days after elections;
- b) The appointive positions are;
 - i. The finance director;
 - ii. Research director
 - iii. Talks and seminars director(Programme Director)
 - iv. The editor in chief;

The Electoral Commission shall; receive application from interested applicants;

The Electoral Commission will carry out an interview and finally make decisions on the successful applicants;

The Electoral Commission shall then write appointment letters to the successful applicants

Once appointed, the office bearers can executive membership to the committee can only be revoked by a disciplinary decision of the executive committee.

8. FUNDS

- a) The association shall have an account as directed by the committee,
- b) The account details shall bear the signatures of the 3 signatories of the association's account;
- c) All funds shall be kept in the bank account except in the clause (d) below
- d) A petty cash of not more than Ksh. 500 shall be kept by the treasure at all times.
- e) The treasure shall decide on the use of the petty cash and account to the committee.
- f) The committee shall be responsible for control of all associations' funds.
- g) The financial year of the association shall be from the month of April to the month of March following year.

9. DISCIPLINARY ACTIONS

9.1 Members

- a) A member may be called for disciplinary when his/her conduct is undermining the reputation of the association, or has a criminal offence or nay other serious offence as deemed by the committee
- b) All disciplinary cases shall be handled by the committee
- c) The decision of the committee will be final
- d) Disciplinary may be in form of suspension, fines or expulsion as determined by the committee.

9.2 Office Bearers

- a) An office bearer may be called to disciplinary for the following offences:
 - i. Absenteeism for 3 consecutive committee meetings
 - ii. Non-commitment in execution of duties.
 - iii. Lateness
 - iv. Violation of the objectives or misrepresentation of the association to the entire public.
- b) The offences of non-commitment and violation of objectives shall both lead to expulsion for the committee.
- c) The committee shall have power to expel an office bearer and replace him/her with another in acting capacity until the following General Election.
- d) The committee will appoint any able existing official to hold any office if the office bearer presents his nomination paper for any SONU office in a coming election and ask the same official to present them with a resignation letter.
- e) The resignation letters should be copied to the patron.

10. MEETINGS

There shall be three meetings

- a) Committee meetings
- b) Members meetings
- c) General meetings

10.1 Committee Meeting

- a) A committee shall meet at any such time as resolved by the committee
- b) The quorum shall be $\frac{2}{3}$ of the committee which consists of 14 office bearers
- c) They shall be held at any such place as determined by the committee.

10.2 Members Meetings

- a) They shall be held quarterly in a year or any other
- b) The quorum shall be the $\frac{1}{2}$ of the designated members
- c) The agenda of the meeting shall be
 - i. Club activities
 - ii. Matters arising from previous meeting.
 - iii. Quarterly reports on the position of the club
 - iv. Any other as the committee or the sitting chair may allow.

10.2 Annual General Meetings

- a) They shall be held once every year not more than 28 days after general elections
- b) The quorum of an AGM shall be $\frac{2}{3}$ of the members
- c) In attendance will be:
 - i. The newly elected office bearers.
 - ii. The outgoing office bearers
 - iii. Patron to the club
 - iv. Board of advisors
 - v. Members
 - vi. And any other such guests as the committee may deem fit in consolation with the patron
- d) The agenda of the AGM shall be
 - i. Annual reports from outgoing office
 - ii. Introduction and swearing in of new officials
 - iii. Official handling over
 - iv. Awards
 - v. Any other business allowed from the members.

e) The outgoing chairman shall chair the AGM or in his absence, one such outgoing office bearer selected in the General Meeting.

f) The members must be given a notice of the AGM, not less than 14 days before the actual date. The notice shall include the agenda paper.

11. MEMBERSHIP

There shall be two classes of members

- a) Ordinary members
- b) Associate /Alumni members.

11.1 Ordinary Members

- a) Ordinary membership shall pay annual subscription of Ksh.50
- b) In case one wishes to join in a year or more after first year, he/she must pay cumulative membership fee due.
- c) Any member may not have paid the full amount in the year in question shall not enjoy any such privileges or rights entitled to a member.
- d) A person is eligible to be an ordinary member if:
 - (i) He/she is a bona fide student of the University of Nairobi
 - (ii) Is willing to abide by the rules and regulations governing ECOSA.

11.2 Associate Membership

- a) A person who has served an ordinary member but has however cleared his first degree and wishes to continue his/her membership, shall by default be considered as an associate member.
- b) An associate member will be expected to give an associate member.
- c) The associate member is eligible to form a group to help and guide the ordinary members and oversees their affairs.
- d) An associate member however, will not be eligible to vote on any ECOSA elections

12 ADVISORY BOARD

12.1 Selection and composition of the advisory board

- a) Shall consist of the director, school of Economics, one lecturer from the school and other members from outside the university. The Chairman and Secretary General of ECOSA shall sit in the board as ex-officio members.
- b) Its membership shall not exceed 12 people inclusive of the 2 ECOSA office bearers.
- c) The 8 non-university members shall be drawn from relevant and prominent organizations which can help advance ECOSA objectives.
- d) The Director, school of economics shall be the patron of ECOSA and Secretary to the advisory board.
- e) The Executive committee shall suggest to members names of individuals they think should be in this board in a members meeting.
- f) The members shall then select the board by seconding the names
- g) The patron shall then notify the advisors selected and call them to a meeting.
- h) The board of advisers shall have a tenure of one year which can be renewed.
- i) The advisors shall then elect their Chairman.

12.2 Duties of the Advisory Board

- a) Shall link ECOSA with the corporate world
- b) Shall advise ECOSA on ways of raising funds
- c) Shall partner with ECOSA in its objectives and activities

12.2 Duties of the Patron

- d) The patron shall assist in advising the Association on University Policies
- e) The Patron shall also assist in helping ECOSA to have a smooth transition after a General Election.
- f) The patron shall also act as an arbitrator in cases of stand-offs in the executive committee.

13. AFFILIATIONS

- a) The association can partner with any other credible organization to further its objectives
- b) These partners shall be termed as affiliates
- c) The affiliates are bound to abide by the rules, regulations and decisions made by ECOSA
- d) The affiliates shall not interfere with the smooth running of the association.
- e) The committee shall decide on the organization to be considered as affiliates.

14 AMENDMENTS

- e) This constitution is considered the supreme sovereign governing body of rules for the association.
- a) Any amendments must be passed through a 2/3 majority of the members present in an AGM.
- b) A member who wishes to move a motion of amendment, must forward a written application for the same, at least 14 days prior to the AGM.
- c) The chair shall allow the member who moved the motion to table it in the AGM.
- d) Debates on the motion will be allowed shortly by the chair after which voting shall take place.

15. DISSOLUTION

ECOSA shall be dissolved only in the following instances.

- a) In the case of permanent closure of the University of Nairobi by an act of parliament.
- b) In the case of a court order given to dissolve it.
- c) By a 75% majority of all the members, if in fact these attend an AGM.
- d) Due to expiry of its term after the preceding SONU elections.