CONSTITUTION OF THE KERIO VALLEY UNIVERSITY COLLEGE STUDENTS' ORGANIZATION (KVUCSO)

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September, 2026

Kerio Valley University College

APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of "To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation". At its foundation, the University is being guided by the 2024 to 2029 strategic plan. The University has put in place relevant policies, rules and regulations which guide decisions of different organs of the University in order to achieve rational outcomes geared towards the growth of the University. This Constitution of the Kerio Valley University College Students' Organization is one such piece of regulation that will govern the affairs of the students 'organization.

My special thanks go to all those who put in their time, effort and skills to develop this Students' Organization Constitution.

By virtue of the authority vested in me as the Chairman of Council of the Kerio Valley University College and in reference to the approval granted by Council at its meeting of 15th May, 2023, I hereby sign this Policy on Students' Council Sponsored Activities this ___ day of _____, 2026.

CHAIRMAN OF COUNCIL

FOREWORD

The Kerio Valley University College is one of the public universities in Kenya whose mission is "To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development". The University appreciates the importance of involving its clients, the students, in the overall management of the institution. As such, there should be clear provisions on how students participate in decision-making and broad policy process. The Universities Act, 2012, the Kerio Valley University College Statutes and several other policies clearly spell out how this should be achieved.

In order to ensure that students are part of this process, there is need to have a student leadership in place. The Kerio Valley University College Students Organization (KVUCSO) Constitution provides a clear framework through which students can put in place a leadership that will become part of the management process at the University. It spells out the objectives of the students' body, the leadership positions available, qualifications, process of election and duties and responsibilities of those in the positions. It also provides for the sourcing of funds and how to expend the monies so collected in organizing for campus activities that compliment and support the core mandate.

All students of the University, who by virtue of their studentship are KVUCSO members are advised to familiarize themselves with the provisions of this important document.

Prof. Paul K. Tarus

Ph.D, M.Sc, B.Ed (Kenyatta)

PRINCIPAL

VISION, MISSION AND CORE VALUES

Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

Core Values

At Kerio Valley University College, we are committed to:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

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INTRODUCTION

The Kerio Valley University College is one of the Public Universities in Kenya with students from diverse backgrounds. The University academic programmes are largely science and technology-based with a few arts and humanities.

MANDATE

The Mandate of Kerio Valley University College is enshrined in its **objects** and **functions**. The **objects** of the University shall be to:

a) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality University education, including scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;

b) Provide and advance University education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realization of sustainable national economic and social development;

c) Provide programmes, products, and services in ways that reflect the principles of equity and social justice.

The **function** of the University shall be to participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya.

PREAMBLE

We the students of Kerio Valley University College are;

Aware that the organization of students at Kerio Valley University College was created to serve the student community in the pursuit of academic and social welfare, peace, prosperity and integrity;

Appreciating the existence of different campuses as the primary units of KVUCSO members in the Kerio Valley University College Students' Council and Committees therein whose aims shall be to further the interest of the KVUCSO members at all years of study and in any other proper manner advocated for by the general body of the KVUCSO members.

Encouraging working transitions of academic life and cultivation of a genuine and responsible sense of leadership, noting that the democratic values of transparency, accountability and respect for students' rights; social justice must be institutionalized in our systems of organization so as to ensure that democracy is enjoyed by all students.

Convinced that this Constitution shall guarantee continued peaceful existence of the Kerio Valley University College Students' Association known to us herein as the **//Kerio Valley University College Students' Organization//**.

Recognizing the desire of the students of the KERIO VALLEY UNIVERSITY COLLEGE to be a self-determining organization within the authority of KERIO VALLEY UNIVERSITY COLLEGE CHARTER, the statutes of Kerio Valley University College, and laws of the Republic of Kenya.

Do hereby dedicate our efforts to adopt, enact and give to ourselves and to our future generations this Constitution as the Constitution of **//Kerio Valley University College Students' Organization (KVUCSO)//**

DEFINITION OF TERMS AND ACRONYMS

In this Constitution unless the context indicates otherwise:

(i) **Academic Year** refers to a year recognized by the Kerio Valley University College Senate and as published in the annual Kerio Valley University College calendar.

(ii) **AGM** stands for Annual General Meeting

(iii) **Associate member** any individual or organization(s) with similar objectives to those of KVUCSO and are approved to be associate member(s).

(iv) **Calendar Day** refers to a day in the week including weekends and public holidays.

(v) **Dean of Students** is any person recognized by the University council and the Senate to be in charge of students' affairs at the University.

(vi) **He** 'refers to either a male or female person, as the situation may be at the time and gender shall by law be neutral.

(vii) **Honorary member** such a person as the Students Council may nominate from time to time

(viii) **"Kamukunji"** is an informal assembly of students to discuss issues of their interest.

(ix) **Office Bearer** refers to any person elected or nominated to hold a position of authority and responsibility as provided for in this Constitution

(x) **Ordinary member** a bona fide student of the Kerio Valley University College.

(xi) **PWD** Persons with Disabilities

(xii) **Rejected Vote** refers to a clearly marked vote indicating candidate of choice but in the wrong ballot box.

(xiii) **Students' Council** Students Governing Council of the Kerio Valley University College.

(xiv) **SGM** stands for Special General Meeting of KVUCSO members

(xv) **Special group** means students coming from marginalized ethnic groups of Kenya or those from foreign countries whose numbers in the University are minimal. PSSP students fall in this category

(xvi) **Special members** refer to international/PSSP/Minority in Students' Council to represent special interests.

(xvii) **Spoilt Vote** refers to a vote that indicates more than one candidate of choice or none.

(xviii) **Standing Committee,** a Committee that has been appointed by the AGM to handle a particular/specific issue before it.

(xix) **Student** is a person validly registered by the University for the purposes of obtaining an academic qualification of the University or any other person who is determined by the Senate to be a student.

(xx) **KVUCSO** means Kerio Valley University College Students Organization which is the Kerio Valley University College Students' Association.

(xxi) **University Council** refers Kerio Valley University College council as constituted by the Kerio Valley University College Charter.

(xxii) University refers to Kerio Valley University College as established by the charter of 11th February, 2013.

(xxiii) **Valid Vote** refers to a clearly marked vote indicating the candidate of choice in the right ballot box.

(xxiv) **Working Day** refers to a day in the week except any day that falls on the Saturday and/or Sunday and an day that is declared a national public holiday.

CHAPTER ONE: DECLARATION, PHYSICAL LOCATION AND ADDRESS

1. Declaration

We, the students of the Kerio Valley University College, hereby, declare that there shall be established the Kerio Valley University College Students' Association to be known as "the Kerio Valley University College Students' Organization", herein after referred to as KVUCSO, to act and function in accordance with the provisions of the Constitution of Kenya, this KVUCSO Constitution, Kerio Valley University College Charter and Statutes.

2. Physical Location

For the purposes of this Constitution, Kerio Valley University College shall include all schools, campuses, and institutions of the Kerio Valley University College as may be declared from time to time.

3. Address

(a) Constituent Colleges

The Head Office of KVUCSO shall be situated at the Students' Centre, at the Main Campus of the Kerio Valley University College, P.O. Box 9-30704, TAMBACH, KENYA.

(b) Campus Chapter(s)

A chapter of the Kerio Valley University College Students Organization (KVUCSO) shall be created in a campus once the student enrollment of such a campus attains a threshold that can sustain the Students' Council and the organization activities.

CHAPTER TWO: AIMS AND OBJECTIVES; MEMBERSHIP; RIGHTS AND DUTIES

4. Aims and Objectives

The aims and objectives of KVUCSO shall be:

(i) The establishment and maintenance of an efficient Students 'organization;

(ii) Subject to the provisions of Kerio Valley University College Charter and Statutes seek representation in the Organs of the University;

(iii) Ensure equitable gender representation and participation in student affairs in the University and seek to address matters of social welfare of members equitably;

(iv) To create an academic order in which the members strive for the highest standards attainable with the means and resources at their disposal;

(v) To develop positive attitude to and from the community through participation in community service and other related projects;

(vi) To avoid all practices and tendencies that pose threat to democracy, stability, co-operation and the well-being of any student in Kerio Valley University College.

(vii) To infuse a spirit of unity in our institution and remove all artificial barriers between and among people;

(viii) To actively work for the advancement of Kerio Valley University College avoiding any actions which may cause damage or abuse to University property, its well-being and image;

(ix) Work with other national and/or international organizations with similar interest; and

(x) To pursue these aims and objectives independent of political, religious, sex, racial, tribal and personal biases or any other attribute of discrimination.

5. Membership

There shall be three categories of KVUCSO members; ordinary, honorary and associate.

(i) All persons registered as students of Kerio Valley University College as established in the Kerio Valley University College Charter and regulations hereunder, shall after paying membership and subscription fees be ordinary members.

(ii) Such persons or categories of persons as the Students' Council may from time to time nominate to be honorary members.

(iii) Any individuals or organization(s) with similar objectives to those of KVUCSO may be granted Associate Membership as may be approved by the Students' Council.

6. Rights and Responsibilities of Members

Subject to the provisions of this Constitution, unless stated to the contrary, ordinary members shall have the following rights and responsibilities within KVUCSO:

(i) The right to stand for elections to any elective office as provided for under Chapter six of this Constitution;

(ii) The right to vote in any elections for any office of KVUCSO;

(iii) The right to take part in all activities of KVUCSO without hate or hindrance;

(iv) The responsibility to promote the aims and objectives of KVUCSO as provided for under Article 4 of this Constitution;

(v) The right to unlimited access to this Constitution; and

(vi) The right to inspect the books of accounts and seek clarification on any other matter pertaining to the organization.

CHAPTER THREE: ORGANS OF KVUCSO

7. The following shall constitute the organs of KVUCSO:

(i) The Annual General Meeting and Special General Meeting(s) herein after referred to as the AGM and SGM (s)respectively;

(ii) Any standing committee that shall be appointed/elected at any SGM(s) or the AGM from time to time;

(iii) The Students' Council;

(iv) The Editorial Board;

(v) Representatives of the Students Electoral College(s); and

(vi) Class Representatives.

8. The Annual General Meeting and Special General Meeting(s)

(i) All KVUCSO members shall be entitled to attend the AGM.

(ii) The AGM shall take place by the fifth week of the second semester of each academic year and not more than twenty-one (21) days before the elections.

(iii) The AGM shall be convened by a notice of the meeting at least seven (7) days before the date by the Secretary General in writing and such notice shall be served to the Dean of Students and Principal Security Officer within seven days and agenda thereto shall be displayed on all the important notice boards in the University including the Head Office of KVUCSO provided that:

(a) Where the Secretary General fails to do so, the Chairperson shall himself immediately convene the meeting in the prescribed manner; and,

(b) Where both the Secretary General and the Chairperson are unable to call the meeting, any number of Students Council members constituting not less than fifty-one (51) percent of its total membership shall convene the meeting by a notice evidenced by signatures and such a meeting may be presided over by any Students Council member appointed for that purpose; and

(c) Such a notice shall be served to the Chairperson and Secretary General at least 48 hours before the meeting is convened.

(iv) Every decision at the AGM shall be by simple majority.

(v) Voting at the AGM or SGM shall be by a show of hands unless the members voting decide otherwise.

(vi) The quorum for the AGM or SGM shall be thirty-five percent (35%) of all KVUCSO members in session.

(vii) The 'KAMUKUNJI' shall take place at any date during the semester of the academic year provided that the office of the Dean of Students shall have been served with a reasonable notice before the arranged meeting and seek approval from DVC (ASA). Notice and

agenda thereto may be displayed on the important notice boards in the University before the arranged meeting.

9. Standing Committee

(i) Members shall at their own discretion cause creation of a standing committee at any SGM or the AGM as they may deem fit from time to time.

(ii) In every such case, the Chairman, Secretary and members thereto shall be elected by the KVUCSO members.

(iii) Notwithstanding (a)above;

  (a) Such committee shall complete the assignment within the period assigned, and

  (b) Such a committee shall stand dissolved on completion of the assignment.

(iv) The terms and regulations of such standing committee shall be outlined upon formation.

(v) The Committee shall present their report or findings thereto to the SGM or AGM as will be determined by the members themselves.

10. The Students' Council

There shall be a Students' Council to be elected by representatives of the electoral colleges to serve for a period of one (1) year and shall:

(i) Cause preparation and implementation of the budget and returns as provided for in chapter six of this Constitution;

(ii) Unless otherwise provided in this Constitution, be fully responsible for the general administration of KVUCSO;

(iii) Recommend creation or dissolution of any office(s) at the AGM or SGM where need arises or by a majority vote;

(iv) Appoint a Legal Counsel who shall advise the organization on legal matters including legal representation of the members whenever their rights and privileges are violated within or without the University provided that;

  (a) The affected student(s) shall have been in session

  (b) The organization shall not be cash trapped in the event of such, it shall solicit funds for that purpose

  (c) All possible avenues for redress shall have been exhausted

(v) Be represented in Senate by the Chairperson and the Secretary General.

11. The Editorial Board

(i) The Students' Council shall establish, on behalf of KVUCSO, a registered Students' Newsletter.

(ii) The editor of the Newsletter shall be appointed by the SC.

(iii) The Editorial Board of the Students' Newsletter shall consist of;

(a) Secretary General

(b) Special Member in charge of Postgraduates and International Students

(c) One other member of the Students' Council appointed by Students Council

(d) Not more than three ordinary members outside Students Council nominated by the Secretary General and appointed by the Students Council.

(iv) The Editorial Board shall liaise with the Students Council in approving the articles and photographs to be used in the newsletter.

(v) The Editorial Board shall be responsible for the standard of articles and photographs published in the newsletter which must meet the threshold of both academic and community living in the University.

(vi) The Students Council shall be responsible for the financial control of the Editorial Board, but all the Editorial policies will be the Board's responsibility.

12. The Representatives of the Electoral Colleges

(i) There shall be a council of representatives of Electoral Colleges which shall be elected in accordance with the election procedures spelt out in this constitution.

(ii) For purpose of conducting elections, each School with academic programmes, each campus without KVUCSO chapter, all postgraduate students shall each elect three representatives as provided for in the election procedure.

13. Duties and responsibilities of the Representatives of the Electoral Board.

(i) The representatives of the Electoral College shall have the responsibility of electing members of the Students' Council.

(ii) At least two (male and female) of the members of the Electoral Colleges shall represent KVUCSO members in the respective School Boards.

(iii) The representatives of the Electoral Colleges may be consulted from time to time by the Students Council on academic and welfare matters.

(iv) The members of the Electoral Colleges shall, in consultation with Students' Council member in charge of academic matters co-ordinate the election of class representatives and ensure representation at the Departmental level as per the University statues.

(v) Be mandated to attend Students' Council meetings according to article 17 (i) of this constitution.

(vi) Be the oversight of the Students' Council to work according to the KVUCSO constitution and responsibilities outlined in the constitution.

(vii) In accordance with Article 31, the Representatives of the Electoral Board shall elect a member or members of the Students' Council in a by-election in the event of one or all of the Students' Council falling vacant before the end of term.

14. Duties and Responsibilities of Class Representatives

(i) To attend Departmental meetings in their respective schools.

(ii) Hold meetings to deliberate on academic issues affecting their departments with a view to having them addressed by the relevant university organs.

CHAPTER FOUR: MEMBERSHIP AND DUTIES OF THE STUDENTS' COUNCIL

15. The following shall constitute the members of the Students' Council:

(i) Chairperson;

(ii) Vice Chairperson who shall be of opposite gender with the Chairperson;

(iii) Treasurer;

(iv) Secretary General;

(v) Special Member in Charge of Entertainment, Games, and Sports;

(vi) Special Member in charge of Persons with Disabilities; and

(vii) Special Member in Charge Post Graduate and International Students.

16. Duties and Responsibilities of Students' Council Office Bearers

(i) Chairperson

The Chairperson shall have a running-mate who will be his/her Vice-Chairperson. The Vice-Chair must be of the opposite gender.

The Chairperson shall:

(a) Have a primary responsibility for the overall functioning of the executive in conformity with its mission, objectives, duties and responsibilities as defined in this constitution;

(b) Communicate and express the concerns and opinions of both executive and the whole student body;

(c) Represent KVUCSO in the University Senate and an automatic member of the Student Disciplinary Committee unless he or she is an affected party. In the event of such the Vice-Chairperson or any other Student Council member shall be appointed by the Students' Council;

(d) Have the powers to call for emergency meetings of the executive;

(e) Articulate the policies of KVUCSO and provide exemplary leadership;

(f) Be a co-signatory in all negotiable transactions of KVUCSO;

(g) Facilitate the existence of cordial relationship between the organization, the University Management, Students' Council and members of the organization;

(h) Be the spokesperson of the KVUCSO on the advice of the Students' Council;

(i) In consultation with the Students' Council, the Chairperson will appoint the KVUCSO Editor-in-Chief and the technician;

(j) Create awareness among the students regarding rules and regulations on examinations and the importance of class attendance;

(k) Work with the University Librarian and Director ICT with regard to provision of library and ICT services respectively, and be representative of KVUCSO in the Senate;

(l) Represent the KVUCSO at the meetings of University Committees concerned with curriculum, teaching and learning to ensure high quality academic facilities, resources and services;

(m) Work with school representatives and the school boards with regards to academic issues facing the students in all schools and colleges of KVUC; and

(n) Appoint and alternately chair the Academic Affairs Committee as stipulated under this constitution.

(ii) Vice-Chairperson

The Vice-Chairperson shall:

(a) Coordinate and implement KVUCSO policy initiatives related but not limited to academic services, students' services, financial aid and housing;

(b) Fulfill the duties and responsibilities of the student body Chairperson in the event the chairperson is unable to fulfill these duties;

(c) Chair the council meetings in the absence of the chairperson;

(d) Represent the Students' Council and the student body at all relevant committee meetings that are not attended by the Chairperson;

(e) Be an automatic member of the Students' Welfare Committee;

(f) Be in charge of Accommodation and Security matters;

(g) To work in close liaison with the relevant departments of the University in provision of student accommodation from time to time;

(h) To ensure the provision of essential facilities in the halls of residence.

(i) To ensure that the security of students and protection of University property is maintained;

(j) To work in close liaison with the Principal Security Officer in ensuring the security of students and protection of University property is maintained;

(k) To keep in safe custody all equipment and facilities acquired for students' use; and

(l) To perform such other duties as the SC may assign.

(iii) Treasurer

The Treasurer shall:

(a) Be in charge of management of finances of KVUCSO;

(b) Keep proper books of accounts and avail them for audit and inspection;

(c) Be a signatory to all financial transactions of KVUCSO;

(d) Make funds available and pay all KVUCSO official activities subject to the approved budget;

(e) Bank cheque(s) and other negotiable instruments;

(f) Under the guidance of the University Finance Officer, draw the annual budget of KVUCSO and table it before the Students Council;

(g) Be a member of KVUC Students Bursary Fund Committee;

(h) In consultation with the Chairperson and the Secretary General, draw the KVUCSO program of activities;

(i) Prepare annual accounts of KVUCSO and liaise with the University internal auditor for auditing;

(j) Ensure the audited accounts are tabled before the AGM;

(k) Prepare any other financial reports as the Students' Council may from time to time demand;

(l) Ensure that sufficient internal controls exist to protect the assets of KVUCSO;

(m) Liaise with the Departments of Catering and Health Services in promoting quality medical and public health services to students;

(n) Identify issues in the Catering and Health Units and forward them to the relevant authorities; and

(o) Recommend introduction of relevant health services that may be found necessary from time to time

(iv) The Secretary General

The Secretary General shall:

(a) Be the secretary of the Students' Council;

(b) Take minutes of the entire Students' Council meetings and any other KVUCSO general meetings;

(c) In consultation with the Chairperson, be responsible for all general correspondences and safe keeping of minutes on behalf of the organization;

(d) Subject to this constitution, keep all records and documents of the Organization, including keeping files, registers and minutes of KVUCSO;

(e) Keep an accurate register of members and make it available for purposes of dissolution, vote of no confidence, elections and other purposes;

(f) Be the signatory of all KVUCSO instruments and/or documents with the Chairperson or any other officer as stipulated under this Constitution;

(g) Be a member of the Students' Conduct Disciplinary Committee unless he / she is an affected party;

(h) Be responsible for the accumulation and release of any news relevant to the students of Kerio Valley University College;

(i) Act as a link between the KVUCSO and other student organizations; and

(j) Be an automatic member of the students' Editorial board as established under Chapter three of this constitution.

(v) Special Member in Charge of Entertainment, Games and Sports

Subject to the provision of this constitution, unless stated to the contrary, the duties of the special member in charge of Entertainment, Games and Sports shall be:

(a) Within two weeks (14 days) after inauguration in office, to liaise with SC to interview and appoint the student technician;

(b) To provide free entertainment to the students within the University;

(c) To organize and co-ordinate recreational activities;

(d) To plan to pay for the entertainment rendered in collaboration with the relevant authorities;

(e) To work in close liaison with the University Games Officers in identifying provision and maintenance of sports facilities;

(f) To organize friendly games with other institutions in consultation with Captains and Games Officers;

(g) To organize practice sessions for games and athletics;

(h) To take care of games and sports equipment;

(i) To draw up comprehensive sports programme in liaison with respective captains;

(j) To ensure the welfare of the students participating in sports; and

(k) To perform such other duties as the Students Council, may assign.

(vi) Special Member in charge of Persons with Disabilities

Subject to the provisions of this Constitution, unless stated to the contrary, the duties of Special Member in charge of persons with Disabilities shall be:

(a) To identify and maintain a list of students with Disabilities;

(b) To s sensitize and advocate for the needs of students with Disabilities;

(c) To ensure that life and stay of challenged students in the University is conducive with minimum issues related to their disability;

(d) Through Dean of Students, recommend to the University Management necessary arrangements that will make challenged students carry out their studies as required; and

(e) To perform such other duties as the Students' Council may assign.

(vii) Special Member in Charge of Post Graduate and International Students

The Special Member in charge of Post Graduate and International Students shall work closely with the Registrar Academics to deliberate on academic issues; specifically, he/she shall:

(a) To be official representative of postgraduate students in SC and senate by invitation;

(b) To communicate postgraduate issues to the University Management Board through the Dean of Students;

(c) For academic issues, he/she will consult the Director, Board of Postgraduate studies;

(d) To represent the interest of International Students;

(e) Perform such duties and function as may be assigned by the Students' Council.

CHAPTER FIVE: CONDUCT, DISCIPLINE, MEETINGS, REMOVAL, RESIGNATION OF COUNCIL MEMBERS AND DISSOLUTION OF THE STUDENTS COUNCIL.

17. Conduct and Discipline

(i) All Students' Council members shall conduct themselves in accordance with the highest standards of integrity, personal discipline and honour and in particular shall:

  (a) Respect the rights and privileges of the members of the organization at all times;

  (b) Refrain from any conduct that might bring the organization into disrepute or public odium;

  (c) Carry themselves in all public places with such dignity as befits their status as student leaders;

(ii) Students' Council member's conduct may be discussed in any SC meeting convened for that purpose and disciplinary measures taken against him/her provided that:

  (a) The member shall have been given reasonable notice to defend himself/herself before the council in that meeting.

  (b) It shall have been confirmed that the member is guilty of violating any section of the Constitution.

(iii) A member whose conduct is under discussion shall not participate in the voting in such cases.

(iv) The Students Council shall only have powers to:

  (a) Warn or caution the member(s) either in writing or verbally through the Chair of the meeting; and

  (b) Censure the member(s) by a resolution adopted and signed by three quarters or more of its total membership, and notifies the Dean of Students for further appropriate action.

18. Students' Council Meetings.

(i) The Students' Council shall normally meet a maximum of four (4) times during a semester for which an agreed allowance shall be paid.

(ii) The quorum for every Students Council meeting shall be fifty-one percent (51%) of the total members of Students' Council.

(iii) Every meeting of Students' Council shall be convened by a three days' notice in writing to every member and accompanied by the Agenda drawn by the Secretary General in consultation with the Chairman.

(iv) Where there is need for an emergency meeting, such a meeting may be convened with the consent of at least fifty percent (50%) of the total numbers of Students Council members as evidenced by signatures, and reasonable notice thereof given. Provided further that:

(a) Where the Secretary General is unable to convene a meeting as provided under paragraph (e) the Chairperson may himself convene a meeting, and

(b) Where the Secretary-General and the chairperson are unable to convene a meeting upon being requested to do so by a notice signed by not less than fifty-one percent (51%) of the total Students' Council membership, the other members may convene a meeting and appoint a Chairman thereto. Provided that such a notice is served to the chairperson at least 48 hours before the meeting is convened.

(v) The Students Council may at its discretion establish any such ad hoc committee as it may from time to time deem fit. In every such case, the members shall at the time of such appointment, elect the Chairman, the Secretary and Members thereto.

(vi) Unless the contrary is stated in this Constitution, all decisions of the Students' Council shall be by consensus.

(vii) The Students Council members shall be paid a sitting allowance which shall be determined by the Students' Council with the approval of the Dean of Students.

(viii) KVUCSO members on official duties outside Campus and outside their normal duties shall be entitled to a night out allowance whose rates shall be subject to approval by the Dean of Students.

19. Removal from Office

(i) A Student Council official shall be removed from office on the following grounds

(a) Gross misconduct

(b) Incapacitation

(c) Misappropriation of funds.

(d) Any other reason that would render the person unsuitable to be in office

(ii) In the event of committing one or more of the above, a Students' Council official shall be removed from office by a vote of no confidence as initiated by a resolution adopted and signed by;

(a) Two thirds of Students' Council members and/or

(b) A signed petition of fifty percent of KVUCSO members

(c) Any of the affected member, shall have the right to defend himself against such allegations by submitting a written defense to the Dean of Students within two days of being served with the removal resolution.

(d) The Dean of Students office shall carry out appropriate investigations to establish if the allegations are valid.

(iii) If the allegations are found to be invalid, the affected member is absolved from the accusations.

(iv) If the allegations are valid, the member shall instantaneously vacate office

(v) Upon the context where the concerned parties do not agree with the verdict of the Dean of Students office, a referendum shall be initiated as in (e) below.

(a) The Returning Officer of election in consultation with the Dean of Students shall within seven (7) days convene a referendum in which only ordinary members of KVUCSO shall be entitled to vote. The official shall be deemed to be finally removed from office if fifty-one percent (50%+1) or more of the total votes cast in the referendum are in favour of his removal upon which fresh elections for the post shall be held within seven (7) days.

20. Resignation

(i) A member wishing to resign from the Students' Council shall tender his/her resignation by a notice giving reasons to the chairperson of the Students Council who shall table the notice to the Students' Council immediately.

(ii) The Students Council shall have power to accept or reject any resignation from a member.

(iii) On acceptance of a resignation, the Dean of Students shall be informed by the chairperson within 24 hours and a by-election carried out in accordance to chapter six on Elections and By-elections.

21. Dissolution of the Students' Council

(i) The SGC may be dissolved only by a sixty-five percent (65%) majority of the total ordinary membership of KVUCSO obtained by signatures for the purpose of putting a motion for dissolution to test, and submitted to the Dean of Students.

(ii) On receipt of the request, the Dean of Students will conduct a referendum where all KVUCSO members shall be entitled to vote.

(iii) If more than 65% votes cast are in favour of dissolution, the Students Council shall stand dissolved and elections conducted within a period of twenty-one (21) days.

CHAPTER SIX: ELECTIONS AND BY-ELECTIONS

22. The General Principles

(i) The Electoral system is based on the principles of equality of the vote and the right of every ordinary member to vote stand for election and hold electoral office.

(ii) That the election must be free and fair conducted through secret ballot, either manually or electronically and must ensure fair representation of all members to reflect the regional and ethnic diversity of the people of Kenya, gender and persons with disabilities.

23. Election of Students' Council Officials

The election of every KVUCSO officials shall be conducted according to the provisions of this Constitution and the Students Electoral Commission rules and regulations governing the conduct of elections.

24. Students' Electoral Commission

(i) The Students' Electoral Commission (SEC) shall normally be appointed, constituted and established on the sixth week of the second semester of the academic year to start its work

(ii) The SEC shall consist of:

(a) The Returning Officer and Deputy (ies) who shall be appointed by the Vice-chancellor;

(b) The Dean of Students; who shall have the responsibility of administrative and financial matters of the commission;

(c) Such number of final year students interviewed and appointed by Religious Associations, the Dean of Students and representatives of the Students' Council;

(d) At most (2) two members who are finalists appointed by the Dean of Students and have not previously served in Students Council.

(e) Decisions at every meeting of the Commission shall be reached by consensus.

(f) The Students Electoral Commission shall have powers to investigate and may dismiss a member of Students Electoral Commission where there shall be evidence of misconduct or reasonable dissatisfactions from KVUCSO members and such decisions shall be final.

(g) The Electoral Commission in its first sitting once constituted shall elect from among themselves a Chairperson and a Secretary.

25. Authority and Responsibilities of the Students Electoral Commission

(i) The Students Electoral Commission has the authority and responsibility to:

(a) Conduct and supervise elections.

(b) Promote free and fair elections.

(c) In consultation with the Returning Officer determine and announce the dates for nomination and election.

(d) Cause the preparation of voters' register, ballot papers, ballot boxes and designation of polling stations.

(ii) The Students' Electoral Commission shall publish the list of successfully nominated candidates and the disqualified candidates, and shall post such notices of disqualification together with such reasons visibly and numerously in the University.

(iii) The Electoral Commission must ensure that qualified candidates represent the face of Kenya (regional and ethnic diversity of the people of Kenya, gender, people with disabilities and special interest groups) in line with the constitution of Kenya2010.

(iv) The Electoral Commission must ensure that the voting procedure is simple and precise.

(v) The presiding officers at all polling stations shall announce the results.

(vi) The overall election results will be announced by the Returning Officer.

26. Qualification for Candidates

Eligible candidates for elective posts in Students' Council shall;

(i) Be bona fide students of the Kerio Valley University College

(ii) Have cleared payments of ALL University fees that are due at that time as shall be confirmed by the Finance Officer.

(iii) Demonstrate that class work would not suffer by obtaining an average mean mark of credit pass (60%) in the previous University examinations.

(iv) Not have held Office as a member of the Students' Council for two terms at the Kerio Valley University College or in any other University or constituent college in Kenya.

(v) A First-year student intending to contest should have obtained credit pass (60%) average in C.A.T marks.

(vi) Not have been found guilty by the University Students' Disciplinary Committee and the Kenyan court of or have pending disciplinary case(s) and to show proof of this by obtaining a clearance certificate from the Deputy Principal(Academics and Students Affairs)

(vii) Neither gender should be more than 2/3 of the seats. In the event this happens, affirmative action will prevail.

(viii) To qualify for election to represent students at any level, a candidate shall not be a member of staff of the Kerio Valley University College.

(ix) Persons nominated for the post of Special Member in charge of Persons with Disabilities shall be a person with disability.

27. Election Procedures

(i) The election process shall commence on the 6th week of the 2nd Semester.

(ii) The polling days shall be free from lectures, CATs, practical, field attachment/trips to allow elections to proceed without interruptions.

(iii) For purpose of conducting elections:

(a) All KVUCSO members shall be constituted into electoral colleges based on schools that run academic programmes with registered students;

(b) Any Kerio Valley University College campus shall be treated as an electoral college until its chapter is created and

(c) All postgraduate students shall be treated as a school hence qualifies to be constituted as an electoral college.

(iv) The students of each electoral college constituted under Article 23 shall elect three representatives;

(a) From among candidates who are not contestants /aspirants for the positions of the Students Council

(b) Of whom not more than two-thirds shall be of the same gender

(v) The representatives of each Electoral College shall elect members of the Students' Council within thirty days of election.

(vi) The Electoral Commission shall, one month before the polling date:

(a) Declare all positions open for contest;

(b) Announce the date of elections;

(c) Call for nomination of candidates to the positions declared vacant;

(d) Receive nomination papers from aspiring candidates;

(e) Determine and publish the names of candidates qualified or otherwise;

(f) Declare not more than ten (10) days, for campaigns; and

(g) Determine the number and location of voting centers with appropriate number of student commissioners to manage the voting process.

(vii) The Returning Officer of election in consultation with Students Electoral Commission (SEC) and the Dean of Students shall prepare and display the register of voters for inspection a week before the election date.

(viii) Candidate contesting for the position of Chairperson shall be required to have a running mate who shall be of the opposite gender.

(ix) All candidates shall be allowed to organize and conduct individual campaigns.

(x) Candidates for Students Council positions shall attend and take part in formal campaigns, including question and answer sessions organized, conducted and directed by the Students' Electoral Commission

(xi) The Returning Officer in consultation with the SEC shall dissolve the Students' Council

(xii) The Returning Officer shall oversee the nomination and conduct election in consultation with SEC.

(xiii) Campaigns shall normally begin on Monday of the 7th week and go on for ten (10) days until Wednesday of the 8th week.

(xiv) There shall be no campaigns one day prior to the polling day.

(xv) Voting shall normally be on Friday, the12th day.

(xvi) Time for campaigns shall be from 8 am to 10pm.

(xvii) Debate 'Kamukunji' shall organized such that it commences at 2pm on the agreed day. The Returning Officer shall ensure that the debate is orderly giving all candidates equal opportunity to air their views.

(xviii) Campaign processions shall begin at 5 pm. and end at 10 pm. (Students with lectures after 5 pm should use the normal procedure to be excused from classes).

(xix) Door to door campaigns shall begin at 8 am and end at 10 pm and 10.00 am to 10.00 pm hostel rule **MUST** be observed.

(xx) Upper limit of money used by candidates to campaign shall be twenty thousand Kenya Shillings only (KShs.20,000 only). This shall be appropriately reviewed by the Dean of students in consultation with the Deputy Vice Chancellor, Academic and Students Affairs.

(xxi) Motorized campaigns shall not be allowed.

(xxii) Localized campaigns within off-campus private hostels shall be carried out without interference of members of the public (e.g. public road, public vehicles, pedestrians, private residential areas and private vehicles).

(xxiii) The language used during campaigns shall not have negative ethnic statements or promote negative ethnicity.

(xxiv) In the event that only one candidate has been nominated for any one electoral position, the candidate shall be declared elected unopposed.

(xxv) A candidate shall be allowed to nominate an agent who shall witness the voting and counting of the ballot papers.

(xxvi) A candidate may voluntarily be personally present and at no time shall a candidate be barred from witnessing the counting of the ballot papers in case of physical/manual elections.

(xxvii) A candidate may withdraw his/her candidature by notice of such withdrawal authenticated by the said candidate and the agent to the Returning Officer through the Dean of Students before the list of candidates is declared.

(xxviii) A candidate shall be declared winner upon acquiring the highest number of the valid votes cast.

(xxix) The Returning officer shall announce all election results immediately after the counting has been concluded.

(xxx) The Returning Officer shall post the same results visibly and numerously in the University within twenty-four hours after the results are announced.

28. Spoilt Votes

For purposes of this section a spoilt vote shall mean that which is obliterated or damaged or ambiguous or illegible and it can't be deciphered which candidate for whom it was cast. During the counting of ballot papers, a spoilt vote shall not be assigned to any of the candidates.

29. Election Offences

(i) An election offence shall lead to the disqualification of a candidate.

(ii) For purposes of this section, an election offence shall include;

- (a) Rigging
- (b) Bribery
- (c) Harassment
- (d) Use of forceful means
- (e) Intimidation
- (f) Giving false information
- (g) Campaigning on the day before polling day
- (h) Hate speech
- (i) Being a nuisance to members of the public
- (j) Motorized campaigns
- (k) Any other act of omission which defeats tenets of free and fair elections.

30. Re-Run Elections:

(i) In case of two leading contestants getting an equal number of votes in an election the Returning Officer in consultation with the Chairman of the Electoral Commission shall declare a re-run of elections between those two leading contestants within five days after the election.

(ii) Where elections are nullified due to non-compliance with the provisions of this Constitution, the Returning Officer in consultation with the Chairman of the Student Electoral commission shall issue notice fora re-run of election within five days of the election.

CHAPTER SEVEN: TRANSITIONAL ARRANGEMENTS

35. Rights, Duties, Obligations, Assets and Liabilities During Transition

All rights, duties, obligations, assets and liabilities of KVUCSO existing immediately except authority to incur expenses before the dissolution of the previous Students' Council shall be deemed to be under the custody of SEC and, thereafter, SEC will transfer the same to the new SC during the swearing in.

36. Inauguration

(i) The swearing - in ceremony shall be held at the first Special General Meeting and shall be presided over by the Principal or his representative in the Presence of the Legal Counsel.

(ii) The swearing - in ceremony shall be held within the University grounds.

(iii) Citation of Pledge of Commitment shall be recited by every elected/nominated member as in (d) below.

(iv) The Pledge:

I, ...having been elected as .... of the Students' Council of Kerio Valley University College Students Organization do hereby swear and pledge that;

I shall uphold and defend the Constitution of Kerio Valley University College Students' Organization; I shall seek to defend and respect the democratic rights and liberties of all KVUCSO members;

I shall execute my duties with due diligence and competence as provided for in this Constitution without fear or favour, hate or hindrance, and without personal biases;

I shall serve all members equally irrespective of race, creed, Colour, gender or tribe, and I shall not compromise the rights and privileges of any member;

I swear this pledge with full knowledge of my responsibilities and bind myself by the same. So help me God

Signed by.....at.....on this.....day of.....20..... Before me Legal Counsel of Kerio Valley University College Students' Organization.

CHAPTER EIGHT: FINANCE, INVESTMENTS AND ALLOWANCES

37. Sources of Finance

(i) The finances of KVUCSO shall be obtained from-

(a) KVUCSO membership and subscription fees as provided in this Constitution;

(b) Revenues earned from investments;

(c) Fund raising activities and donations;

(d) Any other sources as approved by Kerio Valley University College.

38. Collection of Revenue

Collection of KVUCSO fees shall be done and posted into the KVUCSO bank a/c in a manner prescribed by the KVUCSO Constitution.

39. Expenditure

(i) All monies received for the purpose of KVUCSO must be applied with thrift and stewardship to provide maximum benefit to KVUCSO.

(ii) Any expenditure of funds in excess of the provisions of the budget must be approved by the office of the Principal in case of an emergency.

(iii) The following shall be signatories to KVUCSO bank account;

(a) Treasurer.

(b) Chairperson.

(c) Dean of students.

(d) DVC (ASA).

(iv) A minimum of three (3) signatories shall transact from KVUCSO bank account with the Deputy Principal(ASA) and the Dean of Students being mandatory signatories of every transaction.

(v) KVUCSO shall be saving a minimum of five percent (5%) of the income of each academic year for an investment that shall be arrived at a stated below;

(a) KVUCSO through the student council shall identify the investment project and forward it to relevant university authorities for approval.

(b) Once approved it shall remain a project for the subsequent Student Councils until it's fully realized.

(c) Once realized a new investment shall be identified through this same procedure.

40. Books of Account

All financial transactions shall be accounted for as stipulated by the University accounting procedures.

41. Auditing of Books of Account

(i) The accounts of KVUCSO shall be audited by the External Auditor appointed by the University at least four weeks before the AGM.

(ii) The audited accounts and the balance sheet shall be published after approval by KVUCSO not later than seven calendar days before teams.

42. Petty Cash

(i) The Treasurer or in his absence, the Chairperson of KVUCSO, may access such amounts for petty cash disbursements as may be determined by Students' Council in consultation with the Dean of Students and approved by DVC(ASA)

(ii) The Treasurer or in his absence, the Chairperson of KVUCSO, shall, through the Dean of Students, withdraw and account for the petty cash approved as appropriate.

43. Financial Benefits to Office Bearers

(i) The financial allowances and benefits paid to office bearers will be determined, subject to income of KVUCSO, by the SC provided that such determination shall be guided by the Dean of Students and approved by the University Management Board and:

  (a) Such determination is based on evidence of sustained increase in the income of KVUCSO and

  (b) Such a determination shall not be to the disadvantage of incoming office bearers.

(ii) A Students' Council may revise the financial allowance and benefits for office bearers and submit such proposals for approval by the UMB provided that such revised rates shall not take effect during the term of office for the Students' Council proposing the revision.

(iii) The SC shall be paid a monthly allowance as determined by the UMB subject to the revenue collected and in relation to the other students' activities as per the approved budget at the Deans' Committee and the UMB.

44. Student Centre Facilities

The University Management Board shall use the existing University mechanism to tender the Students Centre. The revenue collected from these premises shall be part of the KVUCSO income to be used for students' activities and welfare.

CHAPTER NINE: MISCELLANEOUS

45. Minutes

The minutes of every meeting under this Constitution shall be certified by the Secretary General, approved by the Chairman of such meeting and adopted at the next meeting.

46. Litigations

The organization or its members are capable of suing and being sued.

47. KVUCSO and/or Logo

The name Kerio Valley University College Students' Organization (KVUCSO) and/or Logo of **KVUCSO** shall not be used without the authority of the **Students' Council**

48. Amendment

(i) This Constitution may be amended only by at least 2/3 (two-thirds) majority of members present and voting at a meeting convened for that purpose provided that for the purpose of Constitution amendment the quorum will be at least forty percent (40%) of the total KVUCSO membership. Proposal for amendment shall be brought forward by the Secretary General on behalf of Students Council

(ii) Any ordinary member of KVUCSO may also move a motion for an amendment to the Constitution. Such a motion should be forwarded to the Secretary General of KVUCSO and published at least two weeks prior to the meeting constituted to consider and decide on the proposed amendment

49. The Legal Counsel

(i) The Students Council shall in consultation with the office of the Principal appoint a Legal Counsel from amongst the professionally qualified lawyers in the country.

(ii) On appointment he/she shall be an automatic honorary member of KVUCSO and shall have the following duties:

(a) Advise the organization on Legal issues in accordance with Article 10 (iv);

(b) Witness the swearing in ceremony as provided for under Article 19 of this constitution;

(c) Perform such duties as stipulated under Article 10(iv) and

(d) Interpret the Constitution in case of any disagreement in accordance with Article 50.

50. Interpretation

(i) In case of any disagreement(s) on any section or clause of this Constitution amongst members of Students' Council or ordinary members, the Legal Counsel shall interpret the Constitution.

(ii) In case of a disagreement between members of SC or ordinary members and the University Administration, the Registrar of Societies or his representative shall interpret the Constitution. Such interpretations shall be binding on all parties thereto.

51. Effective Date

This Constitution shall be effective from the date of approval by the University Council.

52. Review

This Constitution shall be reviewed at intervals of five (5) years or as need arises to ensure its continued application and relevance.