

ARUSHA TECHNICAL COLLEGE



CONSTITUTION OF ARUSHA TECHNICAL COLLEGE

ALUMNI ASSOCIATION

DRAFT

ARTICLE 1

CITATION, NAME AND COMMENCEMENT

- 1.1 This constitution shall be cited as the constitution of the Arusha Technical College Alumni Association
- 1.2 The official name of the Association shall be Arusha Technical College Alumni Association
- 1.3 The constitution shall come into operation on such date as the inaugural general meeting of the association shall determine to be the date of commencement thereof.

ARTICLE 2

REGISTERED OFFICE AND POSTAL ADDRESS

2. The registered office and postal address of the association shall be in the care of the Arusha Technical College P. O. Box 296, Arusha – Tanzania.

ARTICLE 3

STATUS

To enable it to achieve its objects and purpose and to perform its functions the association shall, in accordance with the laws of Tanzania, seek and acquire full legal capacity;

- a) To sue and be sued in its own name
- b) To contract
- c) To acquire and dispose of property in its own name
- d) To do any other lawful act calculated to achieve the objects and purposes of the association

ARTICLE 4

MISSION

4. The mission of the association shall be to strengthen the relationship between the alumni and the College so that the College becomes a world-renowned leader in teaching, research, consultancy and continuing education.

ARTICLE 5

OBJECTS AND FUNCTIONS

- 5.1 The objects and purposes of the association shall be to encourage, promote, establish, advance and maintain a mutually beneficial relationship between the College and its alumni
- 5.2 In carrying out the objects under sub article 1, the association shall endeavor to encourage, create, foster and develop individual and community interest and participation in the College and in higher education.
- 5.3 Without restricting the generally of sub article 1, the association shall;
 - a) Be organize and operate exclusively for educational and charitable purposes as a nonprofit association dedicated to advancing the interests of the College by encouraging, promoting and maintaining links between the College and its alumni;
 - b) Be operated in such a manner as to be of continuing service to the College;
 - c) Provide a channel which allows alumni to become better acquainted with the College activities, new alumni and friends of the College;
 - d) Support the mission and goals of the College;
 - e) Provide a medium through which the alumni can contribute to the welfare of the College and vice versa;
 - f) Build and enhance the communication link between the College and the alumni so to equip the alumni with current information about the College
 - g) Acquaint the alumni fully with the progress and needs of the College
 - h) Encourage active alumni support of the College through the investment of, but not limited to, time, financial resources, information etc.;
 - i) Encourage alumni to interpret the work and services of the College to others
 - j) Encourage united action in promoting and advancing the interest and general welfare of the College as an educational institution;

- k) Participate in raising funds for the College from the alumni by gift, endowment, scholarship, or student aid;
- l) Publish periodicals, journals, papers, brochures, etc. to be distributed to alumni for the purpose of disseminating information about the College and the alumni;
- m) Provide a forum for discussion on any issue compatible with the objectives and purposes of the association and generally promote the intellectual life of the College and the country;
- n) Maintain records and collect statistics concerning all alumni of the College wherever they are both within and outside Tanzania;
- o) Create a system whereby established alumni assist other alumni (i.e those seeking employment opportunities, scholarships, publishing their works etc) to realize their needs;
- p) Maintain active links with the College alumni who are outside Tanzania;
- q) Work with the College in meeting the educational and recreational needs of the alumni;
- r) Make awards to alumni for outstanding work in promoting the welfare of the College;
- s) Maintain mutually beneficial active links and relationship with other alumni associations;
- t) Ensure adequate representation of alumni in relevant College organs and electing alumni representatives to the said organs as required;
- u) Approve admission of honorary members into the association; and
- v) Do any other lawful activity relevant to the objects, welfare and betterment of the association

ARTICLE 6

MEMBERSHIP

6.1 Membership of association shall comprise of:

- a) Ordinary members;
- b) Associate members and
- c) Honorary members

6.2 Ordinary members shall consist of;

- a) Any person who graduated from the former Technical College Arusha (TCA)

- b) Any person who is a graduate of the College;
- c) Any person who is a recipient of an **honorary degree** of Arusha Technical College or the former Technical College Arusha.

6.3 1. Associate members shall consist of:

- a) Any person who is a graduate from any other recognized College/university who is admitted to associate membership in accordance with the provisions of this article
- b) All former and future students who complete at least one year at the College and withdrew or withdraw in good standing;
- c) Parents and spouses of the ordinary and associate members who themselves are not ordinary members; and
- d) All former and present academic and non - academic staff members of the College who are not ordinary members

2. Subject to the provisions of article 7, honorary membership may be conferred by the Alumni Board on any one of the following, subject to approval by the General Meeting;

- a) Any person who has rendered distinguished and outstanding service to the College.
- b) The Rector, the Chairperson of the Board, the Chairperson of the Convocation and such others as may be determined by the Executive Committee; provided they are not eligible for ordinary and / or associate membership.

ARTICLE 7

ADMISSION

7.1 Except for honorary members, admission into the association shall be by way of written application in the prescribed form addressed to the secretary of the association.

7.2 Except for honorary members, all other members of the association shall be required to pay annual fees as shall be determined by the Alumni Board from time to time.

7.3 Subject to the provisions of sub article 7.4, honorary members shall be nominated by the Alumni Board.

7.4 Candidates for honorary membership shall be recommended to and approved by not less than two thirds of the members of the Alumni Board.

Provided that the Alumni Board shall seek the consent of the candidate before the approval

ARTICLE 8

RIGHTS AND DUTIES OF MEMBERS

- 8.1 Subject to the provisions of sub article 2 members of the association shall be entitled to the following rights;
- a) To elect office bearers of the association and the representatives of the association to the various relevant organs of the College;
 - b) To stand for election to any elective / representative office established by this constitution;
 - c) To attend and vote at general meetings and any other meetings of members provided for by this constitution of the basis of one member one vote
 - d) To appear on the roll or register of members of the association
 - e) To receive publications of the association at such concessionary rates as may be determined by the Alumni Board.
 - f) To attend and participate, etc. in the public activities organized by the Association;
 - g) To look into minutes, books and records of the association, and
 - h) To receive written notice of meeting convened by the association
- 8.2 Associate and honorary members shall have all the rights and privileges of ordinary membership except for those of voting and holding office in the association
- 8.3 Every member of the association shall be obliged to discharge the following duties
- a) To uphold the provision of this constitution
 - b) To pay annual fees and other subscriptions as determined by the Executive Committee from time to time when due;
 - c) To devote his energy and time to the advancement of the association's objectives and purposes
 - d) To attend all relevant meeting lawfully convened by the association or other organs of the association
 - e) To share his knowledge and experience for the benefit of the association, its members and the College

ARTICLE 9

TERMINATION OF MEMBERSHIP

- 9.1 Membership of the association shall cease on the happening of any of the following events relating to a member;
- a) Death, or
 - b) Resignation, or
 - c) Mental incapacity, or
 - d) Failure to pay annual subscriptions or
 - e) Expulsion or
- 9.2 A member of the association who persistently or, on any single occasion or number of occasions, seriously undermines the objectives and purposes of the association shall be expelled from the association by a resolution of the Alumni Board subject to approval by the Annual General Meeting.

ARTICLE 10

ORGANIZATION AND MANAGEMENT

- 10.1 The association shall have the following principal organs;
- a) General meeting
 - b) Alumni Board
 - c) Executive committee
 - d) Standing committee
 - e) Alumni chapter associations; and
 - f) Any other committee or organ as may be established by the general meeting or the alumni board for the proper or better carrying out the objects and functions of the association.
- 10.2 The association shall have the following office bearers;
- a) The Chairperson;
 - b) The Vice - Chairperson;
 - c) The Secretary;
 - d) The Treasurers;
 - e) The Assistant Treasurers; and
 - f) The Chairpersons of the Standing Committee.

ARTICLE 11

THE GENERAL MEETING

- 11.1 The General meeting of the association shall be composed of all members of the association
- 11.2 The General meeting shall be the supreme organ of the association on matters of policy and the Alumni Board, the Executive Committee, the Standing Committees, the Alumni Chapter Associations and any other committee or organ established by or under this constitution or under the authority of the general meeting shall be subordinate and accountable to the general meeting.
- 11.3 The general meeting shall be held at least once in every calendar year to:-
- a) Establish and / or revise policy, carry out business, and take such other appropriate action or make such other decision as may be necessary for the furtherance of the objects of the association;
 - b) Delegate authority and responsibility for implementation of the association policy to the alumni board, the executive committee, alumni chapter associations and / or other organs of the association;
 - c) Ensure that the policies of the association are implemented;
 - d) Receive, discuss and approve the annual budget of the association;
 - e) Receive the annual report and financial statements from the alumni board for the preceding year;
 - f) Subject to the provisions of article 22, appoint an auditor for the ensuing year;
 - g) Elect;
 - i. Office bearers of the association provided for in article 10.2
 - ii. Members of the alumni board; and
 - iii. Any other officers who, according to this constitution, are required to be elected by the general meeting;
 - h) Approve amendments to the constitution;
 - i) Approve, amend, change or disallow, in whole or in part, rules or regulations made by the alumni board;
 - j) Approve the dissolution of the association; and
 - k) Transact any other business which would facilitate the discharge of the objects and purposes or functions of the association;
- 11.4 The general meeting shall be held at the headquarters / registered office of the association or when necessary at such other place as may be designated for such purpose by the executive committee.

- 11.5 The quorum for the general meeting shall be one third of all the registered members and where the general meeting lacks such quorum the meeting shall be postponed and shall meet at least fourteen (14) days later to transact business with or without such quorum.
- 11.6 Each member eligible for voting shall have one vote at all meeting, including the general meeting, except the chairperson who shall have an additional or casting vote in case of a tie.
- 11.7 The chairperson shall preside at the general meeting and in his absence the Vice Chairperson shall assume the position of chairperson. Provided that in the absence of both the chairperson and the vice chairperson, any other ordinary member shall be elected by the general meeting as chairperson for that particular meeting.
- 11.8 An extraordinary, emergency, or special general meeting shall be convened;
- a) In accordance with a resolution of the alumni board or
 - b) At the request of the chairperson; or
 - c) Upon a requisition with a summary of reasons signed by fifteen (15) ordinary members of the association, addressed to the secretary of the association; and
 - d) Upon receipt of any such resolution, request or requisition, a 14 days' notice of such meeting shall be given by the secretary stating fully the object for which it is called.

ARTICLE 12

ALUMNI BOARD

- 12.1 The affairs of the association shall be managed and supervised by the alumni board which shall be elected in a general meeting from among the ordinary members of the association.
- 12.2 The alumni board shall consist of:-
- a) The office bearers of the association specified in article 10.2;
 - b) The chairpersons of the alumni chapter associations;
 - c) The association's representative on the governing board;
 - d) The departmental representatives;
 - e) The chairman of the convocation;
 - f) The Deputy Rector Academic, Research and Consultancy or equivalent;
 - g) The Deputy Rector Administration, Planning and Finance or equivalent; and

- h) The president of Arusha Technical College Students' Organization (SOATECO)
- 12.3 The alumni board shall be charged with the daily business of the association and shall carry out all such activities and do all such things as are necessary, advantageous and proper for meeting the object and purposes or functions of the association's
- 12.4 Without prejudice to the generality of sub article 3, the functions of the alumni board shall include: -
- a) Preparation of annual reports on the operations and activities of the association;
 - b) Preparation of the annual budget of the association and such other things or matters as shall be directed by the annual general meeting;
 - c) Fixing of scales of membership annual fees and other subscriptions;
 - d) Calling and preparing the agenda for the general meeting;
 - e) Establishing and disestablishing committees as may be found necessary for the execution of the board's and association's functions;
 - f) Employing staff of the association where necessary;
 - g) Promoting and supervising fund raising activities for the association;
 - h) Holding, acquiring, charging and disposing of the association's property both movable and immovable;
 - i) Preparation of rules and regulations for adoption of the general meeting;
 - j) Establishing alumni awards; and
 - k) Performing such other functions and activities as may enhance the realization of the objects and purposes of the association.
- 12.5 A vacancy occurring on the alumni board shall be filled by an ordinary member of the association recommended by the nominating and legal affairs committee and voted on by the board.
- Provided that the new representative shall assume the position of the vacating member for the remainder of his /her predecessor's term.
- 12.6 Except for chairpersons of the standing committees, the term of office for members of the alumni board shall be three years but such members shall not in any case hold office for more than two consecutive terms.
- 12.7 The alumni board shall meet at least two times each year.
- Provided that the chairperson of the alumni board may call any additional meeting at any time he / she considers it necessary.

- 12.8 Quorum for the conduct of business shall consist of a simple majority of the membership. Provided that ex - officio and non-voting members shall not be counted for the purpose of establishing such a quorum.
- 12.9 (a) A member of the alumni board who absents himself / herself from two successive regular meeting without notification to the chairperson or the secretary shall be deemed to have resigned from the board.
(b) The unexpired term of office of the said member shall be filled in accordance with the provisions of sub article 12.5
- 12.10 The chairperson or, in his absence, the vice chairperson, shall preside at all meeting of the alumni board, and in the absence of both of them, the members present and forming a quorum shall elect a temporary chairperson from amongst their number.
- 12.11 (a) The alumni board may, at the discretion of the chairperson, transact any business by circulating papers and reaching a decision on the basis thereof.
(b) All decisions of the board, whether arrived at a meeting or by the circulation of papers shall be by a majority of votes of the members present and voting or by a majority of members expressing their views on the circulated papers, as the case may be.
(c) The chairperson of the meeting shall have in addition to the original, a casting vote in the event of an equal votes.
- 12.12 The alumni board may delegate its powers or duties to the executive committee, standing committee or any other committee or committees consisting of such members of the board as it may deem fit and any such committee or committees shall have power to co-opt such persons to be members of the committee or committees. Provided that co-opted members shall not be entitled to voting rights.

ARTICLE 13

NOMINATIONS AND ELECTION OF ALUMNI BOARD

- 13.1 (a) An announcement of all positions open for election on the alumni board shall be made in several newspapers locally circulating in the country;
(b) All ordinary members of the association shall be given the opportunity to nominate candidates for elective membership on the alumni board.
(c) All nominations shall be forwarded to the secretary of the association and shall be approved by the nomination and legal affairs committee before they are submitted to the general meeting for voting.

13.2 The secretary to the association may allow nominations for elective membership of the alumni board at the annual general meeting.

Provided that a nomination made at the annual general meeting shall be subject to approval by the nominations and legal affairs committee before submission to the electorate.

13.3 Elective membership on the board shall comprise the following vacancies;

- a) All office bearers of the association specified in sub - article 10.2;
- b) The association's representative to the governing board;
- c) The departmental representative; and
- d) Chairpersons of the alumni chapter associations who shall be elected by the respective chapter associations in accordance with the provisions of article 17.

13.4 (a) The members present during the annual general meeting shall elect one member from among themselves to chair the elections.

(b) All ordinary members of the association who are present at the annual general meeting shall be eligible to vote for all positions.

13.5 Members of the association who are unable to attend the annual general meeting may submit a written vote, by proxy to the secretary of the association.

13.6 (a) The counting of ballots for each position shall be carried out immediately by employees of the secretariat under the supervision of the presiding chairperson.

(b) The nominee in each position who receives the greatest number of votes shall be declared elected.

ARTICLE 14

THE EXECUTIVE COMMITTEE

14.1 The executive committee shall consist of: -

- a) The chairperson;
- b) The vice chairperson;
- c) The secretary;
- d) The treasurer;
- e) One of the chairpersons of the standing committees elected by the alumni board

- 14.2 The executive committee shall perform such functions as may be delegated to it by the general meeting and the alumni board from time to time, and in particular, the executive committee shall be responsible for the discharge of the day to day activities of the association on behalf of the alumni board.
- 14.3 The executive committee shall also be responsible for the discharge of such functions as pursuant to the obtaining exigencies, cannot be transacted by the entire alumni board.
- 14.4 A quorum for any meeting of the executive committee shall consist a simple majority (one more than half) of the membership.
- 14.5 All actions or activities of the executive committee shall be reported at the next succeeding meeting of the alumni board.

ARTICLE 15

STANDING COMMITTEES

15.1 There shall be established the following standing committees of the association:

- a) Nomination and legal affairs committee
- b) Programme development and finance committee; and
- c) Special events committee

15.2 The term of office for chairpersons and members of the standing committee shall be two years but shall not be eligible to serve for more than such two consecutive terms.

15.3 Except for the chairpersons, other members of the standing committees shall be appointed by the chairperson of the association from among the members of the alumni board and from the general membership of the association.

Provided that: -

- a) The chairperson shall appoint three members from the alumni board and two members from the general membership; and
- b) The appointments shall be confirmed by the alumni board on its ordinary meeting subsequent to the appointments.

15.4 The standing committees may, in their absolute discretion and in furtherance of the objectives of the association, co-opt not more than three other persons to the said committees;

Provided that such other persons shall have no voting rights.

ARTICLE 16

FUNCTIONS OF STANDING COMMITTEES

(a) Nominations and Legal Affairs Committee

- 16.1 The nomination and legal affairs committee shall be an advisory organ to the alumni board and in addition, shall;
- i. Make the final approval of candidates nominated by ordinary members of the association to contest for the elective positions / posts on the alumni board
 - ii. Ensure that notice of vacant positions on the alumni board are advertised in accordance with the requirements of this constitution;
 - iii. Collect all nomination papers, validate nominees and nominators, and ensure that ballot forms are available for all elections;
 - iv. Interview and prioritize nominees where circumstances so demand;
 - v. Be responsible for constitutional awareness and other rights of the members of the association; and
 - vi. Conduct frequent reviews of the constitution and by-laws of the association in relation to aspects which are no longer relevant or appropriate and make recommendations to the alumni board for amendments, subject to approval by the general meeting.

(b) Programme Development and Finance Committee

- 16.2 The programme development and finance committee shall act in an advisory capacity to the alumni board and shall;
- i. Develop, initiate and evaluate activities designed to provide a service to the alumni and increase the graduate's awareness of the College through ensuring continuous communication with the alumni;
 - ii. Assess the feasibility of new programmes and recommend adoption by the alumni board;
 - iii. Perform an annual review of existing revenue and non - revenue programmes and services of the association and make recommendations for improvement, expansion or cancellation;
 - iv. Make recommendations to the alumni board for improvements or changes to the fiscal structure or activities of the association;
 - v. Recommend the alumni priority areas which require the alumni and the College financial assistance;

- vi. Make recommendations and initiate action for activities designed to advocate, support and defend the College;
- vii. Encourage united action on promoting and advancing the interest and general welfare of the College as an educational institution;
- viii. Make recommendations and initiate action for activities which support, promote and assist various institutional undertakings of the College;
- ix. Review activities for existing alumni chapter association, develop guidelines for the chapter associations activities and initiate communications with the chapter associations;
- x. Select candidates eligible for the associations awards, if any, and recommend the terms of reference and the method of selection for the said awards; and
- xi. Promote and support the establishment of new alumni chapter associations.

(c) Special Events Committee

- 16.3 The special events committee shall in its advisory capacity to the alumni board:-
- i. Assist with the planning, promotion, execution and evaluation of the reunion or homecoming activities, annual dinners for graduates, and any other special events;
 - ii. Make recommendations and initiate action required when the need for special events arise;
 - iii. Encourage alumni chapter associations to organize their reunion or homecoming activities; and
 - iv. Evaluate the recommend projects or activities to be organized in conjunction with the convocation.

ARTICLE 17

ALUMNI CHAPTER ASSOCIATIONS

- 17.1 Alumni chapter associations may be formed in the regions of the United Republic of Tanzania and countries other than the United Republic of Tanzania where there is a sufficient number of ordinary members resident in that country.
- 17.2 Application to form an alumni chapter association shall be made to the alumni board upon the filling of a petition signed by not less than 15 ordinary members of the association resident in that region or country; provided that not more than one alumni chapter association shall be established in any one region or country;

- 17.3 If the application is approved by the alumni board, official recognition of the chapter association will be granted authorizing the alumni chapter association to draw its own constitution and proceed with elections.
- 17.4 Alumni chapter associations may adopt constitutions, pass by laws, elect office bearers, designate committees, and otherwise function as organizations within the association, provided that nothing so adopted or done shall be in conflict with the constitution and the by laws of the association
- 17.5 An alumni chapter association will receive administrative support of the alumni board and the College; provided that its establishment be ratified by the general meeting.
- 17.6 An alumni chapter association shall, among other things, seek to achieve the following objects;
- a) To promote fellowship and to maintain friendships of alumni residing in the region or country by providing information, services, and opportunities for contact;
 - b) To provide a communication link between alumni and the College by keeping alumni informed of the growth, academic and research developments at the College and to assist in maintaining the educational tradition's spirit of the College;
 - c) To increase public awareness of the function of Colleges in general and of the College in particular;
 - d) To assist in the fund - raising efforts of the College, including the procurement of donors and maintenance their interest and support, and to assist with specific College managed fund-raising drives;
 - e) To encourage the best students to attend Arusha Technical College and to assist these students by raising funds to be used for local scholarships and
 - f) To create a system whereby established alumni assist other alumni who are seeking employment opportunities and students who are seeking admission.

ARTICLE 18

DUTIES OF THE OFFICE BEARERS

(a) The Chairperson

- 18.1 The Chairman of the association together with the office bearers of the association shall assume office immediately after the announcement of the election results.

18.2 The chairperson shall:

- a) Be the chairperson of the executive committee and as such shall preside at all meetings of the association, the alumni board and the executive committee;
- b) Represent the association on the University council;
- c) Execute all other duties pertaining to this office; and
- d) Be an ex-officio member of the standing committees.

(b) The Vice Chairperson

18.3 The vice chairperson shall;

- a) Assist the chairperson in the performance of his or her duties;
- b) Act for the chairperson in the event of his absence or inability from any cause to act; and
- c) In case of a vacancy in the office of the Chairperson, automatically succeed to the office of the Chairperson and serve until the expiration of the current term.

(c) The Secretary

18.4 The secretary of the association shall be a College officer who is responsible as secretary to the Convocation and as such shall;

- a) Be responsible for recording the minutes and keeping accurate records of all meeting of the alumni association, the alumni board, the executive committee and the standing committees and shall cause the same to be distributed to relevant parties;
- b) Be responsible for compiling and maintaining the association's roll in which shall be entered the names of all persons who are, for the time being, members of the associations;
- c) Be responsible for summoning the association's meetings and those of the alumni board, the executive committee and the standing committees, by giving proper notice for such meeting after consultation with respect chairperson;
- d) Announce in local newspapers all positions open for election on the alumni board; and
- e) Subject to the provisions of article 17.4 receive and forward to the annual general meeting nominations of candidates standing for elective posts in the alumni board; and
- f) Do such other functions or duties as may facilitate the realization of the object and purposes of the association.

18.5 (a) The College, shall provide the staff required to support the activities of the association

(b) The staff shall;

- i. Advise the alumni board as requested by the board;
- ii. Carry out programs decided upon by the board; and
- iii. Provide administrative support to the board and executive committee

(d) The Treasurer

18.6 The Treasurer shall be the custodian of the property of the association both movable and immovable and as such shall, among other things;

- a) Properly account for said property by way of keeping and maintaining an inventory of the same;
- b) Monitor the finances of the association, develop annual budgets, report on revenues and expenditure, develop creative sources of funding;
- c) Keep proper books of accounts in respect of the funds of the association; and
- d) Perform such other functions or duties as may be assigned by the alumni board and the chairperson.

(f) Chairpersons of Standing Committees

18.8 The Chairpersons of the Standing Committees shall:-

- a) Preside at all meetings of their respective standing committees;
- b) Be responsible for the organization and advancement of their committees specific areas;
- c) Execute all other duties pertaining to their offices; and
- d) Report the affairs of their Committees at the alumni board meetings.

ARTICLE 19

NOTICE OF MEETING

19.1 (a) General meeting shall be convened by the secretary by giving a minimum of twenty-one days' notice of the meeting to all members of the association.

(b) Notice of the meetings may also appear in the local dailies circulating in the United Republic of Tanzania

19.2 Unless otherwise provided in this constitution other meetings of the association, the alumni board, the executive committee and the standing committees shall be convened on issue of at least 14 days' notice.

Provided that if a shorter notice is given, a resolution for waiver of the normal notice shall be passed at the relevant meeting.

ARTICLE 20

RESOURCES AND FUNDS

20.1 The association's sources of finance shall consist of: -

- a) Annual subscriptions and ad hoc contributions made by members in accordance with the constitution and / or by-laws;
- b) Grants, donations and ex-gratia contributions to the association;
- c) Income generated through fund raising activities;
- d) Income from investment assets of the association; and
- e) Any other income lawfully received by the association.

ARTICLE 21

ACCOUNTS

21.1 The Treasurer, under the direction of the alumni board, shall keep proper books of account in respect of;

- a) All sums of money received and expended by the association and the manner in respect of which receipt and expenditure takes place;
- b) All income and expenditure of the association; and
- c) Assets and liabilities of the association.

21.2 Proper books of account shall mean such books or records as are necessary to present fairly the state of the affairs of the association and to explain its transactions.

21.3 The books of account shall be kept at the registered office of the association or at such other places as may be decided upon by the alumni board.

21.4 Within three months after the close of each financial year of the association, an audit shall be made of the financial statements (i.e. income and expenditure account, balance sheet, funds flow statements and any other statements) as will

be determined by the alumni board from time to time by an experienced independent firm of authorized auditor(s).

- 21.5 A copy of the financial statements as stipulated in sub article 21.4 including every document required by law to be annexed thereto together, with a copy of the auditor's report which are to be laid before the general meeting pursuant to sub article 11.3 (e) shall, in not less than 21 days before the date of the meeting, be sent to every member of the association.
- 21.6 All moneys of the association shall be paid into the bank account of the association's and no funds shall be paid out except upon authorization of the executive committee.
- 21.7 All funds under the control of the association, except funds held in trust for specific purposes, shall be used to pay the operating expensed of the association and in meeting expenses incurred towards realizing the objects and purposes of the association.
- 21.8 The College shall provide administrative and technical support to the Treasurer in the course of discharge of his / her functions.
- 21.9 The financial year of the association shall be the same as that of the College.

ARTICLE 22

AUDIT

- 22.1 The general meeting on the recommendation of the alumni board shall during the annual general meeting, appoint an experienced and independent authorized auditor or a firm of such auditors to audit the accounts of the association and hold office until the next annual general meeting.
- 22.2 The auditor or firm of auditors so appointed shall be eligible for reappointment for further indefinite consecutive terms.
- 22.3 A member of the alumni board shall not be appointed an auditor for the purposes of this article.

Provided that this provision shall not disentitle a firm of auditors to which such a member belongs as a partner to be so appointed.
- 22.4 The remuneration of the auditor or firm of auditors shall be determined by the annual general meeting.

ARTICLE 23

AMENDMENTS

- 23.1 This constitution and any by laws made thereunder shall on the recommendation of the alumni board, be amended by a two thirds majority vote of the voting members of the general meeting at an annual, special and extra - ordinary meeting called for that purpose.
- 23.2 In all cases, notice for any proposed amendment shall be communicated to each voting member of the general meeting at least three (3) weeks if it is an ordinary general meeting or fourteen (14) days if it is a special or extra ordinary general meeting before the date fixed for the debate of the proposed amendment.

ARTICLE 24

DISSOLUTION

- 24.1 The association may be dissolved by a resolution passed to that effect by a two thirds majority of all voting members at a general meeting; provided that notice of the proposed intention to dissolve the association shall have been communicated to the members three (3) weeks prior to the general meeting called for the purpose of the dissolution of the association
- 24.2 In the event of the dissolution of the association, the net assets of the association, after meeting all its legal and equitable liabilities fully, shall be held in trust by the College until such time as an association or organization with similar objects and purposes shall be established and to which such net assets shall be handed over full subject to any costs that may be legitimately levied by the College.

ARTICLE 25

DEFINITIONS

- 25.1 In constitution, unless the context otherwise requires:
- “Alumni” means all graduates of Arusha Technical College; all persons that have studied at Arusha Technical College for a minimum of one semester or one term; and all recipients of honorary diploma or degree from Arusha Technical College.
- “Alumni Board” and “Alumni Chapter Association” mean the association’s organs established by article 10 of this constitution;

“Relevant organs of the College” means the College Management Committee and the College Governing Board of Arusha Technical College;

“The Association “mean Arusha Technical College Alumni Association;

“The Constitution” means Arusha Technical College Alumna’s Constitution;

“The College” means Arusha Technical College as established under the Arusha Technical College Establishment Order.