

CONSTITUTION OF THE AFRICA INTERNATIONAL UNIVERSITY (NEGST) ALUMNI ASSOCIATION

CONSTITUTION AND RULES

1. NAME

- a) The name of the society shall be “AIU, ALUMNI ASSOCIATION” (In this constitution referred to as The Association”)
- b) The permanent address of the association shall be P.O. Box 24686, Nairobi, Kenya.

2. OBJECTS

- a) To serve as a forum for exchange of views and to attend to needs among the Alumni themselves and between the Alumni and the school.
- b) To disseminate information among its members for the sake of praying for encouraging and correcting one another.
- c) To disseminate and propagate information about AIU regarding its needs and concerns with intentions to obtain and attain support and solidarity with the School.
- d) To encourage, uplift and bear the burdens of one another in order to keep the vision burning while waiting upon the eminent second return of the King
- e) To establish and maintain a scholarship fund in order to support needy students.
- f) To know and enjoy God and to make him known and enjoyed.
- g) To deal in all financial matters in the interest of the Association.

3. MEMBERSHIP

- a) Any person who has graduated from various programs shall be eligible for membership of the Association and shall become a member on payment of an entrance fee of Ksh. 1,000/-.
- b) Every member shall pay an annual subscription of Ksh. 1,000/-.
- c) Any member desiring to resign from the Association shall submit his resignation to the secretary, which shall take effect from the date of receipt by the secretary of such notice
- d) Any member may be expelled from membership if the committee so recommends and if a general meeting of the Association shall resolve by the a two thirds majority of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of the Association, or he contravened any of the provisions of the constitution of the Association. The committee shall have power to suspend a member from his membership until the next

general meeting of the Association following such suspension but withstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsion is to be considered.

- e) Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him at any time.
- f) Any member who falls into arrears with annual subscription for more than two years shall automatically cease to be a member of the Association and his name shall be struck off the register of members. The committee may, however, at its discretion, reinstate such member on payment of the total amount of subscription outstanding.

4. OFFICE BEARERS

- a) The office bearers of the Association shall be:
 - i. The Chairman
 - ii. The Vice chairman
 - iii. The Secretary
 - iv. The Assistant Secretary
 - v. The Treasury
 - vi. The Assistant Treasury
 - vii. All of whom shall be paid-up members of the Association and shall be elected at the annual general meeting to be held in each year. (See also rule 6b) below).
- b) All office bearer shall hold office from the date of election until the succeeding annual general meeting subject to the conditions contained in the sub-paragraphs c) and d) of this rule but shall be eligible for re-election.
- c) Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
- d) Office bearers may be removed from office in the same way as is laid down for the expulsion of members in rule 3d) and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

5. DUTIES OF OFFICE BEARERS

- a) Chairman- the Chairman shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings
- b) Vice Chairman- the Vice Chair shall perform any duties of the Chairman in his absence.
- c) Secretary- the Secretary shall deal with all correspondence of the society under the general supervision of the committee. In cases of urgent matters where the committee cannot be consulted, he shall consult the Chairman or if he is not available, the vice Chairman. The decisions reached shall be subject to ratification or otherwise at the next committee meetings. He shall issue notices convening all meetings of the committee and all general meetings of the Association and shall be responsible for keeping

minutes of the of such meetings and of the preservation of all records of proceedings of the Association and the committee.

- d) Assistant Secretary- in the absence of the Secretary , the Assistant secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him by the Secretary or committee whether the Secretary is present or not.
- e) Treasurer- the Treasurer shall receive and shall also disburse, under the direction of the committee all moneys belonging to the Association and shall preserve vouchers foe all money paid by him. The treasurer is responsible to the committee and to the members that proper books of account of all moneys received and paid by the society are written up, preserved and availed for inspection.
- f) Assistant Treasurer- The Assistant Treasurer shall perform such duties as may be specifically assigned to him by the Treasurer or but the committee and in the absence of the Treasurer shall perform the duties of Treasurer.

6. THE COMMITTEE

- a) The committee shall consist of all the office bearers of the society and two other members elected at the annual general meeting in each year, such committee members shall hold office until the following annual general meeting. The committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.
- b) Any casual vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of the Association. Vacancies caused by members of the committee removed from the office will be dealt with as shown in rule 4d)

7. DUTIES OF THE COMMITTEE

The committee shall be responsible for management of the Association and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform their duties. The committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.

All moneys dispersed on behalf of the Association shall be authorized by the committee except as specified in rule 12d).

The quorum for meetings of the committee shall be not less than 50% members.

8. GENERAL MEETINGS

- a) There shall be two classes of general meetings-annual general meetings and special general meetings.
- b) The annual general meeting shall be held not later than July 31st in each year.
- i. Notice in writing of such general meeting, accompanied by the annual statement of account (See rule11b) and the agenda for the meeting shall be sent to all members not less than 21 days before

- the date of the meeting and, where practicable, by Press advertisement not less than 14 days before the date of the meeting.
- ii. The agenda for any annual general meeting shall consist of the following:
- a) Confirmation of the minutes and the previous annual general meeting.
 - b) Consideration of the accounts
 - c) Election of the office bearers and the committee members (and trustees where necessary according to with rule10c)).
 - d) Appointment of auditors in accordance with rule11a)
 - e) Such other matters as the committee may decide or as to which notice shall have been given by a member or members to the Secretary at least four weeks before the date of the meeting
 - f) Any other business with the approval of the Chairman.
 - g) A special general meeting may be called for any specified purpose by the committee . Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof and where practicable by Press advertisement not less than 7 days before the date of such a meeting.
 - c) A special general meeting may also be requisitioned for a special purpose by order in writing to the Secretary of not less than 10 members and such meeting shall be held with 21 days of the date of the requisition. The notice for such meeting shall be as shown in rule 8c) and no matter shall be discussed than stated in the requisition.
 - d) Quorum for general meetings shall be not less than 15% of the registered members of the society.

9. PROCEDURE AT MEETINGS

- a) At all the meetings of the Association the chairman, or in his absence, the Vice Chairman, or in the absence of both these officers, a member selected by the meeting shall take the chair
- b) The Chairman may at his desecration limit the number of persons permitted to speak in favors of and against any motion

10. TRUSTEES

- a) All land , buildings and other immovable property and all investment and securities which shall be acquired by the Association shall be vested in the names of not less than 4 trustees who shall be members of the Association

and shall be appointed at an annual general meeting for a period of three years . On retirement such trustees shall be eligible for a re-election . A general meeting shall have the power to remove any of the trustees and any vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.

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

11. AUDITOR

- a) An auditor shall be appointed for the following year by the annual general meeting .
- b) All the Association 's accounts, records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the annual general meeting. The auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Association in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- c) A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.
- d) No auditor shall be an office bearer or a member of the committee of the Association.

12. FUNDS

- a) The Association shall meet the above objectives by engaging in the following:
 - i. To raise funds for Association from membership fees and voluntary gifts.
 - ii. To purchase, take, receive, lease, or lessee, take by gift, devise or bequest, otherwise acquire, and own, hold, use, and otherwise deal in and with any real or personal property, or any interest there in situated in or out of Kenya
 - iii. To sell, convey mortgage, pledge lease as lesser, and otherwise dispose of all or any part of its property and assets
 - iv. To purchase, take, receive, subscribe for, or otherwise acquire own, hold, or vote, use or employ shares or other interests in or obligations of societies in Kenya or foreign countries whether for profit or not for profit, association, partnership or individual.

- v. To make contracts and incur liabilities which may be appropriate to enable the association to accomplish any or its purposes, to borrow money for its purposes at such a rate of interest as it may determine, to issue its notes, bonds, property, franchisees, and income.
- vi. To invest funds from time as may be deemed prudent; to lend money for its purposes and to make and hold real and private property as security for the payment of funds so invested or lent.
- vii. To have and exercise all powers necessary and convenient to affect any or all of the purpose for which the Association is organized.
- viii. To hire and fire individuals and corporate persons in the work of the Association.
 - a) All the moneys and fund shall be received by and paid to the Treasurer and shall be deposited by him in the name of the Association in any bank or banks approved by the committee.
 - b) No payments shall be made out of the bank account without a resolution of the committee authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Assistant Treasurer and two other office bearers of the association who shall be appointed by the committee.
 - c) A sum not exceeding Ksh.5000/- may be kept by the Treasurer for petty disbursements of which proper account shall be kept.
 - d) The committee shall have power to suspend any office bearer who it has reasonable cause to believe he is not of the funds or property of the Association and shall have power to appoint another person in his place. Such suspension shall be reported to general meeting to be convened on a date not later than two months from such suspension and the general shall have full power to decide what further action should be taken in the matter.
 - e) The financial year of the Association shall be from June 1st to May 31st.

13.BRANCHES

Branches of the Association may be formed with the approval of the committee and the register of the societies and they will adopt the same constitution as that of the headquarters with the following exception.

- a) The aims and object will not include the formation of the branches.
- b) Amendments to the constitution can only be made by the headquarter of the Association in accordance with the provisions of rule 14.
- c) The provisions of rule 15 shall apply to branches but, in addition. Branches will not be dissolved without constitution with their headquarters.

14. AMENDMENTS TO THE CONSTITUTION

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

12. DISSOLUTION

- a) The society shall not be dissolved except by a resolution passed at general meeting of members by a vote of two-thirds of members present. The quorum at the meeting shall be as shown In rule 8 e) If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the meeting. The quorum for this second meeting shall be the number of the members present
- b) Provided however that no dissolution shall be affected without prior permission in writing of the register, obtained upon application to him made in writing and signed by three of the office bearers.
- c) When the dissolution of the Association has been approved by the register, no further action shall be taken by the committee or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all assets of Association. Subject to the payment of all the debts of the Association, the property and investments of the Association shall be inherited by the Nairobi Evangelical Graduate School of Theology.

15. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of accounts and all documents relating thereto and a list of members of the Association shall be availed for inspection at the registered office of the Association by any officer or member of the Association of the Association on giving not less than seven days notice in writing to the Association.

17. STATEMENT OF FAITH

We believe:

- a) The Holy Scripture, as originally given by God, divinely inspired, infallible. Entirely trustworthy, and the supreme authority in all matters of faith and conduct.
- b) One God, eternally existent in three persons: Father, Son and the Holy Spirit.
- c) Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work and His personal return in power and glory.
- d) The Salvation, of the lost and sinful man through the shed blood of the Lord Jesus Christ, by faith apart from works, and regeneration by the Holy

Spirit. The Holy Spirit by whose indwelling the believer is enabled to live a holy life, to witness and work for the Jesus Christ.

- e) The Spiritual unity of those who, having believed in Jesus Christ for their Salvation, have been regenerated by the Holy Spirit and compose therefore the Church, the body of Christ of which he is head .
- f) The personal existence of Satan, whose intent is to supplant God and frustrate His purpose and whose ultimate end is consignment to eternal punishment.
- g) The bodily Resurrection, of all the dead, of the believers unto everlasting blessedness and of the unbelievers unto judgement and everlasting punishment.