

SOKOINE UNIVERSITY OF AGRICULTURE



PROPOSED CONSTITUTION OF THE SUA CONVOCATION

(Second amended in November 2016)

2016

TABLE OF CONTENTS

List of contents.....	1
ARTICLE I: NAME.....	4
ARTICLE II: HEAD OFFICE.....	4
ARTICLE III: VISION AND MISSION	4
ARTICLE IV: AIMS AND OBJECTIVES	4
ARTICLE V: MEMBERSHIP	5
ARTICLE VI: RIGHTS AND OBLIGATIONS OF MEMBERS	6
ARTICLE VII: CONVOCATION ROLL.....	6
ARTICLE VIII: CONVOCATION OFFICE BEARERS	7
ARTICLE IX: FUNCTIONS OF THE OFFICE BEARERS	7
ARTICLE X: EXECUTIVE COMMITTEE OF CONVOCATION	8
ARTICLE XI: MEETINGS	10
ARTICLE XII: REPRESENTATIVE TO SENATE AND COUNCIL	12
ARTICLE XIII: OBLIGATION OF UNIVERSITY ADMINISTRATION.....	12
ARTICLE XIV: CHAPTERS.....	12
ARTICLE XV: ELECTIONS	13
ARTICLE XVI: SUACONE EDITORIAL BOARD.....	14
ARTICLE XVII: FINANCE.....	14
ARTICLE XVIII: AUDITORS.....	14
ARTICLE XIX: SIGNING OFFICERS.....	15
ARTICLE XX: RETURNING OFFICERS AND SCRUTINEERS	15
ARTICLE XXI: VOTE OF NO CONFIDENCE	15
ARTICLE XXII: RESIGNATIONS.....	15
ARTICLE XXIII: AMMENDMENTS TO CONSTITUTION	16
ARTICLE XXIV: INTERPRETATION	16

DEFINITION OF TERMS

In this Constitution unless the context otherwise requires.

“Alumni Association” means Association of the University established under Article 23 of the Sokoine University of Agriculture Charter, 2007.

“Charter” means the Sokoine University of Agriculture Charter, 2007

“Constitution” means the Constitution of the University established under Article 23 of the Sokoine University of Agriculture Charter, 2007.

“Convocation Roll” means a list of names of registered members of the Convocation established under Article 23 of the Sokoine University of Agriculture Charter, 2007.

“Vice Chancellor” means Vice Chancellor of the University appointed under Article of the the Sokoine University of Agriculture Charter, 2007.

“Deputy Vice Chancellors” means Deputy Vice Chancellors of the University appointed under Article of the the Sokoine University of Agriculture Charter, 2007.

“Returning Officer” means official who conducts elections and announces results.

“University” means the Sokoine University of Agriculture Charter.

PREAMBLE

WHEREAS the Sokoine University of Agriculture (SUA) established by the Sokoine University of Agriculture Charter; and

WHEREAS Article 23 of the Charter establishes the Convocation of the University; and

WHEREAS the aim of the Convocation is to bring together members of the Convocation to meet and discuss in a common forum the furtherance of the objectives and functions of the University by all members; and

WHEREAS all Convocation members believe that for the Convocation to function well there has to be a well thought organizational and operational framework for the Convocation in which it will be possible for it to realize its objectives: and

WHEREAS the Convocation members understand that with the Constitution of their own it will be possible to provide for the organizational and operational set – up of the Convocation and thereby realize the objectives of the Convocation and those of the University;

NOW, THEREFORE, all Convocation members hereby establish the Convocation to provide for the general organizational and operational framework of the Convocation in its effort to realize its objectives and those of the University.

**CONSTITUTION OF THE CONVOCATION
OF THE SOKOINE UNIVERSITY OF AGRICULTURE
(Second amended in November 2016)**

PART ONE

ARTICLE I: NAME

- 1.1** The Convocation of Sokoine University of Agriculture (SUA) (hereinafter referred to as Convocation) is a statutory entity established under Article 23 of the Sokoine University of Agriculture Charter, 2007.
- 1.2** The official language of the Convocation shall be English and/or Kiswahili

ARTICLE II: HEAD OFFICE

- 2.1** The head office of the Convocation shall be situated at the Main campus of the Sokoine University of Agriculture. The address shall be P.O. BOX 3000, CHUO KIKUU, MOROGORO, TANZANIA.

PART TWO

ARTICLE III: VISION AND MISSION

- 3.1 Vision:**
SUA connected to its Alumni and friends
- 3.2 Mission:**
To serve, inform and involve SUA Alumni and friends

ARTICLE IV: AIMS AND OBJECTIVES

The aims and objectives of the Convocation shall be:-

- 4.1** Contribute to the welfare, prestige and excellence of the Sokoine University of Agriculture.
- 4.2** Represent the interests, and promote, protect, exercise and maintain the rights and responsibility, of *its alma mater*.
- 4.3** Take interest in matters pertaining to the governance, administration and academic functions of the University and to make recommendations thereon.
- 4.4** Foster a spirit of "*Alma Mater*" and maintain a good image of the University as a whole, and to promote community and business interests and respect for the University.
- 4.5** Encourage and promote a spirit of collegiality and unity among members of Convocation within and outside the Regional Chapters
- 4.6** Create in the alumni, a sense of responsibility, obligation and accountability towards the community and especially towards the University.
- 4.7** Liaise and consult with all other University constituencies on matters of common interest and to foster unity.

- 4.8** Encourage and support financial contributions from Alumni and well-wishers to the University.
- 4.9** Award prizes to distinguished Alumni who have made significant achievements and/or contribution to their profession, community or University.
- 4.10** Establishment of Endowment fund
- 4.11** Award scholarships to potential beneficiaries.
- 4.12** The Convocation has the following functions:-
- (i) Discuss any matter relating to the University including (but not limited to) any matter referred to it by the University Council and the SENATE and to report its views on such matters to the University Council or SENATE as the case may be.
 - (ii) To solicit funds from among members and from others for the purposes of Convocation and the University and to determine the manner in which they may be used.
 - (iii) Maintaining dialogue with the Government on matters concerning the welfare of the University.
 - (iv) To do any other acts necessary to give effect to the powers conferred on the Convocation by the University Charter.
 - (v) To perform such other functions as may be delegated by the University Council and the SENATE

PART THREE

ARTICLE V: MEMBERSHIP

5.0 The membership of the Convocation shall consist of regular, associate, honorary and affiliate members.

5.1 Regular Members

The regular membership shall include: -

- (i) The Vice Chancellor,
- (ii) The Deputy Vice Chancellors
- (iii) Principals of Constituent Colleges
- (iv) All present and past/retired members of the academic staff,
- (v) All persons who are graduates from the Faculty of Agriculture of Makerere College associated with the University of London, or of the University of East Africa,
- (vi) All persons who are graduates from the Faculty of Agriculture, Forestry and Veterinary Science of the University of Dar es Salaam
- (vii) All persons who are and or/ become graduates of Sokoine University of Agriculture.

5.2 Associate Members

The associate membership shall include:-

Any person who has contributed to the welfare of the Convocation or to the University provided that the Annual General Meeting (AGM) has approved his/her name for associate membership.

5.3 Honorary Members

The honorary membership shall include:-

- (i) Any person who has received an honorary degree from the University.
- (ii) Any person whom the Annual General Meeting confers honorary membership for his/her exceptional contribution to the Convocation or to the University.
- (iii) Such persons as the Vice Chancellor may, upon recommendation by the President of the Convocation, appoint to be honorary members of the Convocation.

5.4 Affiliate Members

The affiliate membership shall include:-

Any graduate from other Universities with interest of identification with the Sokoine University of Agriculture and for this purpose have had part-time teaching at the University.

ARTICLE VI: RIGHTS AND OBLIGATIONS OF MEMBERS

6.0 Regular Members

Regular members shall have the following rights, duties and obligations:-

- (i) Attend all General Meetings and Special General Meetings of the Alumni.
- (ii) Participate in activities of the Alumni and give assistance in the actions undertaken by it.
- (iii) Elect persons or be elected to any of the organs of the Convocation.
- (iv) Be elected, nominated or appointed as observers or representatives of the Alumni to any meetings, conferences, seminars or any other activity which the Alumni may be required to participate.
- (v) Observe the constitution and all the decisions regularly taken by the organs of the Convocation and express any ideas freely.
- (vi) *All paid-up members shall be entitled to benefit from the activities of Alumni.*

6.1 Associate, Honorary and Affiliate Members:-

Shall have the same rights, privileges, duties and *obligations* of ordinary members with the exception that they cannot be elected to any of the position of Convocation or the Executive Committee of Convocation (ECC).

ARTICLE VII: CONVOCATION ROLL

- 7.1** The Secretary shall cause to be compiled and maintain a Convocation Roll of Sokoine University of Agriculture upon which shall appear the names and addresses of all persons who are members.

7.2 Eligible member of the Convocation shall register his or her name and address with the Convocation Liaison Officer and notify him or her of any changes thereof.

7.3 The roll shall be *prima facie* evidence that any person whose name appears thereon is entitled to all the rights and privileges of a member of Convocation, and that any person whose name does not appear thereon is not so entitled.

PART FOUR

ARTICLE VIII: CONVOCATION OFFICE BEARERS

8.1 The office bearers of the Convocation shall consist of:-

- (i) The President
- (ii) The Vice President
- (iii) The Honorary Treasurer
- (iv) The Deputy Vice Chancellor (Academic) who shall be the Statutory Secretary of the Convocation

8.2 The Convocation at every third Annual General Meeting shall elect from among its members a President, Vice President and Honorary Treasurer who will hold office for a period of three years from the meeting at which they are elected.

8.3 The President of the Convocation shall, subject to his continuing to be qualified to be a member of the Convocation and unless he sooner dies or resigns, hold office for a period of three years and shall be eligible for re-election.

ARTICLE IX: FUNCTIONS OF THE OFFICE BEARERS

9.0 President

- (i) The President, who shall be the Chief Executive Officer of the Convocation, shall preside at the AGM and ECC meetings;
- (ii) Shall be competent to represent the Convocation, make statements on behalf of the Convocation, and perform any other duties required by this constitution, or act upon decisions taken at the AGM or by the ECC;
- (iii) Shall represent the Alumni in Senate and University Council;
- (iv) Shall prepare and present annual report on the activities of the ECC and Convocation for adoption by the Annual General Meeting;
- (v) Shall be a signatory to all Convocation financial transactions.

9.1 Vice President

- (i) Shall perform all functions and exercise/all powers of the President if he/she absent and while doing so has the same privileges as the Chairperson;
- (ii) Shall act as Chairperson in case of incapacitation or resignation of the President.

9.2 The Secretary

- (i) Shall deal with all correspondence relating to the Convocation;
- (ii) Shall issue notices of meetings of both the Executive Committee and Annual General Meetings at least two weeks and three weeks, respectively;
- (iii) Shall prepare and circulate the agenda for Executive committee meetings and Annual General meetings;
- (iv) Shall keep records and minutes of all meetings;
- (v) Shall receive items of agenda from the members in the form of motions to be considered in the Annual General Meetings;
- (vi) Shall report to the Council, Senate and Chancellor any resolution made;
- (vii) Shall submit to the Chancellor and the Minister responsible for Higher Education a copy of the minutes of every meeting of Convocation;
- (viii) Shall liaise with Regional Chapters on Convocation matters;
- (ix) Shall disseminate to Convocation members news, circulars and forthcoming Alumni events;
- (x) Shall be a signatory to the Convocation financial transactions.
- (xi) Shall report to the Council the activities of the Convocation.

9.4 The Honorary Treasurer

- (i) Shall receive and bank under the directions of the ECC all money belonging to the Alumni;
- (ii) Shall maintain and keep financial records of the Alumni;
- (iii) Shall, with the approval of the Executive Committee, make payments;
- (iv) Shall prepare and present annual audited reports to the Annual General Meeting;
- (v) Shall be a signatory to the Convocation financial transactions.

ARTICLE X: EXECUTIVE COMMITTEE OF CONVOCATION

10.1 The composition of the Executive Committee of Convocation hereinafter referred to as ECC shall consist of the following members:

- (i) The President
- (ii) The Vice President
- (iii) Secretary
- (iv) Honorary Treasurer
- (v) Editor in Chief, Sokoine University of Agriculture Convocation Newsletter (SUACONE)
- (vi) Regional Chapter Representatives
- (vii) Two Members elected by Convocation

10.2 Rules Governing the Executive Committee

- (i) All ECC Members shall be elected at the Annual General Meeting of Convocation and shall hold office for a period of three years;
- (ii) The President, Vice President, and Honorary Treasurer shall not serve more than two consecutive terms in the same position;

- (iii) No more than two Convocation members employed by the University in an administrative capacity may be elected into the ECC;
- (iv) Should any member of the ECC elected by the AGM of the Convocation, vacate office before the expiration of the due period of office, ECC may appoint a member of Convocation to fill such vacancy. Such member shall fill the position for the remainder of the period of office;
- (v) Should the position of President become vacant during the term of office, the Vice President shall fill the position for the remainder of the period of office;
- (vi) Should the position of Vice President become vacant during the term of office the ECC may elect a member of the Convocation to fill the position for the remainder of the period of office;
- (vii) In the absence of both the President and Vice President at a meeting the members present shall elect from amongst themselves, an acting Chairperson for the meeting;
- (viii) No member serving on the Executive Committee at another University shall be eligible for election to ECC;
- (ix) Members of ECC attending such Executive Committee meetings will be responsible for their own travelling and accommodation costs unless otherwise decided by ECC.

10.3 Functions of the Executive Committee of Convocation

- (i) The management of the business of the Convocation and its functioning shall be vested in the Executive Committee of Convocation hereinafter referred as ECC.
- (ii) Make recommendations and provide advice to the Convocation Office regarding functions and events that should be organised and arranged on behalf of Convocation that are in keeping with the principles, aims and objectives of this constitution.
- (iii) Provide advice and support on the establishment and maintenance of Regional Alumni Chapters in a accordance with the principles and aims and objectives of this constitution;
- (iv) Establish Sub-committees if deemed necessary for the realisation of the principles, aims and objectives of this constitution;
- (v) Represent Convocation, where necessary, at events, meetings and/or functions of the University or outside of the University;
- (vi) Advise and suggest possible fund-raising initiatives which can be pursued in line with the principles, aims and objectives of, related fund raising of the University;
- (vii) Recommend to AGM for awards of scholarships to potential beneficiaries or prizes to distinguished Alumni who have made significant achievement to Convocation and/or University;
- (viii) Open and operate a separate banking accounts with Council approved financial institution, into which shall be deposited all monies received directly for the Convocation from sources within and outside the University;

- (ix) In conjunction with the Honorary Treasurer and the Convocation Office, maintain all financial records and transactions of the Convocation, which shall be in accordance with the University's financial regulations;
- (x) Prepare annual budget of the Convocation for Annual General Meeting;
- (xi) Discuss Any Other Business referred to ECC by the Annual General Meeting.

PART FIVE

ARTICLE XI: CONVOCATION MEETINGS

11.1 The Convocation shall have three types of meetings:-

- (i) Annual General Meeting (AGM)
- (ii) Special General Meeting (SPM)
- (iii) The Executive Committee Meeting (ECM)

11.2 Annual General Meeting

- (i) The Secretary in consultation with the President of Convocation shall convene the AGM;
- (ii) The Annual General Meeting (AGM) will be held each year, one day before the University's graduation day at such time and place as the ECC may determine;
- (iii) Notice of the AGM shall be published in the appropriate University publications, advertised and announced in the appropriate external media as approved by ECC at least three weeks prior to the date of the meeting;
- (iv) Fifteen members shall constitute a quorum at the meeting of the Convocation;
- (v) Any member who wishes to raise any matter at such meeting must submit written motions in regard to the said matter to the Secretary of Convocation at least three weeks before the date of the meeting;
- (vi) Every motion received shall be signed by the proposer and the seconder, both of whom, and in their absence, their nominees, must be present at the AGM, to speak to the motion;
- (vii) Any motion to amend or rescind a previous resolution of the Convocation shall be carried by at least two thirds of the members present at the meeting;
- (viii) The ruling of the Chairperson on a point of order of procedure is binding, unless immediately challenged by a member, in which event such ruling must be submitted without discussion to the meeting whose decision is final;
- (ix) Any matter deemed to be of an urgent nature may, without prior notice, with leave of the Chairperson and a majority of the members present, be considered at such meeting.

11.2.1 Functions of Annual General Meeting

- (i) Hold election of office bearers of the Convocation and the Executive Committee of Convocation (ECC) and any other committee(s) deemed necessary;
- (ii) Amend and ratify on SUA Convocation Constitution;
- (iii) Review the policies of the Alumni;
- (iv) Declare a vote of no confidence on any official or member;
- (v) Approve the annual budget for presentation to the University Administration;
- (vi) Approve distinguished award beneficiaries;
- (vii) Deliberate on any other matters referred to the AGM

11.2.2 Agenda for the Annual General Meeting

The agenda for the Annual General Meeting will be as follows:-

- (i) Adoption of the Agenda
- (ii) Confirmation of the minutes of the previous meeting
- (iii) Matters arising from the minutes of the previous meeting
- (iv) Matters arising from ECC meetings
- (v) Honorary Treasurer's Audited Report
- (vi) President Annual Report
- (vii) Election of Office Bearers and Executive Committee Members **
- (viii) Any Other Business with the leave of Chair
- (ix) The agenda will appear in the year when elections are due.

11.2.3 Annual General Meeting Resolutions

- (i) The Secretary shall report to the Council the activities of the Convocation and shall transmit to the Chancellor, the Council or Senate as the case may be, any resolution passed by the Convocation;
- (ii) The Secretary shall send a copy of the minutes of every meeting of the Convocation to the Chancellor and Minister responsible for Higher Education.

11.2.4 Special General Meeting

- (i) The President may convene a Special General Meeting of the Convocation if and when required;
- (ii) Notices in writing of such meeting shall be sent to all members, and where practicable in press advertisement not less than seven days before the date of such meeting;
- (iii) Not less than fifteen members of the Convocation may also request
- (iv) a Special General Meeting for a specific purpose in writing to the Secretary and such meetings shall be held within 60 days after receipt of the request

11.3 The Executive Committee of Convocation Meetings

- (i) The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than seven meetings in a year or whenever required to by the Chairperson.

- (ii) Meeting dates for the year shall be scheduled by the Secretary in conjunction with the President of Convocation and in accordance with the planning of the University's calendar of events and meetings.
- (iii) The Secretary shall give notice of ordinary meetings of ECC at least seven days before the date determined for the meeting of the ECC
- (iv) The quorum for Executive Committee meetings shall not be less than one half of the members.
- (v) Notice of the agenda of ECC meetings shall be given at least two weeks before the date of the meeting.

ARTICLE XII: REPRESENTATIVE TO SENATE AND COUNCIL

- 12.1** Election of a member of the Convocation to the Senate and Council is in the manner determined by the Convocation.
- 12.2** The elected President of Convocation shall automatically be regarded as a duly elected Convocation representative to Senate and Council.
- 12.3** The Convocation representative to Senate and Council shall not serve more than two consecutive terms of three years.

PART SIX

ARTICLE XIII: OBLIGATION OF UNIVERSITY ADMINISTRATION

- 13.1** Provide the Convocation with a reasonable budget for operating costs, meetings and events;
- 13.2** Make available reasonable office accommodation from which the ECC can function;
- 13.3** Provide for posts in the Convocation office, with the job description, grade and salary of the recruited employees.
- 13.4** Provide the ECC with reasonable access to any University venue or facility for the purpose of carrying out the business of Convocation or of its ECC.

ARTICLE XIV: CHAPTERS

- 14.1** Regional Chapters of the Alumni shall be formed with the approval of the Executive Committee and notification to the AGM. The Chapters shall use this constitution for their operation.

14.2 Office Bearers of the Chapters

The office bearers of the Chapters shall consists of:-

- (i) The Chairperson
- (ii) The Vice Chairperson
- (iii) The Secretary
- (iv) The Treasurer

14.3 Duties and Functions of Chapters

- (i) Hold regional chapter meetings biannually;
- (ii) Assist in registering of new members;
- (iii) Solicit for placement of graduates of SUA University and its Constituent Colleges;
- (iv) Implement the resolutions of the AGM and Executive Committee

- (v) Facilitate participation of chapter members at AGM;
- (vi) Facilitate the collection of annual fees and other contributions by members and well-wishers of the chapter to Head office;
- (vii) Facilitate holding of seminars, conferences and/or short courses with input from SUA and other related Institutions;
- (viii) Propose potential beneficiaries for awards and prizes;
- (ix) Submit annual reports to the Executive Committee;
- (x) Sourcing of funds from friends and Alumni;
- (xi) Elect office bearers after every three years;
- (xii) To do any thing that will promote the cause of the University and SUA Convocation

PART SEVEN

ARTICLE XV: ELECTIONS

- 15.1** The general elections of the Convocation office bearers and Executive Committee of Convocation shall be held at the Annual General Meeting every three years and shall be in the manner determined by the AGM;
- 15.2** Any regular member of the Alumni shall be eligible for election to one of the vacant posts provided he or she is resident in Tanzania;
- 15.3** The elections shall be organized by the Returning Officer who is the Secretary of Convocation;
- 15.4** Voting by proxy shall be permitted and each member of Convocation is entitled to appoint one proxy who is a member of the Convocation of the University, to attend, speak and, in the event of an election, vote in place of that member at the AGM;
- 15.5** Forms of proxy, which shall be available from the Convocation Liaison Office, must be completed in their entirety and must be lodged with the proxy before the AGM;
- 15.6** All the elections shall be by secret ballot and by majority vote;
- 15.7** In the event of an equality of votes, the Chairperson presiding the meeting shall have has a casting vote in addition to his or her deliberate vote;
- 15.8** The nomination form papers will contain the names of the vacant posts ,to be filled in one sheet and will be circulated to ordinary members with the names of eligible members;
- 15.9** The regular member shall propose one name for each of the vacant post and submit the duly filled nomination form to the Secretary;
- 15.10** The Returning officer and appointed scrutinizers shall short list not more than three names for each vacant posts by using popular nominations criteria;
- 15.11** During the AGM, Convocation members will individually be availed with a ballot paper that contains the list of candidates and their corresponding vacant post to be voted in through secret ballot;
- 15.12** The Returning Officer and scrutinizers shall count the votes and prepare a statement showing candidates who have been validly nominated to fill the vacant posts of Convocation and Executive Committee;

15.13 The Returning Officer shall announce the results of the elections during the AGM under item of the agenda on elections;

PART EIGHT

ARTICLE XVI: SUACONE EDITORIAL BOARD

16.1 There shall be Editorial Board of the SUACONE, which will comprise of:

- (i) Editor in Chief who shall be the Chairperson
- (ii) Two Assistant editors
- (iii) Two Advisors
- (iv) The terms of office of the Editorial board shall be three years with eligibility for re-election.

16.2 Functions of the Editorial Board

- (i) Publish the SUACONE and other Convocation documents as recommended by ECC or AGM;
- (ii) Distribute/circulate and sell the convocation publications

ARTICLE XVII: FINANCE

17.1 The sources of the Convocation Funds shall be from:-

- (iii) University annual budget;
- (iv) Membership fee to be decided by AGM from time to time.
- (v) Subscription fees payable annually to be determined by the Annual General Meeting from time to time.
- (vi) Donations and contributions from friends and well-wishers.
- (vii) Other sources of funds, e.g. fund raising activities, grants, advertisements, interest in stocks, shares and bills and businesses.
- (viii) Registration fees for participation in the annual events to be determined by the Executive Committee from time to time.

17.2 The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.

17.3 All moneys shall be received by and paid to the Treasurer who shall deposit to any of the Bank(s) approved by the University Administration.

17.4 No major payments shall be made out of the Bank account without the approval of the Executive Committee authorizing such payment.

17.5 A petty cash account shall be kept by the Treasurer.

17.6 Audited financial report shall be submitted in writing by the Treasurer to the Executive Committee for examination and finally to the Annual General Meeting.

17.7 The financial year of the Alumni shall be from 1st November to 31st October

ARTICLE XVIII: AUDITORS

18.1 The Auditors shall be the University Internal Auditors.

- (i) All the Convocation Accounts records and documents shall be open for inspection by Auditors at any time;

- (ii) The Treasurer shall produce an account of receipts and payments and a statement of assets and liabilities made up to a date, which shall be not less than four weeks and before the date of the Annual General Meeting;
- (iii) The Auditors shall examine such annual accounts and statements
- (iv) and either clarify that they are correct, duly vouched and in accordance with the University financial regulations or report the vice versa.

18.2 A copy of the Auditors report on the accounts and statements shall be furnished to all members during the Annual General Meeting;

18.3 An Auditor may be paid such honorarium for his duties as may be determined by the Annual General Meeting;

18.4 No Auditor may be an office bearer or a member of the Executive Committee.

PART NINE

ARTICLE XIX: SIGNING OFFICERS

19.1 All instruments in writing requiring the signature of the Convocation will be signed by the President and one other elected member of the Executive or by such persons as the ECC may determine.

ARTICLE XX: RETURNING OFFICERS AND SCRUTINEERS

20.1 At all elections the Secretary shall act as Returning Officer and shall be assisted by two scrutinizers appointed by the President or, if the President is a candidate, or is absent, by the AGM

ARTICLE XXI: VOTE OF NO CONFIDENCE

21.1 Office bearers may be removed from office by a vote of no confidence either at the Executive Committee or Annual General Meeting. Such vote of no confidence shall be by not less than half of the members present.

ARTICLE XXII: RESIGNATIONS

22.1 Any officer can resign by tendering written resignation to the Secretary and such resignation shall be effective with effect from ratification from either the Executive Committee or the Annual General Meeting.

22.2 The Executive Committee shall fill offices falling vacant due to resignation for such period until an Annual General Meeting is called.

PART TEN

ARTICLE XXIII: AMMENDMENTS TO CONSTITUTION

23.1 The power to make, alter, amend or repeal this constitution is vested in the AGM. It shall be necessary in order to amend or repeal the said constitution that the two thirds $2/3$ majority of AGM vote affirmatively.

ARTICLE XXIV: DISPUTE SETTLEMENT

24.1 If any part of this constitution is in dispute, the President shall appoint a committee of three members excluding the Executive Committee officials to help to read and interpret and propose for adoption. In case the dispute is not resolved, the AGM shall appoint a Committee of not less than three and not more than five to constitute an arbitration panel.