

CONSTITUTION OF
THE KISII NATIONAL POLYTECHNIC
STUDENTS REPRESENTATIVE UNION
(UNION 2022)

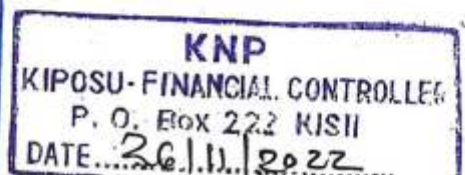
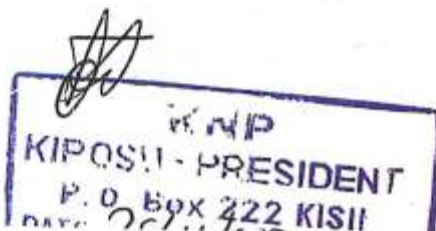


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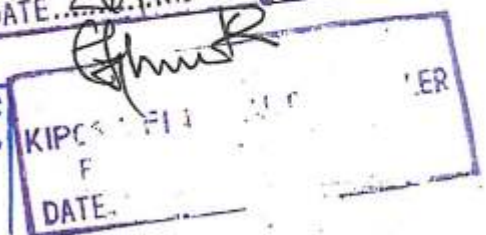
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PREAMBLE

We the students of The Kisii National Polytechnic:

ACKNOWLEDGE the Supremacy of the Almighty God of all creation.

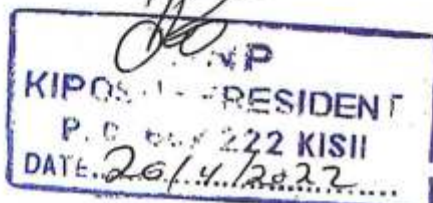
Aware of the creation of UNION to serve the students community in purpose of academics and social welfare,

PROUD of our ethnic, cultural and religious diversity and determined to live in love, peace and unity as one indivisible institution.

RECOGNIZING the desire of the student's Representative Union to be self-determined within the authority of The Kisii National Polytechnic, the regulations governing conduct and discipline of students made there under and the laws of the Republic of Kenya.

ADOPT, ENACT and ESTABLISH this constitution for ourselves and for our future generation.

GOD BLESS THE KISII NATIONAL POLYTECHNIC.



DISCLAIMER

1. In the event where the student Union goes against the said objectives and/or spirit of this constitution, the UNION stands dissolved.
2. For all intents and purposes, the student Union constitution is inferior to the Polytechnic Rules and Regulations. Where the two contradict, the Polytechnic rules and regulations shall prevail.
3. Under no circumstances, whatsoever, shall any arm of student's Union assume the Polytechnic Administration's role.


KNP
KIPOSU - PRESIDENT
P. O. Box 222 KISII
DATE...26.11.2022.....

KISII NATIONAL POLYTECHNIC
KIPOSU SEC GENERAL
26 NOV 2022
SIGN: 
P. O. Box 222 - 40200, KISII

KNP
KIPOSU-FINANCIAL CONTROLLER
P. O. Box 222 KISII
DATE...26.11.2022.....


CHAPTER ONE

NAME, ESTABLISHMENT, SOVEREIGNTY AND PURPOSE OF THE UNION

Article 1: Name

There shall be a Kisii polytechnic student union known as the Kisii National Polytechnic Student Union (UNION)

Article 2. Establishment of the Union

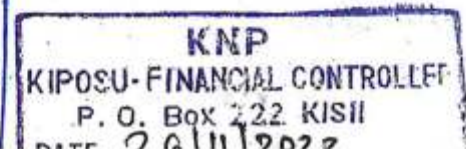
1. There is established the Kisii National Polytechnic Students Union in accordance with section 14 (d) of the Technical and Vocational Education and Training Regulations 2015, under The TVET Act 2013.

Article 3. Sovereignty of the students:

1. All sovereign power belongs to the students of Kisii National Polytechnic and shall be exercised only in accordance with this Constitution.
2. The Union members may exercise their sovereign powers directly or through their democratically elected representatives.

Article 4: Scope

1. All Kisii National Polytechnic students shall abide by this constitution.
2. The union shall be founded on the principle of good governance and leadership through democracy and participatory governance and transparency, accountability, separation of power, respect for human rights, fundamentals of freedom and rule of law in accordance with the rules and regulations of Kisii National polytechnic and enabling statutes and acts of parliament.
3. The Union offices shall be located within The Kisii National Polytechnic,
Address 222-40200
Email: info@kisiipoly.ac.ke.
4. The Dean of Students shall enforce this constitution and policies established by the KNP Administration.



Article 5: Objectives of the Kisii National Polytechnic student Representative Union


The objectives of Union shall be:

1. To promote academic and social welfare of the students.
2. To provide students with suitable opportunities for a healthy social life through theatre, sports and entertainment.
3. To advance gender equity and human rights.
4. To integrate persons with special needs and minorities in the Polytechnic and society.
5. To foster the cooperation between student, staff and Polytechnic Administration.
6. To promote the participation of polytechnic students in community service and environmental conservations.
7. To promote advancement of industry and encourage scientific, technological and any other educational objectives.

Article 6: Functions of the UNION.

1. Promotion of communication and coordination between the members of the Union and staff of the Kisii National Polytechnic.
2. Raising and using union funds to the best interest of the members. All funds shall be raised and used in a lawful and reasonable manner as authorized by the Kisii National Polytechnic Administration.
3. To encourage and promote the development of leadership qualities among the members.
4. To encourage members to participate in local and international students functions so as to create awareness and exposure among the members in the various fields of study.
5. To undertake such other activities as may be consistent with the objectives of the Student Union.


KNP
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P. O. Box 222 KISII
DATE 26/11/2022

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P. O. Box 222 - 40200, KISII.

KNP
KIPOSU - FINANCE CONTROLLER
P. O. Box 222 KISII
DATE 26/11/2022


Article 7. Membership

7.1 Full Membership

All registered students of Kisii National Polytechnic shall be members of UNION. Full members can hold office in the Student Union and can vote in the student elections.

7.2 Associate Membership

They shall be members of the union under the umbrella of the Alumni. They will have privileges as full members except that they shall not hold office in the Student Union and should not vote.

7.3 Membership Fees

Every full member shall be required to pay a subscription fee of ksh.1500 per academic year or other duration as may from time to time be agreed upon by the Student Union subject to approval by the student body and approved by the Administration of Kisii National Polytechnic. The said fee shall be remitted to the Polytechnic and shall form part of the Polytechnic fees hence once paid shall be non – refundable. The subscription fee shall however not be used for any other purpose other than transactions involving the Union's affairs.

Article 8: Rights and Duties of members

Subject to provisions of this constitution, full members shall have the following rights and duties within the Union:-

1. To take part in all activities of the student Union.
2. To participate in all student Union elections, to vote at all such elections and vie for elective positions where eligible, as provided for in this constitution.
3. To promote aims and objectives of UNION as provided for in this constitution.
4. To use properly all the facilities of the UNION.

Article 9. Obligations of Members.

1. Every member shall abide by all constitutional decisions made by Student Representative Union.
2. Every member shall respect and nurture the property of UNION and



the public, failure to which shall lead to disciplinary measures in accordance with the Polytechnic Rules and Regulations and the Laws of Kenya.

3. Every member shall honor his/her financial obligation to UNION.
4. Every member shall recognize UNION officials as the legitimate representatives of the student body.

Article 10 Termination of Full Membership.

1. When a member dies.
2. Upon Completion of course of study.
3. Upon transfer of a member to another institution.
4. Upon expulsion of a member from the Polytechnic.
5. When a member is discontinued from an active course of study.
6. Any other lawful reason as provided by the Disciplinary Committee of KNP.



CHAPTER 2

STRUCTURE OF STUDENT REPRESENTATIVE UNION

Article 11. Composition of Kisii Polytechnic Student Union

1) The UNION shall comprise of: -

- a) Class representatives elected from all classes with more than 10 students.
- b) Three nominees to represent minorities and PWDs, where one (1) should be of either gender nominated by the Student Union.
- c) One male and one female representative elected from among the class reps to represent the department as Departmental Representatives (DRs). One should be pursuing a diploma and the other certificate course and should not be from the same ethnicity. They shall hold the following positions;
 - i. The President
 - ii. The Secretary General
 - iii. The Financial Controller
 - iv. Minister for Internal Affairs
 - v. Minister for Health and Nutrition
 - vi. Minister for Sports, Culture and Creative Arts
 - vii. Minister for Gender
 - viii. Minister for Social Welfare
 - ix. Minister for Education, Research and Training
 - x. Minister for ICT

**The above positions shall have an Assistant of opposite gender. The President, the Secretary General and the Financial Controller shall comply with affirmative action on gender and ethnicity.*

2) Roles of UNION officials

- a) To deliberate on issues about student affairs
- b) Propose amendments to this constitution
- c) Conduct student welfare activities as provided in this constitution
- d) Pass resolutions on student welfare activities with a vote of not less than 2/3 of members present
- e) Shall discuss and approve schedules of expenditure.
- f) President, Sec. General and Financial controller shall be signatories to the UNION account.
- g) Shall be mandated to run the UNION affairs
- h) Shall propose student activities and programs for consideration and implementation by the polytechnic administration.



Article 12. The President

Shall:

1. Be the President of the union.
2. Be the symbol of unity, to promote and enhance national cohesion amongst the members of the union.
3. Uphold, safe- guard and represent the constitution and rule of law.
4. Not hold any other post either by election or appointment as long as he/she continue to hold that office within the polytechnic.
5. Be pursuing a diploma course.
6. Be a Signatory to union account.

Article 13. The Secretary General

1. Shall take minutes of the meetings.
2. Shall print notices of meetings after consultation with the President.
3. Shall be a signatory to the unions account.

Article 14. The Financial Controller

1. Shall prepare schedule of expenditures.
2. Shall ensure safe keeping of the union's books of accounts.
3. Maintain full records of liabilities and assets of the union.
4. Shall be a signatory to the unions account.

Article 15. Minister for Internal Affairs committee

1. Shall report to the Dean's office issues dealing with all lighting in classes, pathways, hostels or any other room used by the students.
2. Shall report any threats or insecurity to the Dean's office.
3. Both the Minister and the Assistant **SHALL** be borders.

Article 16. Minister for Health and Nutrition committee



1. Shall report to the Dean's office on issues dealing with cleanliness in the whole institution.
2. Shall consult with the Dean to ensure proper medical services are provided.
3. Shall report to the Dean's office on quality of foods and beverages.

Article 17. Minister for sports, Culture and creative Arts.

1. Shall mobilize student to participate in activities of the Environmental day.
2. Shall mobilize student to participate in sporting and cultural activities.
3. Shall control operations of TV sets in the student center and dining hall.

Article 18. Minister for Education, Training and research

1. Shall advocate for integrity, high academic standards among the student.
2. Shall report to the Dean's office on the status of classrooms, workshops and laboratories.
3. Receive and report to the Dean's office on issues pertaining to class attendance.
4. Shall coordinate activities of class representatives.
5. Mobilize student to participate in research and innovation.

Article 19. Minister for Gender Affairs (Shall be Female)

1. Shall work with Guidance & Counseling department and Gender committee of KNP.
2. Shall foster peaceful co-existence between genders.
3. Promote equitable Gender representation.

Article 20. Minister for Social welfare (Shall be PWD)

1. Promote the interest of members with special needs.
2. Promote the integration of members with special needs in the polytechnic community.
3. Work closely with the Disability Mainstreaming Committee in dealing with matters related to the welfare of members with special needs.
4. To identify less privileged students and assess the need for assistance.
5. To encourage student with special needs to apply for social welfare fund.



Article 21. Minister for ICT

1. Liaise with class representatives to promote trainee on-line class attendance.
2. Report to the Dean's office on challenges regarding online classes.



CHAPTER 3

ELECTIONS

Article 22. GENERAL PRINCIPLES

1. The electoral system is based on the rights of students to vote and contest for existing elective posts.
2. Voting shall be manual and or electronic as may apply.
3. Valid Student ID cards must be produced for verification before casting votes.
4. Elections shall be free, fair and verifiable.
5. There shall be fair representation of students.
6. The IEBC shall participate in the elections as active participants.
7. Voters register shall be prepared and produced by the Polytechnic.
8. Both internal (Societies) and external observers (Independent Electoral and Boundaries Commission) shall be allowed to monitor the voting process for free and fair elections.

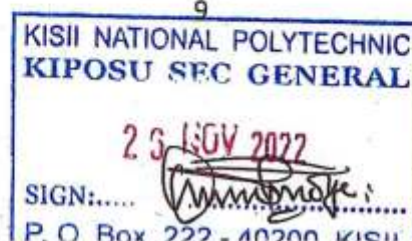
Article 23. Functions of Electoral Commission (EC)

The commission shall be responsible for:

1. Ensuring that the voter register is up to date in collaboration with the registrar Academics.
2. Shall organize and supervise elections, by-elections, rerun and referenda.
3. Shall provide free, fair and credible election.
4. Settlement of election disputes when and if they arise.
5. Facilitation of observation, monitoring and evaluation of elections through the Dean's office.
6. Shall be an independent body that conducts its work in accordance with this constitution.

Article 24. Election Rules

1. The casting of votes shall be by secret and Polytechnic security shall whisk away any voter who seeks or intends to seek the consent of another voter(s) and such vote shall be declared spoilt.
2. During voting, no posters or placards bearing any candidates photo or symbol shall be allowed in the place of voting.
3. No campaign shall be conducted in the polling station by any candidate or his or her agents or supporters. Any contradiction of these rules shall disqualify the



candidate from the elections.

4. If writing is adopted as a method of voting, the wrong spelling is considered immaterial and shall not spoil the vote. Rubbing or crossing shall not be allowed. Only one box against the name of one choice shall be affected and breach of this shall spoil the vote.

Article 25. Eligibility of the Contestants.

1. A registered student of Kisii National Polytechnic.
2. Must have a valid KNP identification card.
3. Has no criminal record that bars him/her from nomination.
4. Must have paid all fees due to the polytechnic.
5. Must not be serving any suspension at the time of the election.
6. Must be in the college for the next two academic terms.
7. Must resign from any post he/she is holding currently in the Polytechnic.
8. Must be cleared by the respective Head of Department, F.O and Deputy Principal Administration.
9. Must have passed at least one external exam and all previous internal examinations taken in the polytechnic. N/B; where all students are first years only internal exam shall be considered.
10. Must be pursuing a diploma if seeking post of Chair.
11. Must be in session.

Article 26. Disqualification of Contestant.

The Electoral Commission shall disqualify a candidate or team from election for any of the following offenses committed either by a candidate or his/her team and supporters;

1. Conducted illegal campaigns before nominations are carried out.
2. Forged nomination papers.
3. Giving false or malicious information.
4. Using slogans based on ethnicity, religion and gender.
5. Intimidation and harassment.
6. Drunkenness and rowdiness.
7. Bribery.



8. Participated in any illegal meeting within the institution.
9. Receipt of funding or any support from political parties or any other interest groups from outside the Polytechnic student community.
10. Any other behavior that the electoral commission shall deem unlawful.

Article 27. Elections

1. In the elections, the class shall be an electoral area.
2. Each class with more than 10 student shall elect a class representative.
3. The Heads of Department shall ensure that 1/3 of elected class reps are of either gender.
4. The departmental representative shall be elected directly by all members of the department running on a joint ticket as male and female.
5. The two representatives should not belong to the same ethnicity.
6. The twenty (20) departmental and three (3) minority representatives shall then constitute an electoral college to elect officials of the student union.

Article 28. Election Procedures.

1. The Dean of Students shall within a period of fourteen (14) days before the elections dissolve and declare all seats vacant. During this period no major transaction of the union may be undertaken.
2. Notice of dissolution of the UNION must be circulated to all members of the student body within the appropriate time.
3. The aspiring candidate for class representatives shall be required to declare their interest to the head of department within a period of seven (7) days after the dissolutions.
4. The head of department scrutinizes the applicants against the eligibility criteria and submits the list of successful applicants to the Dean of students.
5. Such applications shall be by completing an official Nomination Form from the office of the Dean of Students signed by:-



- (a) Candidate/aspirant.
 - (b) The respective Head of Departments.
 - (c) The Deputy Principal Administration and F.O (Finance Officer).
6. Upon expiry of the period of submission of the nomination papers, the office of the Dean of Students, shall submit copies of all application forms to the Vetting Committee for verification and vetting.
 7. Names of successful candidates shall be posted on departmental notice boards.
 8. The Dean of students shall then declare the election day
 9. The voting process shall be manual/electronic, where each voter writes or selects the name of the candidate on an official ballot.
 10. Voting shall begin at exactly 7.00am on the voting day and end at 12:00 noon.
 11. A candidate shall be allowed to nominate an agent who shall witness the voting and counting of the ballot papers.
 12. At the expiry of the voting time (2:00pm) the presiding officer will close the voting exercise and counting shall start immediately in the presence of each candidate's official agent and presided over by the Deputy Presiding officer. Once counting is completed the presiding officers shall officially announce the results of the elections in the respective polling stations. The presiding officer then hands over the results to the returning officer (dean of students).
 13. Upon receiving results from the polling stations, the Returning officer shall compile the results and announce the results.

Article 29. By Elections and Nominations

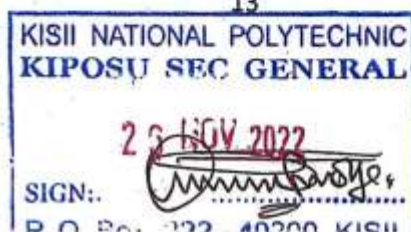
1. Shall be done due to the following circumstances:-
 - (a) Nullification of election by the advisory board.
 - (b) A member voluntarily resigns.
 - (c) Gross misconduct.
 - (d) Cessation of the office bearer to hold office for more than one academic term during the term of office excluding attachment.
 - (e) Through nominations once office bearers cease to hold office.
2. The Dean of Students shall circulate a notice to this effect.
3. The notice shall be conveyed to the EC who shall carry out the election



procedure in conducting the elections as provided in the section of by – laws.

Article 30. Petitions.

1. Any candidate who during election is dissatisfied with the manner in which the elections were conducted may file an application for petition with the office of the Principal who shall constitute an ad-hoc Committee (Election Petition Panel) to hear the petition.
2. The application made in such effect must satisfy the following conditions:-
 - (a) Be released within three (3) working days from the day of such elections.
 - (b) Contain the date of application.
 - (c) State the ground and attach evidence for the petition.
 - (d) Be in writing signed by ten members from each department.
 - (e) Shall be addressed to the Principal.



3. The Election Petition Panel shall with due consideration to the grounds stated and evidence presented by the applications therein and give a ruling on whether to pass a by-election or not, if it passes, it shall declare the post(s) vacant and the electoral process shall take due course.
4. Ruling of the Election Petition Panel shall be final and binding.

Article 31. Assumption of Office

1. Within seven (7) days, the officers elect shall assume office only after they have been duly sworn in and taken oath of office in the presence of the Polytechnic Legal Officer/Lawyer and the Polytechnic Administration. The ceremony shall take place within the polytechnic and in public.
2. Shall assume office after signing oath of office form and signed by the Legal Officer.
3. The ceremony shall take place within the polytechnic and in public.
4. During the inauguration ceremony, the outgoing officials shall officially hand over the instruments of office to their newly elected officials.
5. The newly elected officials shall undergo a detailed induction seminar to familiarize them with their responsibilities and the polytechnic systems.
6. The term of office shall be two academic terms only.
7. The elected UNION shall serve one unrenewable term.



CHAPTER 4

MEETINGS

Article 32. Rules Governing Meetings

1. The chairperson shall ensure that all contributions by the members regarding any agenda or proposal shall be relevant to the matter being transacted.
2. A member wishing to contribute to the debate shall indicate so by putting up his/her hand up so as to get the attention of the chairperson.
3. A member shall address his or her opinion to the chairperson and refer to any other member as "Honorable Member".
4. When a member has finished his observation, he/she resume his/her seat and chairperson shall call the next person to address the conference.
5. Debate or proceedings of meetings may be conducted in English or Kiswahili at the discretion of the person speaking.
6. The proceedings of the meeting shall be recorded in English.
7. Decision shall be made by consensus, voting or otherwise as member deem necessary.



Article 33. Notice of Meetings.

1. Notice of the meeting shall be given in writing and signed by the Secretary General giving the notice. A notice of motion may be handed to the secretary or an office designated by him at any time when the conference is sitting or may be sent to or left at the secretariat office within the time prescribed for the purpose.
2. Where the Secretary General cannot give a notice as provided in his role and function, the chairperson may convene a meeting.
3. Where the secretary and the chairperson are not able to call a meeting upon being requested to do so, a notice signed by 2/3 of the total members of the UNION may convey a meeting and appoint the chairperson, such a notice can be served to their substantive chairperson at least 48hrs before the meeting is convened.
4. Any members who desires to vary the terms of the motion standing in his/her name may do so by giving an amendment notice of the motion provided that such amendments do not in the opinion of the chairperson materially alter the principle embodied in the original motion or its scope.
5. A motion of which notice has been received at least one day before the sitting, unless the chairperson rules the motion out of order may be placed upon the order paper.

Article 34. Motions without notice.

The following motions do not require notice to proceed.

1. Motions made at the consultation state.
2. Motion to amend any motion upon which the question has already been proposed from the chairperson.
3. A motion for the suspension of these regulations put with the permission of the chairperson.
4. A motion of adjournment of the conference of the debate.
5. A motion from the withdrawal of a stranger.
6. A motion of the suspension of a member (disorderly).



Article 35. Interruptions

A delegate should not interrupt another delegate except.

1. By raising a point of order, information or point of procedure in which case the member on the floor shall remain silent and the member interrupting shall direct attention to the point, which she/
2. To explain some matters raised by another member in the course of their speech if the member speaking is willing to give, it appears to the chairperson that this is an abuse to those regulations.

Article 36. Quorum

1. Any member may at any time after the proceedings of the meeting commenced raised on objection that there is lack of quorum.
2. Whenever such objection are raised the chairperson shall physically count the members present and if they are less than 2/3, the meeting stands to be adjourned to the following week at the same place and same time in the subsequent week.

Article 37. Adjournment

1. The chairperson may, on a motion by a member or at his own wish adjourn any sitting of the conference after explaining the same if necessary.

Article 38. The student union Meetings

1. Shall meet at least once in a term.
2. The quorum for any meeting shall be 2/3 of the total number of members.
3. Every meeting shall be convened by giving 5 days' notice in writing to every member accompanied by agenda approved by Dean of Students.
4. The Secretary General shall keep records of the proceedings.

Article 39. Class Conference

1. The class Representatives shall meet once in a term.
2. The meeting shall be convened by the Dean of Students and attended by the Polytechnic Administration.
3. The aim of class conference is to discuss student welfare in general.
4. Matters raised in the meeting shall be addressed accordingly.



CHAPTER 5

FINANCES OF THE UNION

Article 40. Sources of Revenue

The union finances shall be derived from the following:-

1. Academic year subscription fee of Kshs.1500 per student.
2. Funds received from income generating activities initiated by the union.
3. Fundraising and donations as provided for in this constitution.

Article 41. Collection of Revenue

1. Union funds shall be collected by the Polytechnic through the Finance Department in a manner prescribed by the Polytechnic Administration.
2. Membership/subscription fees shall be paid once per academic year at the time of registration as contained in the KNP fees structure.
3. The Union funds shall have a distinct vote head in the polytechnic account.

Article 42. Expenditure

1. All funds received for the purpose of the Union must be spent for the benefit of the student Union and approval by the Principal.
2. The Financial Controller shall prepare a schedule of expenditures each term and approved by the Union.
3. All requisitions for payment must be made and signed by the Chair, Secretary General and Financial Controller of the Union.
4. The duly signed payment requisitions will be forwarded to the Dean of students for scrutiny and forwarding to the Principal for approval.
5. All procurement of goods and services for the Union shall be done according to Procurement Act and Polytechnic procurement procedures and processes.

Article 43. Signatories of the Union Account

The signatories of the union's accounts include only the following.

1. Chair.
2. Secretary General.
3. Financial Controller
4. Dean of Students


KNP
KIPOSU - PRESIDENT
P. O. Box 222 KISII
DATE: 26/11/2022

KISII NATIONAL POLYTECHNIC
KIPOSU SEC GENERAL
23 NOV 2022
SIGN: 
P. O. Box 222 - 40200, KISII.

KNP
KIPOSU - FINANCIAL CONTROLLER
P. O. Box 222 KISII
DATE: 26/11/2022


5. Principal

Article 44. Vote heads

1. Grants to clubs & societies of Kshs. 15,000 per club termly.
2. Documentation/office stationery/office equipment/office furniture.
3. Legal redress
4. Termly allowances
5. Social welfare fund (10%).
6. Student activities e.g. departmental games (3%), cultural festival (7%) etc.
7. Benevolent fund 5%.
8. Union Annual trip.
9. Elections/referendum.
10. Induction training/seminars/workshops

Officers accompanying student on these activities be facilitated at twice the student benefit from the Union account.

11. Auditing services
12. Income generating activity and Project.
13. Student medical emergency of Kshs. 50,000 per term.

Article 45. Submission of Financial Report

1. The Financial Controller shall report to the Union all the expenditure schedules for the term.
2. The report shall be forwarded to the Dean for submission to the Principal.

Article 46. Modalities of Payments.

1. Kshs.15,000 be given to a registered club or society (outing Ksh.10,000 and innings Kshs. 5,000), once a term. Must produce evidence.
2. Sitting allowances for officials shall be paid once per term as follows:
 - a) The Union - Kshs. 2,000.
 - b) Class representatives - Kshs. 1,000.
 - c) Nominees - Kshs.1,000.
3. Airtime allowances for officials shall be paid once a term as follows:
 - a) The Union - Kshs.2,000



- b) Class Representatives - Kshs.1000.
4. Medical Student Emergency – 50,000 per term and Coordinated by the DOS and F.O to cater for emergencies. Expenditure receipts must be produced and filed.
5. There shall be three annual trips for the Union, annual trip, leadership and exit.
6. Honoraria: Amount of money remaining after apportioning all allowances and vote heads calculated at 100% and payable termly as below.
- a) UNION – 30%
- b) Class representatives - 70%

Article 47. Benevolent Fund at 5% of Total Collection disbursed as below:-

- a) Ksh.10, 000 be given to a student (member) who loses a parent or registered guardian.
- b) The payment shall only be done after submitting copies of Burial Permit (or DeathCertificate) and Polytechnic student ID card.

Article 48. Social Welfare Fund at 10% of Total Collection disbursed as below:-

- a) 5% for PWD.
- b) 5% for total orphans, partial orphans and needy students.

Article 49. Assets of the UNION

1. These are items of value bought by the union's funds or donated to UNION by well- wishers.
2. The records of union's asset shall be kept in the office of the Secretary General with the exception of cash and bank balances which shall be kept by the financial controller or his/her assistant.


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P. O. Box 222 KISII
DATE...26.11.2022.....


CHAPTER 6

COMMITTEES.

Article 50. Formation of standing committees

1. As provided in this constitution, the UNION if and when required may set up a standing committee with specified terms of reference.
2. In each case unless otherwise stated the UNION shall nominate the chairman and determine the composition of the committee.
3. Each committee shall be responsible to the UNION and shall be required to report in writing to it.

Article 51. Disciplinary Committee

1. There shall be no disciplinary committee.
2. All discipline cases shall be dealt with according to the KNP Disciplinary procedures.

Article 52. Advisory Committee/ Board

1. This board shall be based at the Dean of student's office with the Dean of students as its chairperson.
2. It shall comprise of:

a) Dean of students	Chairperson
b) Deputy Deans of students	Secretaries
c) HOD Guidance and Counselling	Member.
3. The functions of the Advisory Committee shall be:
 - a) Shall be the main mediator between KNP Administration and UNION.
 - b) Shall offer guidance to students in their conduct.
 - c) Shall advice on the use of union funds.
 - d) Shall ensure that the UNION Constitution is strictly followed.

Article 53. Election Committee /Commission (EC)

1. composition
 - a) Dean of students (Returning Officer and Chairperson)
 - b) Deputy Deans of Students (Deputy Returning Officers)



- c) HOD Guidance and Counselling.
 - d) Sports officer, HOD Security, HOD CCA, Spiritual leader.
 - e) Any other officer(s) appointed.
2. The functions of the EC shall be as provided in Article 43 of this constitution.

Article 54. Sports Committee

1. The chairperson shall be the Sports, Culture and Creative Art Coordinator.
2. The chair shall appoint a maximum of five (5) members derived from various sporting discipline and registered societies.
3. Their functions include:
 - a) Shall assist the Coordinator in managing and promoting sports, culture and creative art within and outside the Polytechnic.
 - b) Must ensure that all sporting activities are well taken care of and encourage good performance.
 - c) Initiate new sporting activities in the Polytechnic.
 - d) Organize sports/games activities in and out of the institution in consultation with the Sports Officer.
 - e) To call for meetings regarding issue affecting any smooth running of the sporting activity.
 - f) To ensure that facilities, equipment and kits are adequate and well maintained.

Article 55. Internal Affairs, Health and Nutrition Committee.

1. Shall comprise of:
 - a) Health and Nutrition Coordinator as the chair.
 - b) Two female and two male committee members
2. Their functions include:
 - a) Shall support the Coordinator in performing her/his duties
 - b) Gather views from students on matters related to health and nutrition.
 - c) Advise the chairperson on matters arising.


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Article 56. Academic Committee

1. Shall comprise of:

- a) Education Chair as the Chairperson.
- b) Four members elected by the UNION.

Their functions includes:

- a) Advice the union on matters of educational research policies.
- b) Advocate high academic standards.
- c) Ensure training environment is conducive.
- d) Ensure effective training takes place.

Article 57. Security Committee

1. Shall comprise of:

- a) The Dean of students Chairperson
- b) Deputy Deans of Students
- c) Security Officer and HOD security systems.
- d) Chair for internal affairs, health and nutrition committee
- e) Two females and Two Males representing the four hostels.

2. Their functions include:

- a) Shall deal with internal conflicts.
- b) Ensure security of students and their property.

Article 58. Committee of the cabinet

1. Shall comprise of:

- a) The Chair (Chairperson)
- b) Secretary General
- c) Financial Controller
- d) Chairs of committees

2. Their functions include:

- a) To arbitrate on any issue affecting UNION.
- b) To approve the sacking of non-performing committee members.



Article 59. Cultural and Creative Arts Committee

1. Shall comprise of:
 - a) Dean of Students (Chairperson)
 - b) Deputy deans of Students
 - c) HOD Culture and Creative Art.
 - d) Chair for Sports, Culture and Creative Art (Secretary)
 - e) UNION Executives
2. Their functions include:
 - a) Organize cultural Festivals.
 - b) Ensure a smooth running of clubs and societies.
 - c) Ensure that funds allocated are well spent.

Article 60. Rules Governing Committee Meetings

1. Each member is expected to attend the meetings.
2. The chairperson has the mandate to sack non performing members with the consent of the Management Committee.
3. Members are expected to carry out their duties in accordance to this constitution.
4. Members must be responsible and ready to serve at any time.

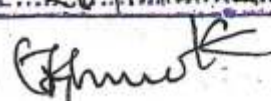
Article 61. Clubs and Societies.

1. All clubs and societies shall be registered with the Office of the Dean of Students.
2. The application for registration must be in writing signed by the proposed Patron and officials of the club/society and must have:
 - a) Name of the club/society.
 - b) Date of formation.
 - c) Objectives.
 - d) Copy of Constitution.
 - e) Officials of the club/society.
 - f) The name of the patron.
3. No club/society that shall be formed based on ethnic or regional lines.
4. The office of the Dean of Students may not register or deregister any society or club whose objects are inconsistent with the provisions of this constitution.


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5. The club/society shall give termly returns to the financial controller through the Sports and Culture Chair. Failure to submit,
6. To become a member of a registered club/society, you shall be required to pay a registration/membership fee as prescribed by the respective club/society and a receipt shall be given to confirm membership.
7. The Patron of a club/society shall serve for a period of one year, which can be renewed only once.
8. The Patron can be removed from office due to:
 - a) Failure to perform his/her duties.
 - b) Gross misconduct.
 - c) Misappropriation of funds meant for the club/society.
 - d) If appointed to administrative position within the Polytechnic.
9. The club/society officials shall serve a term not exceeding one academic year. The said officials shall not be eligible for re-election.
10. Any official of the club/society shall be removed from office due to:
 - a) Failure to perform his/her duties.
 - b) Gross misconduct.
 - c) Misappropriation of funds.
 - d) When term expires.
 - e) Defers his/her studies.
 - f) Has refers in exams.
 - g) Fail to proceed to the next level of study
11. Elections shall be called within 14 days after the dismissal of the office. The patron of the club shall conduct the elections in conjunction with the Coordinator for sports, culture and creative arts.

Article 62. Rules Governing Clubs/Societies

1. Their constitution shall not be in any way contradicting the union's constitution and the Polytechnic Rules and Regulations.
2. Must submit a copy of their constitution to the Dean's office.
3. The maximum number of clubs a person may join and participate fully is two.
4. All club scheduled activities shall have be forwarded and approved by the



Dean of Students at the start of every term.

5. Authorization from the Principal shall be sought through the Dean of Students before inviting any guest speaker(s) to the polytechnic.
6. Topics of discussion by the guest speakers shall be approved by the Principal through the Dean of Students.
7. Any elected UNION officials must not lead in any capacity in any club / society or association.
8. All clubs, societies and associations shall be required to release financial reports and their performances t

Article 63. Dismissal of Club/Society

1. When a club, society or association engages in any unlawful activity, the Dean of Students shall have the power to dissolve the club, society or association.
2. When a club/society / association was formed contingent on certain objectives being met, it shall be disbanded upon achievement of the said objectives.



CHAPTER 7

STANDING ORDERS AND AMENDMENT OF THE CONSTITUTION.

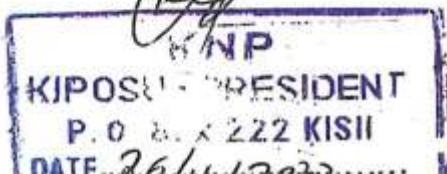
Article 64. Motion of No Confidence

1. A motion of no confidence may be passed against any UNION official due to the following reasons:
 - a) Absence from meeting on two consecutive occasions.
 - b) Gross misconduct i.e. indecent behavior, fighting, under drugs/alcohol influence.
 - c) Misappropriation of funds
 - d) Failure to perform his/her duties.
 - e) Incapacitation/When his / her duties in the Polytechnic are terminated.
 - f) Has refers in internal/external exams.
 - g) Failure to proceed to the next level/module.
 - h) Involvement in corrupt deals / acts.
 - i) Termination of course.
 - j) Resignation.
 - k) Absconds the academic term or defers studies while in office.
 - l) Involvement in criminal activities.
 - m) Any other reason deemed fit by members

Article 65. Procedure for Dismissal of UNION Official

1. Upon confirmation of the official's misconduct or failure, the G.A shall summon the person concerned, question him/he and / or suspend if he /she cannot defend him/herself.
2. A member under suspension will only receive 1/3 of his/her allowance. If there is need to impeach such a person due to persistence of his/her conduct the GA will collect signatures from the student to back up his / her dismissal. When 2/3 of the students certify then the member is dismissed.
3. Notices pertaining to such issues shall be communicated to all students in memos and anyother form.
4. The UNION shall elect a person in acting capacity to take office of the

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dismissed UNION office for a period not exceeding 14 days then conduct a substantive election to fill the vacancy.

Article 66. Privileges of UNION Officials.

1. All the UNION, officials, upon successful completion of their terms of service would be issued with responsibility certificates stating clearly the position which they were holding and any other privileges deemed necessary by the management of the polytechnic.

Article 67. Amendment of the Constitution.

1. With the approval of the UNION, this constitution can be subject to a process of amendment and/or review. Such amendment shall be subjected to a vote of not less than 2/3 majority of the UNION members.
2. The said amendments shall be subjected to approval by the Polytechnic administration.
3. Notwithstanding (1) above, any article of this constitution affected by Government legislation or circulars shall stand amended or reviewed in accordance with the respective legislation without reference to a referendum.
4. This constitution shall be reviewed from time to time as need arises.
5. The amended articles shall come to effect after the general election. Officials in office at the time of amending the constitution shall not operationalize the amendment(s).

Article 68. Review of the Constitution

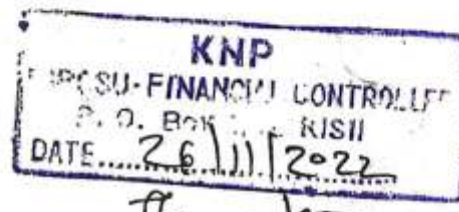
1. Through proposals from the UNION with a resolution or a vote of simple majority for the whole or part of the constitution to be reviewed.
2. This shall then be communicated to the students and Dean of Students office by the UNION office.
3. A review commission is appointed by the Principal whose composition shall be:
 - Dean of Students (Chairperson)
 - D/Deans of Students.
 - HOD Guidance and Counselling.
 - QASO
 - The Student union.



- Any other appointed staff.
4. Upon completion of the process the constitution review commission, prepares a report that is to be tabled in the UNION for further actions.
 5. If more than 2/3 of the UNION vote for proposed amendment(s), then it is adopted and accepted as the reviewed constitution for implementation.
 6. Immediately after the voting the old constitution becomes null and void
 7. Upon adoption of the new constitution for implementation, the chairperson shall dissolve the review commission within a period of seven (7) days from the date of implementation.
 8. All the reviewed sections must be approved by the Polytechnic Administration.

Article 69. Interim Student Government

1. During the interim period, the continuing classes shall elect only one DR per Department who shall carry out all Student welfare activities. (Female and PWDs students are encouraged to participate).
2. The interim student government shall not prepare any budget
3. The interim honoraria (once a term) shall be
 - a. DR Chair – ksh. 15,000
 - b. DR Secretary – ksh. 12,000
 - c. Other DR – ksh. 10,000
4. All other Allowances remain as per the Constitution
5. The Interim Student government cannot make alterations to this constitution.



KISII NATIONAL POLYTECHNIC

OATH OF OFFICE

THE OATH OF ELECTED UNION OFFICIALS

I.....ADM No.....

A registered student in the Department of of

The Kisii National Polytechnic, do hereby swear that I will execute my duties as the
..... of The Kisii National
Polytechnic Union (UNION) and shall respect, defend and uphold the UNION
Constitution to the best of my ability and to the best interests of the students of The
Kisii National Polytechnic. I shall be fair and impartial in holding the dignity of the
said office.

So help me God.

SIGNATURE OF DECLARANT (The respective office bearer)

Name:.....SIGNATURE:.....

DATE:.....

SWORN OR DECLARED BEFORE ME – LEGAL OFFICER

NAME.....SIGNATURE.....

DATE.....



SIGNING OF UNION CONSTITUTION

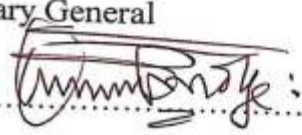
IN WITNESS WHEREOF, the parties here to have offered their signatures:

1. President of KIPOSU

Sign: 

Date: 26/11/2022

2. Secretary General

Sign: 

Date: 26.11.2022

3. Financial Controller

Sign: 

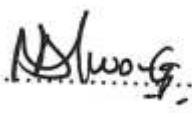
Date: 26/11/2022

4. Dean of Students

Sign: 

Date: 26th Nov. 2022

5. Principal

Sign: 

Date: 26th Nov. 2022

6. Chairperson KNP Governing Council

Sign: 

Date: 26/11/2022


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TE. 26/11/2022

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