



**CONSTITUTION OF ASSOCIATION OF MUSLIM
IN UNIVERSITIES AND COLLEGES IN KENYA.
(AMUCK)**

In the Name of God, the Beneficent, the Merciful

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Article 1 – Aims and Purposes

Section 1 – Mission Statement

AMUCK seeks to serve as a representative body of Muslims students in Kenya which will do its utmost to cater for their needs while representing true Islamic faith by spreading awareness and creating an integrated and contributing body within the country.

Section 2 – Objectives

Objectives of AMUCK are:

1. To build and strengthen brotherhood amongst the Muslims
2. To participate in all Islamic religious activities within the country.
3. To encourage good social relations among the members with a view of uniting them.
4. To represent interests of the members in various government and private sector bodies
5. Advocacy for Muslim students
6. Capacity building of Muslim student leaders.

Section 3 – Scope

AMUCK shall be a none political Muslim Association in Kenya like any other Association, it shall still work with the local Islamic Society of Kenya when needed to meet the needs of its members.

Article 2 – Membership

Section 1 – Definition of General Membership

The General Membership of AMUCK Association shall be constituted as those institution who will pay their membership fees. General Membership shall be regulated and recorded by the

(Secretary or any person in charge) with the full names of the institution. They are eligible to participate in AMUCK executive positions.

Section 2: The registered members

- a) The University of Nairobi
- b) The Technical University of Kenya
- c) The Jomo Kenyatta University of Agriculture and Technology
- d) Moi University
- e) Masinde Muliro University
- f) Masai Mara University
- g) Kisii University
- h) Garissa University
- i) Catholic University of East Africa

Membership is however not restricted to the above listed institutions.

Section 3 – Rights of AMUCK

AMUCK members will have the right to vote in elections and constitutional amendments. They can also be nominated for Executive positions, given they comply with the conditions in section 2 above.

ARTICLE 3 Elected executives

Section 1 – Executive Positions

The Executives shall consist of at least ten (10) in number and shall be primarily responsible for the overall administration and functioning of the AMUCK.

The Executives shall consist of:

Chairperson

Deputy Chairperson

Secretary General

Organizing Secretary

Publicity secretary

Academic Secretary

Legal affairs secretary

Treasurer

Secretary

Da'awah coordinator

Regional Representatives

Section 2 – Eligibility

To be eligible for an Executive position, individuals must satisfy the following requirements:

- Membership to a registered Muslim student association under AMUCK as defined by article 2 section 1.
- To be a Muslim.
- To be a continuing student.

officials will serve for a period of 2 years subject to annual review by the Shuraa committee. Officials whose work is deemed unsatisfactory shall be relieved of their duty. Officials who graduated while in office shall be allowed to hold office for a period not exceeding 6 months. The Executive committee shall not have more than 2 officials from the same institution.

Article 4 – Duties of Elected Executives & Members Roles

Section 1 – Chairperson

The Chairperson shall be the official spokesperson of the AMUCK and shall be responsible for:

The general management of all the activities of the AMUCK;

Being the representative of the and its Executives.

Liaising and strengthening relationships with the wider community.

Representing the AMUCK at functions held by external parties.

Presiding over meetings of the AMUCK Executives.

Ensuring all AMUCK activities remain within the teachings of Islam, such decisions should be made with consultation with a scholar of Islam if needed.

Ensuring all parts of the AMUCK collaborate and connect.

May appoint up to 2 additional Executives to meet emerging needs in the AMUCK that are not addressed in the current roles specified in this constitution.

May create committees and committee heads to carry out specific tasks or events in areas that are not generally mentioned in this constitution. Ideally, the committee heads would come from the

Executives and the Chairman should only branch out to other members outside the executive Officials as committee heads if current Executives are unable to take on the added responsibility due to other commitments. These committees will be dissolved before the new Executives are in position.

Section 2 – Deputy Chairperson

The Deputy Chairperson shall be responsible for:

Assisting the Chairperson in accomplishing the purpose of the AMUCK and implementing AMUCK policies.

Overseeing and coordinating the work and activities of AMUCK officials who offer services to the Muslim community, such as social and community services.

Organizing all events and initiatives for the AMUCK.

Co-organizing with the Secretaries diverse events.

Ensuring the specific needs of the AMUCK are met, including social and spiritual.

Section 3 – Secretary General

The Secretary General shall be responsible for:

Assisting the Chairperson in accomplishing the purpose of the AMUCK implementing policies.

Overseeing and coordinating the work and activities of AMUCK Officials which offer services to the Muslim community, such as social and community services.

With the cooperation of the Secretary, maintaining an AMUCK Database and Platforms, and keeping list of all AMUCK members.

Co-organizing with the deputy chairperson diverse events.

Coordinating the AMUCK officials meeting.

Section 4 – Organizing Secretary

Be the organizing secretary of AMUCK Executive and the organization

Oversee actual organization of AMUCK activities

Liaises with the chair, secretary general in producing AMUCK annual program

Maintaining effective records and administration i.e. record keeping

Make sure the smooth run of events.

Attend all Executive and association meetings unless prevented by sufficient reason made known to the executive

Section 5 – Treasurer

The Treasurer shall be responsible for:

Assisting the Chairperson in accomplishing the purpose of the AMUCK and implementing policies.

Maintaining the record of all the financial transactions of the AMUCK.

Collecting and depositing of all funds on behalf of members.

Preparing the annual budget for the upcoming year in consultation with the Executive.

Presenting, before the Executive, bimonthly reports on the status of the financial affairs of the AMUCK.

Managing AMUCK finances and overseeing fundraising initiatives.

Approving and reimbursing properly documented expenses.

Section 6 – Secretary and

The Secretary shall be responsible for:

Assisting the Chairperson in accomplishing the purpose of the AMUCK and implementing AMUCK policies.

Calling meetings of the AMUCK executive.

Preparing and circulating the minutes of all AMUCK Executive and General Body meetings.

Presenting at the beginning of every AMUCK executive meeting the minutes of the previous meeting for approval by the AMUCK executives.

Preparing the agenda for the AMUCK Executive and General Body meetings and notifying the members of the AMUCK Executive and the General Body of it.

Booking facilities for AMUCK meetings and events.

At the end of the AMUCK term, facilitating the process of handing relevant documents to the next Executives.

Section 7 – Publicity secretary

Establish contacts with other bodies and individuals for publicity.

Manage all social media accounts of AMUCK including the Email accounts.

Be a member of the Department of Communications, Marketing and Publicity.

Section 8 – Legal affairs Secretary

He/she will be in charge of all legal affairs of AMUCK

Section 9 – Da’awah coordinator

The Department of Da’awa shall;

Be headed by the the Head of the Da’awah Department

Coordinate Da’awa activities among the member association.

Be incharge of revert affairs.

Section 10 – Regional Representative

Shall represent the regional assigned in the executive body.

Liaise with all Institutions representative of AMUCK within region.

Collecting any necessary information from all institutions within the region assigned and presents them to the executive board during executive meeting.

Can also hold meeting with other institution representatives within the region assigned in a convenient time as long as the chair will be aware of the meeting.

Section 10 – Academic Secretary

He/she will be in charge of Academic affairs affecting Muslims

He /she will keep records of distribution of books or any other related documents if any
Come up with ideas that will boost academic morale in general.

Section 11 – Role of members

Applying for any executive position.

Attending meetings accordingly.

Participating in decision making of the Association by giving different opinions/suggestions that will enhance the objectives of AMUCK.

Attending all organized events of AMUCK

Article 6 – Finances

Section 1 – Membership

Each institution shall pay a membership fee of Kshs2000 and an annually contribution of Kshs2000 which will be non-refundable to every member who leaves the Association freely or after been excluded by the committee.

Section 2 – Donations

AMUCK may accept donations in any form from any source consistent with the purposes of the Association.

Section 3 – Allocation of Funds

All funds collected for a specific cause shall be used for that cause unless a 2/3 majority of the AMUCK representatives authorize it's use for a different purpose consistent with the goals and objectives of the organization.

Article 7 – Meetings

Section 1 – Executive Meetings

The Executive shall meet at least once in a month and at a time that is most convenient and suitable to the majority of executive members.

There should be no executive member to miss two consecutive Executive meetings with no genuine reason, the member should brief the Chairperson that he/she would not be available for the Executive meeting in advance time.

Section 2 – Decision-making at Executive Meetings

The decision on all matters presented to the Executives shall at first be attempted to reach through consultation, with the aim of attaining consensus. If the issue at hand appears to be irresolvable via consensus, the committee shall vote with each official having one vote with the option to abstain. If consensus is not reached the matter shall be decided in consultation with the Shuraa committee.

Section 3 – Emergency Executive Meetings

The Chairperson may call emergency Executive meetings in addition to the regular meetings, when considered necessary.

Section 4 – Special meetings

Special meetings for specific occasions may be organized and agreed upon by executives and the representatives in a convenient time.

Quorum for special general meetings shall be not less than **one third (1/3)** of the registered members of the society.

Section 5– General Body Meetings

The AMUCK shall meet twice in a year, that is, at the beginning and end of the year. All member associations should not miss any meeting unless it has a genuine reason which should be submitted to the secretary general failure to that will face the Conflict Resolution committee (Shuraa Committee)

Quorum for general meetings shall be **two thirds** of the registered members of the society.

Article 8 Procedure at Meetings

At all meetings of the society the **Chairperson**, or in his absence, the **Deputy Chairperson**, or in absence of both these offices, a member selected by the meeting shall chair the meeting.

The **Chairperson** may at his discretion limit the number of persons permitted to speak in favor

of and against any motion.

Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the matter shall be solved in consultation with the Shuraa committee.

Article 9 Trustees

- a) All land, buildings and other immovable property and all investments and securities which shall be acquired by the society shall be vested in the names of not less than.....**three**..... trustees who shall be members of the society and shall be appointed at an annual general meeting for a period of three years. On retirement such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all 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 of such property which in opinion of trustees is necessary or desirable shall be reported by the trustees to the committee which shall authorize expenditure of such monies as it thinks is fit.

Article 10 Auditor

- a) An auditor shall be appointed for the following year by the annual general meeting. All the society'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 society in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- b) 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.
- c) No auditor shall be an office bearer or a member of the committee of the society.

Article 11 - Rules of AMUCK

Section 1 -Organizational Rules

Attend meetings punctually

Arrive prepared with agenda and relevant papers

Stick to the agenda

Work as a team

Support and encourage quieter members

Discourage domination by one or few

Take action on tasks identified from the previous minute

Vote on issues

Assist with projects, fund raising etc.

Aim towards constructive discussion and decisions

Stick to the decisions of the group

Encourage membership

Article 12 - Conflict Resolution

Section 1 -Conflict Resolution committee (Shuraa Committee)

The committee will be created to solve any conflict arising in the organization and its main purpose is to ensure there is peace and unity in AMUCK. It will be in charge of creating measures to be followed in case of any dispute.

The committee will also be in charge of conducting interviews for new applicants of executive position

Roles of the AMUCK Shuraa Committee

The committee plays the following roles:

- 1) Interview and selection of Officials.
- 2) Internal Conflict resolution within the association.

- 3) Has a decisive casting vote when invited to break a deadlock by the executive.
- 4) Annual performance review of executive officials.
- 5) Maintains a database on all Executive officials and it's (Shuraa committee)members.
- 6) Continuous assessment of the performance of all officials

Structure

The committee is composed of a minimum of 7 members .

A person becomes a member of the Shuraa committee via nomination by the executive committee or the Shuraa committee itself. The nomination must be approved by majority of the members of the Shuraa committee.

Members serve on a voluntary basis. No remuneration or perks offered.

Shuraa committee members have no term limits. However a member may step down or loose his/her membership by virtue of conduct that contradicts the constitution

The Shuraa committee shall choose it's own chair and secretary and appointment members to any position it seems fit.

The committee shall hold regular meetings internally as well as monthly meetings with the chair and bi-monthly with other officials.

Article 13 – Resignation or Removal from Office

Section 1 – Reasons for Removal of Executive

An Executive member may be removed from office for:

Committing a serious violation of the Constitution.

Failing to fulfill the duties of office.

Failing to attend three meetings without being excused by the Chairperson.

Section 2 – Process for Removal of Executive

If a member of the Executive commits a serious violation of the Constitution, or fails to fulfill the duties of his/her office, or fails to attend three meetings without being excused by the Chairperson he/she shall be asked to give an explanation to the committee and it shall decide which measures to be taken.

Section 3 – Resignation of Executive.

An Executive wishing to resign from office shall present the reasons for resignation in writing to the Chairperson, who shall make the final decision.

Section 4 – Replacement of Executive

If a member of the Executive resigns or is dismissed from office a position shall be filled in accordance to article 12 section 1.

Section 5 – Process of Removal of Chairperson.

In the extreme case that the Chairperson is no longer acting in accordance with the overall principles of Islam, or is not fulfilling adequately the duties outlined in this constitution, then only two third of the executive members together with 60% of the member can initiate the process of the removal of the Chairperson and Deputy chairperson shall chair the meeting with the absence of the chairperson. If it fails to meet the above conditions then the chairperson can continue with his/her term and if the conditions are met the process of choosing a new Chairperson take place in accordance with Article 12 section 1 of the constitution.

Section 6 – Resignation of Chairperson or Deputy Chairperson.

In case the Chairperson resigns from the position or is no longer eligible to that position because they leave the organization for some reason; then the Deputy Chairperson automatically ascends to Chairperson.

Only if the deputy Chairperson disagree the role of Chairperson, then the other Executives can nominate other executive members.

Section 7- How a member can lose membership

A member can lose membership of the organization if he/she fails to pay registration fee and annually contribution as clearly stated in Article 6 section 1 of the constitution

A member can also lose membership if he/she fails to attend general meetings without proper reason as clearly illustrated in Article 5 section 11 of the constitution

A member can also lose membership if he/she fails to perform the roles of members.

Section 8 – Announcement of Changes in Executive to Membership

The general members should be informed of any changes in office of the members of the Executives.

Article 14 – Conduction of interviews

Section 1 – Time Frame

The interviews will be conducted after 2 years on the same date the executive members had been sworn into the office.

All AMUCK members have the rights to apply for any post that one can do better in order to uphold the dignity of the union and make it in greater height.

Article 15 – Amendments

Section 1 – Proposal for Amendments

Proposals for amendments to the AMUCK Constitution may be submitted by any member with minimum of $\frac{2}{3}$ of the other member association who endorse the proposal(s) and consensus of the Executives.

Section 2- Amendments to the Constitution

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

Article 16 - Dissolution of Group

Section 1- Dissolution

- a) The society shall not be dissolved except by a resolution passed at a general meeting of members by vote of two-thirds of the 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 society 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 society at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- b) Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.
- c) When dissolution of the society has been approved by the Registrar no further action should be taken by the committee or any office bearer of the society in connection with the aims of the society other than to get in and liquidate for cash all the assets of the society. Subject to payment of all the debts of the society, the balance thereof shall be distributed in such a manner as may be resolved by the meeting at which the resolution for dissolution is passed.

In the events of unavoidable dissolution, all floating assets of the group should be auctioned and the cash obtained shall be used to offset any debt incurred by the group and the rest be handled to the community.

Section 2 -Reasons for dissolution

- 1) When two third of the members vote to dissolve the Association
- 2) When the organization lost its reputation to the community
- 3) When the organization does not fulfill its objectives to the community

Article 17 – Inspection of Accounts and list of members

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

(This rule applies to registered societies only)

