



KENYA FORESTRY COLLEGE STUDENTS ORGANIZATION CONSTITUTION

It gives me great pleasure to endorse and officially launch the new Students Constitution of Kenya Forestry College. The constitution is a new milestone in the governance of students' affairs and their relationship not only among themselves but also with the college management.

Constitutions are governance tools that engender democratic principles of representation, justice and equity. I trust this KFCSO Constitution which has been written under the same justice and equity tenets will engender a strong democratic tradition in the college where inter-students affairs will be guided by spirit and letter of this constitution.

I commend all those who played role in the writing of this KFCSO Constitution and urge all the students to embrace and live under the guiding spirit of this vital document.

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PREAMBLE

We the students of Kenya Forestry College proud of our culture and heritage, guided by the principles, reasons, courtesy and genuine search of all the virtues to live in comradeship, peace, and in harmony with other student bodies, person(s), institutions and all who believe in the ideals of justice, equity and truth; recognizing that our pursuit for peace, prosperity, academic, and social welfare is achievable through the creation of the organization.

We also recognize the supreme authority of the College administration under the © Rules and Regulations governing the College, the Organization and all the relevant laws of the land in all activities and processes of the College.

We do hereby dedicate ourselves to College by providing and proclaiming this Students' Body Constitution:

- ❖ As a legal instrument binding the students of the Kenya Forestry College.
- ❖ As a guideline to obligations, freedoms and the rights of the members of the Organization; and
- ❖ To safeguard students' rights regardless of creed, denomination, nationality, race, gender, culture, religious, academic records and economic status.

ARTICLE 1

NAME OF THE ORGANIZATION

We the students of Kenya Forestry College have agreed to and have adopted the new Constitution and do hereby establish an Organization to be known as the KENYA FORESTRY COLLEGE STUDENTS ORGANIZATION.

ARTICLE 2

SECTION ONE

The aim and objectives of KFCSO shall be;

- a. To use lawful, proper and prudent means to ensure members' aspiration and interests are realized.
- b. To promote students' welfare and safeguard student's rights and freedoms.
- c. To work in close solidarity with other student's organizations within the college to establish good relation and understanding with the other relevant organizations whose objectives are similar to those of KFCSO.
- d. To encourage student academic research and the development of their artistic and professional talents.
- e. To improve the student-lecturer professional relationship by developing and enhancing mutual confidence among the students and lecturers.
- f. To find means through which student's responsibility, leadership qualities and other talents are nurtured.
- g. To develop positive attitudes towards the community through participation in the community services such as community banking and/or giving back to the community.
- h. Work with other bodies both local and international with similar interests in liaison with the college.
- i. To raise funds through legal and college approved means in order to sustain its activities.
- j. To provide a forum for peaceful negotiation, mediations, conciliations and arbitration between the college authority and students body.
- k. To foster a sense of community by promoting the cultural, religious, social, and sporting welfare of the students through clubs, societies, campus organizations and other activities such as community service.

SECTION TWO

The organization shall be non profitable, non political and the fundamental purpose of the organization shall be to encourage and enable students in the college with basic knowledge, respect and competence to contribute individually and collectively towards meeting community and conformity with generally and historically accepted doctrines. It shall be the purpose of the organization to avoid any wrong practice or misbehavior of the students at the college and create a feeling of brotherhood within the college.

SECTION THREE

The organization will have to take on many activities according to the college rules. The activities will be as follows:

Friendly sport games; the council should be responsible of the friendly matches for both semester through the games master.

Cultural day; the council will plan when to have the cultural activities, at least once per year

ARTICLE 3

SECTION ONE

MEMBERSHIP

KFCSO shall have two classes of members:

1. Ordinary members
2. Associate members

ORDINARY MEMBERSHIP

Ordinary membership to KFCSO shall be opened to all students registered. Students shall be members by default as long as they have registered and paid for the semester and/or Academic year.

ASSOCIATE MEMBERSHIP

All those students of other Institutes who at a particular time shall be at the College on an exchange program shall be associate members.

RIGHTS, PRIVILEGES AND DUTIES OF MEMBERS

- a. Subject to the provision of this constitution, only ordinary members are eligible to seek election to any office or position established in this constitution and to vote at KFCSO elections.
- b. Any ordinary member may petition the General Secretary to call a general meeting after the assigned petition is supported by a third of registered students' signature.

- c. A member has a right to access all relevant information relating to affairs of the organization including books and records for accounts, minutes of meetings in so far as it shall be reasonable and with sufficient notice.
- d. Any member shall have the right to take part in legal, valid and legitimate activities organized and run by the organization for its members.

DUTIES

- a. Every member shall solemnly abide by the letter and spirit of the constitution and shall respect, protect and uphold this constitution.
- b. Every member is obligated to defend this constitution, the college charter, college statutes, rules and regulations.
- c. All members are under obligation to obey the college rules and regulations breach of which shall be tantamount to violation of this constitution.

CESSATION OF MEMBERSHIP

Membership shall cease when a member:

- I. Leaves upon completion of academic or professional program at the College.
- II. Fails to register with the KFCSO.
- III. Ceases to be a student on account of transfer to another college or separation from the college for any other reason certified by the College Principal in accordance with the College Statutes

ARTICLE 4

SECTION ONE

Leadership of the organization shall be registered by the KFCSO council whose address shall be KENYA FORESTRY COLLEGE, P.O BOX 08 LONDIANI.

SECTION TWO

The overall and coordinating organ of the organization at College shall be the KFCSO Executive council. The KFCSO executive council shall consist of:

- | | |
|---------------------------------|--|
| 1. President | 9. Hostel B Representative |
| 2. Vice president | 10. Dining Representative |
| 3. General secretary | 11. Asst. Dinning Representative |
| 4. Entertainment Representative | 12. Health and Sanitation Representative |
| 5. Academic Representative | 13. Governor 3 rd year class |
| 6. Sports Representative | 14. Governor 2 nd year class |
| 7. Asst. sports Representative | 15. Governor 1 st year class |
| 8. Hostel A Representative | |
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AUTHORITY AND RESPONSIBILITY OF THE KFCSO COUNCIL

The collective responsibility of the KFCSO council shall be exercised in accordance with this constitution, the college legal notice and statutes and regulations and all other relevant laws and such authority shall be exercised:-

- a. To ensure that all members uphold the constitution
- b. To formulate policies for the proper running and operation of KFCSO and its organs as shall be shall be determined from time to time
- c. To be responsible for the general co-ordination of KFCSO activities
- d. To co-ordinate KFCSO operations and activities that are common to the college
- e. And to ensure accurate and up to date records of KFCSO activities and assets are kept in order.

The KFCSO council shall be responsible for furtherance and achieving the objectives of the organization as provided for this constitution.

THE PRESIDENT

There is established office of the president under this constitution who shall be elected by all students of KFCSO as the head of the council and the overall leader of the students.

The president shall perform the following duties;

1. Be the overall leader of KFCSO and the KFCSO Council
2. Chair organization and Council meetings

3. Represent the interest of the organization to the Administration of the college as a whole and at such official functions as may be required.
4. Perform such other duties as may from time to time be determined by the organization of the college charter and other statutory documents
5. Have a custody of the KFCSO constitution and ensure that the constitution is free from willful and malicious interference
6. Ensure maintenance of cordial relationship between various organs of KFCSO and college management
7. Shall mobilize approved sources to supplement revenue from internal sources aimed at enhancing student's activities

Roles of the Deputy President

1. Deputize all roles of the president
2. Shall assume office of the president in his/her absence.
3. Shall chair student's dispute resolution sessions.

General Secretary

1. Call all meetings of the organization on behalf of KFCSO Council
2. Keep accurate records of all proceedings of every meeting of the KFCSO Council and the General meetings
3. Maintain and have a custody of all correspondences of KFCSO
4. Keep the register of all members
5. Represent KFCSO at the college meetings as may be delegated by the Council
6. To ensure accurate and timely dissemination of relevant information to the KFCSO council and members
7. Shall be spokesperson of the KFCSO Council and the Student's Organization

Entertainment Representative

1. Be in charge of entertainment activities and where possible draw up schedules of internal and external activities and timely requisition of transport in liaison with the sports officer and the Dean.
2. Ensure the necessary entertainment facilities are available to the students on time

3. Liaise with relevant college officers to ensure proper provision of entertainment services.

Games Representative

1. Be in charge of all sports activities and where possible draw a schedule of all internal and external sports activities and timely requisition of transport in liaison with the sports manager and the Dean.
2. Ensure that necessary sports training facilities are available to the students on time and of good condition.
3. Ensure that all activities scheduled and approved by the KFCSO council jointly with the Administration are implemented.
4. Work with sports captains to advice on acquisition of sports equipment, care and maintenance.

Asst. Games Representative

Shall assist the games secretary and hold the office when the senior is not around.

1. Work hand in hand with the entertainment secretary and club leaders for smooth running of various clubs in the college.

Hostel A and B Reps

1. Ensure that high standard of cleanliness is attained in the hostel and maintained.
2. Cooperate with appropriate housekeeping office in ensuring the hostel is in good condition all the time.
3. Ensure that students are informed early in cases of shortcomings or shortages of water.
4. Shall work hand in hand with the health and sanitation rep to ensure that sick student is well cared and medicated.
5. Work hand in hand with the health and sanitation rep to ensure that the hostel compounds are clean.
6. Ensure no leakages are in the hostel and solve small cases concerning the hostel.
7. Ensure no outsider will have access of the hostel without a notice or permission either from the Council or the Dean.

Health and Sanitation Representative

Ensure any sick student is getting the correct diet in liaison with the cateress

Ensure all injured students using their own money while at the college are compensated from the Insurance cover through the Administration

Ensure the college compound is clean every time

Dining Representative

To ensure students are receiving the right and quality food diet

Students are served at the right time and of the right quantity

Students have the *best* services in terms of serving and no any chair or table from the dinning will be moved away from the dinning without his/her notice.

Shall ensure all students going out of the college are provided with food

No student misses food.

Asst. Dinning Representative

1. Shall deputize and assist the dinning secretary to perform all duties on their department
2. Hold the office in case the dining secretary won't be around

Academic and Library Representative

1. Advocate for high quality academic standards, facilities, resources for effective and better academic programs at the college
2. Initiate activities aimed at promoting academic excellence and fair competition within their respective departments, faculties/ schools
3. Shall ensure the library is easily accessed by all students and hold the keys to the study room of the library
4. Ensure library material and furniture are secure by opening and locking the library study room at the stipulated time.
5. Shall ensure all reference books and materials are available at the library and of good condition
6. In liaison with the health and sanitation rep, shall ensure the library compound and its vicinity is of clean and conducive for studies
7. Any issue concerning exams of those who are not critical and of emergency will be passed through his/her office before the Dean.

8. Shall also receive and rectify academic related grievances within the college and make appropriate recommendations to the relevant authorities

Class Governors

1. Govern the class on issues concerning class affairs and report the issues to the council
2. Ensure all specified lectures are done during the specified time, the class timetable for lectures is obeyed and followed by both the students and lecturers and at the right way
3. is the official spokes person and contact person on official matter between the class and the lecturers, administration and other college staff.
4. Maintain peace and harmony between the students and lecturers and ensure conducive learning environment is created and sustained for lecturing and other class studies.
5. Custodian of teaching aids in his/her class.

LIABILITIES OF THE KFCSO COUNCIL

The members of the KFCSO council may be held jointly and personally liable for negligence and mismanagement of the affairs of the KFCSO, but in any event shall not be liable for the mistakes of individual members of the council in their private capacities.

VACATION OF THE OFFICE

A member of the KFCSO council shall vacate office in any of the following circumstances

- a. When the office is declared vacant pursuant to provisions of this Constitution for the purpose of conducting new elections
- b. If a vote of no confidence is cast against a member, in accordance with the provisions of this constitution
- c. If the office bearer ceases to be a member of the College
- d. If such an office bearer is convicted by a competent court of law of criminal offence
- e. If said person by reason of infirmity of mind or body is unable to execute the function of the office
- f. Through resignation by the officer holder

- g. In case of vacancy in an office in the KFCSO council, the council shall appoint one person from among eligible members of the council to act and serve in the vacant office until such position is properly filled

CLUBS, RELIGIOUS / GROUPS

All clubs, movements and religious groups shall;

1. Be registered, deregistered and managed by the Dean's office
2. Operate in accordance to the law, statutes and polices of the College
3. Work closely with the Entertainment Rep for smooth running of their activities

ARTICLE 4

MEETINGS

There shall be three classes of meetings of the organization which shall be held as follows;

1. The annual general meeting hereinafter referred as the AGM
2. The special general meeting hereinafter referred as the SGM
3. Extra-ordinary meeting also referred as Kamukunji

1. Annual General Meeting

This meeting shall be held not later than (12) twelve months following the last AGM and will be chaired by the Dean with assistance from the President. And will involve all students and all KFC staff members.

Notice in writing of such AGM will be accompanied with the agenda to be discussed at the meeting sent to all students not less than (21) twenty one days before the date of the meeting

Agenda of Annual General Meeting

1. Confirmation of previous AGM
2. Tabling of reports and accounts
3. Handing over by the outgoing office bearers
4. Any other business

2. Special General Meeting

Shall be called upon to meet with the college Principal, once per semester, where all students shall have a direct interaction with the Principal. This meeting will be planned by the KFCSO council in liaison with the Dean and be chaired by the college President.

A special general meeting may be called for any specific purpose by the KFCSO council by the General Secretary. Notice in writing of such meeting and agenda shall be sent to all members not less than (7) seven days before the actual date of the meeting

3. Extra-ordinary meeting

An extra-ordinary meeting shall be called for any purpose or the purpose of an emergency nature by the General Secretary in consultation with the president in their absence any other member of the council

The quorum of the extra-ordinary meeting shall be those members present at the meeting, provided that its discussions shall, except where otherwise stated in this constitution, be subject to the approval of KFCSO council

Quorum for General Meeting

Quorum for general meeting other than extra-ordinary meeting shall be one-third of the ordinary members of KFCSO.

Supreme Authority

1. The annual general meeting of the organization shall be the supreme decision making body of the KFCSO of the college
2. Any motion proposed for the discussion in a meeting of KFCSO general meeting shall be determined by a majority of votes of the members present by voting
3. Any decision made at a general meeting shall be binding to whom?

ARTICLE 5

THE BILL OF RIGHTS

Every student is entitled to fundamental rights, namely;

1. Right to freedom and expression of thought.

2. Right to human dignity.
3. Right to judicious treatment.
4. Right of redress or appeal to higher level of administration.
5. Right to freedom from any forms of abuse including intellectual abuse.
6. Right to freedom of organization.
7. Right to fair hearing.
8. Right to a quiet environment.
9. Right to freedom and security of the person.
10. Right to freedom from discrimination, based on creed, color, ethnicity, disability, gender or age.
11. Right of the original copy of results compiled by subject lecturer.
12. Right to freedom of relationship forming as stipulated by the Kenyan Constitution.
13. Right to freedom of worship, perform cultural practice and other traditions.

Right of freedom of assembly and petition, and to access to legitimate information

Right to privacy which does not include;

- a. Possessions seized, unless the claimed ownership is question, or is deemed to be causing disturbance or is dangerous.
- b. Information relating to their family or private affairs, their academic reports unnecessary required or revealed.

All students of the college shall be entitled to;

- a. Direct membership of the KFCSO, elect or be elected to the KFCSO Council.
- b. Enjoy the right to public opinion during the organization, executive and any other meetings convened by the organization.
- c. No official of the organization shall be harassed, victimized or suffer retribution as a result of carrying out their duties.

ARTICLE 6

Election

KFCSO shall hold elections of the KFCSO council members every year. The elections shall be held in the first semester of each and every year on the **SECOND WEEK OF FEBRUARY** according to this constitution.

General Principles of Elections

1. The election process shall be subject to the provision of this constitution.
2. Election shall be free and fair to ensure fair representation of KFCSO council members and it shall be conducted through secret ballot.
3. Those seeking the position of the President shall **nominate a running mate of the opposite gender** who shall occupy the position of the Deputy President upon being declared winners by the Electoral Body as envisaged by the constitution.

General qualifications for Candidature

1. One must be a student for the college and have registered and paid for the semester during which the elections are due to be held.
2. No candidate shall stand for elections in more than one position in an election
3. One must be cleared by the Electoral Body.

Electoral Commission of the College

There is hereby established the Electoral Commission of the College (ECC)

1. This shall be appointed by the Dean and the Deputy Principal and it will serve a period of one year.
2. The Electoral Commission shall carry out its mandate within the constitution with impartially and independence and shall not be influenced by any person.

Membership of the ECC

The ECC shall consist of not less than five (5) and not more than ten (10) commissioners dully appointed by the Dean and Deputy Principal

1. Nominated members will also involve three (3) who will forfeit their voting rights representing each class and both genders must be represented.

2. The Dean will serve as the Chairman of the ECC body during and after Election.

Functions of the ECC

The ECC shall;

1. Preside over general elections, by-elections and any other elections as stipulated by this Constitution.
2. Declare seats vacant as per provisions of this constitution.
3. Oversee the campaign process and set election rules and procedure that do not contravene the provision of this constitution.
4. Ensure that the voting procedure is simple and the results are announced in a timely manner.
5. Penalize any candidate who violates the election rules and disqualify candidate in accordance of this constitution.

Dissolution of KFCSO council

- The council shall dissolve following a vote of no confidence by two thirds (2/3) of the entire students of the college provided they submit a written petition to have it investigated within a period of one weeks.
- The Dean of students shall investigate the allegations and may call a general meeting of the students to discuss the petition. If the Deanery is satisfied that allegations are true, a memo and name with signature and admission number shall be presented for further actions.
- The council will be dissolved by the Dean two days after the general meeting and the seat be open or given to any suggested students having all qualifications in accordance to this constitution, if a by election will not be held.

ARTICLE 7

Finance

KFCSO shall secure its REVENUE from lawful sources including;

Subscriptions from membership

Donations

Grants

Any request from external donation must be sanctioned by the College

Expenditure

1. The expenditure of KFCSO shall be approved in the first instance by the council in consultation with the College management.
2. All expenses incurred out of the KFCSO funds shall be solely for the benefit of the students.

Budget

The KFCSO budget shall be prepared by the council at the beginning of the each semester. The budget shall include;

- Sports day and fun day at least once per year
- Cultural festival at least once per year

All activities shall be planned and carried out in consultations of the college Administration subject to availability of resources

KFCSO Bank Account

The organization shall have a bank account opened and maintained as the council and the college Administration jointly determine. All monies required for the day to day running activities of the KFCSO including allowances and payments shall be drawn from the KFCSO bank account

Any withdrawals from the bank account must be sanctioned by the students council and shall be made upon proof of valid signatures of authorized signatories; the Dean, the President and the Secretary.

ARTICLE 8

Amendment of the Constitution

1. Any ordinary member of the KFCSO may propose an amendment of the constitution by proposing to the KFCSO council such amendment and requisitioning for a motion of amendment.
2. The members shall then vote on the amendment. Any amendment to this Constitution shall be effected by 2/3 of the college students
3. Any amendment proposed by the KFCSO council with approval of the Dean, purely correction or rectification of an error apparent constitution, or for the purpose of the ensuring clarity only is permitted as long as the proposed amendments shall be circulated by a notice of thirty (30) days to all students and any objection by the way of petition supported by at least eighty (80) students is addressed in writing, signed by all with admission numbers forwarded to the KFCSO council and a copy to the Dean.

ARTICLE 9

Transition

Any rights, duties, obligations, assets, revenue and liabilities of the KFCSO existing council immediately before the adoption of this constitution shall be deemed as transferred to KFCSO upon adoption of this constitution. A schedule of assets shall be agreed upon by the College Management Committee and the Students Council prior to the first elections under this constitution and schedule shall thereafter be maintained and updated from time to time.