

RONGO UNIVERSITY

OFFICE OF THE DEAN OF STUDENTS

MINIMUM REQUIREMENTS FOR CANDIDATES OF ELECTIVE POSTS IN THE STUDENTS ASSOCIATION

1. **All** subscribed members of RUSA shall be eligible to contest for any post declared vacant provided that he/she:
 - i. Shall not be in the final year of study.
 - ii. Shall not have less than a credit pass of 60% cumulative average of examination results. A first year student intending to contest should have obtained credit pass (60%) average in the continuous assessment tests(C.A.T) marks
 - iii. Shall not have been suspended from the University at any one time and is of sound mind.
 - iv. Shall not have been involved in the previous election malpractices.
 - v. Shall not be a member of Students Electoral Commission.
 - vi. Shall not have served for two terms in any past regime of the students association or successive students association.
 - vii. Must be a member of the Association.
 - viii. Must bear a valid Rongo University student's identity card and be a registered member of the Association
 - ix. Shall have cleared payments of all University fees that are due at that time as shall be determined by the finance office.

2. **Contestants for the post of Chairman/Vice-Chairman** shall MEET the following additional requirement.
 - i) The Chairperson and Vice chairperson shall contest as a ticket composed of persons of opposite gender
 - ii) Shall present to the Students Electoral Commission (SEC) a list of signatories of at least 10% of the total number of students from each campus which will be approved by the Electoral Commission and the Dean of Students.
 - iii) Must have completed **a full academic year** in the University.

3. A candidate for the post of **Speaker**, shall meet the following additional requirement:
 - a. He/she at the time of election shall not be in **his/her last semester of study or first semester of his/her first year** of study

DESCRIPTION OF DUTIES OF ELECTED OFFICIALS

1. Electoral College member/Congress member

- i. Elect the Executive Council
- ii. Elect the Speaker.
- iii. Be the supreme legislative and policy making organ of RUSA.
- iv. Debate and approve RUSA policies, proposals and decisions tabled by the committee, Executive Council, Speaker or an ex-officio member.
- v. Monitor the implementation of its resolutions by the Executive Council.
- vi. Debate, approve and adopt the budget.

2. Chairperson

- i. Shall be the head of the Executive and preside over the association's meetings.
- ii. Shall summon the Executive meetings.
- iii. Shall be an automatic co-signatory of RUSA bank account and any other negotiable instrument stipulated in the Constitution.
- iv. Shall represent RUSA at the University Council/Senate when necessary and the Disciplinary Committee unless he or she is an affected party or have a special interest, in event of such, the Vice Chairman shall represent him or her.
- v. Shall give an opening address to the Congress in the first meeting after every election.
- vi. Shall be the spokesperson of RUSA.
- vii. Shall remain a symbol of unity to the RUSA.
- viii. Shall represent the Executive Council, Congress and RUSA at national and international levels.
- ix. Shall assent to all the bills passed by Congress.
- x. Shall ensure proper and cordial relations among various organs of RUSA and University Administration.

3. Vice Chairperson

- i. To deputize the Chairman in his or her absence or as shall assign.
- ii. The representative of the Executive in the Congress.
- iii. In conjunction with club officials coordinators, liaise with the Dean of Students on the activities of registered clubs/movements/associations.
- iv. In liaison with the Dean of Students, organize students leadership or training programs.
- v. To work in close liaison with the office of chief Security officer and head of hostels and catering department to ensure efficient provision of services to RUSA members.
- vi. To be the custodian for all the facilities and equipment acquired for students use.
- vii. Shall present the interests and grievances of all the RUSA members pertaining their well-being to the relevant authorities.
- viii. Perform any other relevant duty as may be assigned by the Executive and/or the Congress.

4. Secretary General

- i. To prepare the agenda for the Executive secretariat meetings, Annual General Meeting, and any other meetings as directed by the Chairman.
- ii. One of the co-signatories to RUSA financial transactions documents.
- iii. To publish notices of meetings as required under this Constitution as approved by the Chairman.
- iv. To take and keep proper records of all the proceedings of all Executive, Secretariats, Annual General Meeting and any other as directed by the Constitution .
- v. To manage and regularly update the RUSA website in liaison with the University authorities.
- vi. Represents the RUSA in Senate and Bookshop Committees.
- vii. Promote and urge the provision of academic facilities, resource and services for better academic programs.
- viii. Address issues arising directly from the academic interest of the members of RUSA;
- ix. Participate in allocation of bursaries to the needy students in liaison with the Director Finance from RUSA account.
- x. Enhance dissemination of information to students on matters related to academic policies, procedures and regulations among others in liaison with the Secretary General.
- xi. Perform any other duties related to academic affairs as shall be assigned by the Executive and/or Congress.

5. Treasurer

- i. Shall serve as the Chairman of Financial Committee as shall be decided by the Congress.
- ii. Shall ensure the safety of RUSA books of accounts and avail them for audit and inspection as stipulated in the Constitution.
- iii. Shall be an automatic co-signatory member to the RUSA banks accounts and any other negotiable instruments.
- iv. Shall present a budget within fourteen days after swearing in of the Congress in liaison with the Executive Council.
- v. Shall present the financial report during the Annual General Meeting (income and expenditure report).
- vi. Shall avail funds for payment for all official commitments subject to annual budget as shall be approved by the Congress.
- vii. Shall be in charge of the financial management, mobilization of resources, income generating activities and projects of RUSA and answerable to the Congress.
- viii. Shall perform any other function relating to finances as may from time to time be directed by the Congress and the Executive.

6. Secretary, Sports and Entertainment

- i. To liaise with the office of the Dean of Students and University Sports Department to ensure students welfare in matters pertaining to sports are protected.
- ii. To organize friendly games within the institution in consultation with captains and games tutors;
- iii. To organize practice sessions for games and sports.
- iv. To take care of games and sports equipment.
- v. Represent RUSA in management of University sports team.
- vi. Work in liaison with the University games tutor to identify problems.
- vii. Shall preside over democratic elections of each team captain by the team members.
- viii. Liaise with the Universities cultural week committee and the office of the Dean of Students to ensure success of the cultural week and other social events.
- ix. Coordinate recreational activities upon the approval of the Executive Council as well as make arrangements for entertainment.
- x. Promote gender equality in RUSA and University community.
- xi. Promote integration of those with special needs and interests as well as supervise the RUSA activities relating to members welfare especially social and gender services.
- xii. Liaise with the guidance and counseling office to ensure the promotion of guidance and counseling services to members and other general students support services.
- xiii. Perform other duties as may be assigned by the Executive Council.

7. Secretary, Ladies Affairs

- i. Represent the interests of ladies.
- ii. Perform any other function as shall be defined by Congress.
- iii. Recommend the introduction of relevant health transport services which may be deemed necessary from time to time.
- iv. Liaise with the University's department of health and transport services in providing possible assistance to the students.
- v. Identify problems in health and transport unit and forward them to the relevant authorities.
- vi. Perform such other duties as may be assigned by the Executive Council and the Congress.

8. Secretary, Special Needs

- i. Represent the interest and the grievances of specially challenged people.
- ii. Perform any other duty as assigned by the Executive or Congress from time to time.

Dean of Students