



UNIVERSITY OF EMBU

OFFICE OF THE REGISTRAR (ACADEMICS, RESEARCH AND EXTENSION)

INTERNAL MEMO

FROM : Registrar (ARE)

DATE: 3rd September, 2019

TO: All UoEm Alumni Association Members

REF: UoEm/QA/AA/Vol.1/44

**SUBJECT: 2ND UNIVERSITY OF EMBU ALUMNI ASSOCIATION ANNUAL GENERAL MEETING
AND ELECTIONS**

The University of Embu Alumni Association will hold its 2nd Annual General Meeting (AGM) on **Thursday, 19th September 2019**. During the AGM, the Alumni will launch and adopt the University of Embu Alumni Association Constitution and elect their executive officials. Thereafter there will be a luncheon and interactive session for the members.

As enshrined in the University of Embu Alumni Association Constitution, the provisions of holding the Alumni elections are as follows:

1. Categories of membership relevant to the Elections

Participation in the UoEm Alumni Association Elections in regard to membership is as follows:

- a. Ordinary members include **all graduates of UoEm**. They are entitled to;
 - i. Hold executive positions of the Association through elections.
 - ii. Vote in an AGM
- b. Associate members include **current members of the University staff**. They are;
 - i. Entitled to vote in an AGM
 - ii. Not entitled to hold executive positions in the Association
- c. Honorary members include **any person who has contributed to the University development and maintained a close relationship with the University or the Association**. They are neither eligible to hold executive positions in the Association nor entitled to vote.

2. Declaration of vacant positions

In line with the University of Embu Alumni Association Constitution, the following positions have been declared vacant;

- a. Chairperson.
- b. Vice-chairperson.
- c. Secretary General.
- d. Vice-Secretary General.
- e. Treasurer.
- f. Vice-Treasurer

NB: Only ordinary members as indicated in 1 (a) above are eligible to vie for these positions.



3. Eligibility Criteria

a. Eligibility criteria for Vying

Alumni members must satisfy the requirements below in order to qualify to vie for the vacant positions:

- i. Be an ordinary member
- ii. Be an active member i.e. who has paid up his membership or subscription fee in the current year.

NB: All 2019 graduands who have paid graduation fee are eligible to vie since the fee is inclusive of alumni registration and subscription fee for the year 2019/2020. However, all the other graduates (2016, 2017 and 2018) must pay Ksh 1,000 subscription fee in order to be eligible to vie. Subscription fee for UoEm Alumni Association takes effect from 2019/2020 with the adoption of the UoEm Alumni Association Constitution.

b. Eligibility criteria for Voting

Alumni members must satisfy the requirements below in order to be eligible to vote:

- i. Ordinary Members must pay annual subscription fee of Ksh. 1000.
- ii. Associate Members should register for membership with Ksh. 2000.
- iii. All members must present their national ID/Passport at the time of voting in order to cast their vote.

4. Nomination process

Alumni members interested in vying for the vacant positions listed in (2) above, having fully met the eligibility criteria can download the nomination form from the UoEm website. The nomination form should be completed by the aspirant, proposer and seconder after paying subscription fee as indicated in 3 (a) above. The form should be **submitted** to the office of the **Registrar-ARE** or scanned and sent via the email alumni@embuni.ac.ke so as to reach the undersigned on or before **Monday 16th September, 2019**.

5. Payment process for membership/annual subscription fees

- a) Membership fees of **Ksh. 2000** is payable by **Associate members**
- b) Annual subscription fees of **Ksh. 1000** is payable by **Ordinary members**

NB: 2019 graduands who will pay the graduation fee need not pay the annual subscription fee.

- c) Payments should be made to;

Bank: Kenya Commercial Bank
Account Name: University of Embu
Account Number: 1141890933

Thank you.



DR. JACKSON WACHIRA
REGISTRAR (ACADEMICS, RESEARCH AND EXTENSION)

