

COVER PAGE



STUDENT WELFARE ASSOCIATION OF MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE (SWAMMTVC)

CONSTITUTION

PREAMBLE

We, the Students of Maasai Mara Technical and Vocational College, desiring to constitute ourselves as an association to secure ourselves prosperity, academic freedom, excellence, liberty and our welfare;

ACKNOWLEDGING the supremacy of the Almighty God of all creation and recognizing our responsibility before Him, humanity and into ourselves;

HONOURING the selfless efforts, drawbacks and successes of the founding and succeeding members;

PROUD of the diversity of the background, religious and cultures of members united by common purpose /philosophy and aspirations;

UNITED by common purpose and aspirations;

GUIDED by the national values and principles of governance, principles of leadership, integrity and general principles of elections as spelt out in Articles 10, 81 and Chapter 6 of the constitution of Kenya 2010;

GUIDED by reason, courtesy, genuine search of all virtues to live in comradeship, peace, develop wholesome collaboration with other student bodies, persons, institutions and all who believe in the ideas of justice, equality and truth;

HEREBY ADOPT, ENACT and give this constitution to ourselves and future trainees of MMTVC

GOD BLESS THE MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE!!!

TABLE OF CONTENTS

Contents

COVER PAGE	i
PREAMBLE	ii
TABLE OF CONTENTS	iii
1.1: Name	1
1.2: Scope of Operation	1
1.3: Purpose	1
1.4: Application	1
1.5: Authority	1
1.6: Aims and Objectives of SWAMMTVC	1
CHAPTER 2: MEMBERSHIP	2
2.1: Eligibility to Membership	2
2.2: Membership fees	2
2.3: Membership in SWAMMTVC Association	2
2.4: Cessation of Membership to the Association	2
2.5: Rights of members	2
2.6: Trainees with Special Needs	3
CHAPTER 3: STRUCTURE	3
3.1: Executive SWAMMTVC Members	3
3.2: Non - Executive Student Council Members	3
3.3: Nominated Student Council Members	3
3.4: Duties of Student Council Members	3
3.4.1 President.....	3
3.4.2. Deputy President.....	4
3.4.3 Secretary General	4
3.4.4 Cabinet Secretary Finance	5
3.4.5 Cabinet Secretary Academic Affairs (Education and Information).....	5
3.4.6 Cabinet Secretary Games, Sports and Entertainment.....	6
3.4.7 Cabinet Secretary Gender Mainstreaming Affairs	6
3.4.8 Cabinet Secretary Health and Environment.....	6
3.4.9 Cabinet Secretary Security.....	7
3.4.10 Cabinet Secretary Disability Mainstreaming Affairs	7
3.4.11 NYS Representative Minister	7

3.4.12 Hostel Minister.....	8
3.5.0 Nomination of Cabinet Secretaries.....	8
3.6.0 Class Representatives	8
CHAPTER 4: ELECTIONS	9
4.1: Preliminary.....	9
4.2 The Electoral Commission of Maasai Mara TVC (ECM).....	9
4.3 Composition of the Electoral Commision of Maasai Mara TVC.....	9
4.4 Qualification of an ECM member	9
4.5 Duties of Returning Officers in liaison with the DOS.....	9
4.6. A Candidate for the SWAMMTVC Council	10
4.7 Process of Nominations.....	10
4.8: Disqualification of a Candidate	11
4.9: Campaigns.....	11
4.10: Election Dispute	11
4.10.1 Dispute Committee	11
4.10.2: Election Dispute Handling.....	12
4.11: Voting Process.....	12
4.11.1: Eligibility to Vote	12
4.11.2: Mode of Voting.	12
4.11.3: Election officials	12
4.11.4: Polling Agents.....	12
4.11.5: Election Materials	12
4.11.6: Election observance	13
4.11.7: Barring a member from voting.....	13
4.11.8: Counting the ballot.....	13
4.11.9: Tallying of results.....	13
4.11.10: Announcements of results	13
4.11.11: Oath of office	13
4.11.12: Term of office.....	14
CHAPTER 5: VACATION FROM OFFICE.....	14
5.1: Impeachment.....	14
5.2: Resignation	14
5.3: Removal of a council member from office.....	14
5.3.1: Death, Illness, Insanity.....	15
5.3.2: Replacement.....	15

5.3.3: Office tenure.	16
CHAPTER SIX: AMENDMENTS AND RATIFICATION	16
6.1: Proposal of Amendments	16
CHAPTER SEVEN: ALLOWANCES AND MEETINGS	16
7.1: Allowances	16
7.2: Meetings.....	17
CHAPTER EIGHT: SOCIOETIES AND CLUBS	17
8.1: Societies and Clubs	17
8.1.1: Religious Societies.....	17
8.1.2: Academic Clubs	17
8.1.3: Social Clubs	17
8.2: General Conditions for Societies and Club	18
8.2.1 Registration	18
8.2.2: Elections.....	18
CHAPTER NINE: INSTITUTION/COLLEGE AUTHORITY	18
9.1: Duties and Powers	18
9.2: Dean of Students	18
APPENDIX I: OATH OF OFFICE	19
APPENDIX II: ACRONYMS	20

CHAPTER 1: INTRODUCTION

1.1: Name

The organization's name shall be the Student Welfare Association of Maasai Mara Technical and Vocational College, hereafter referred to by the acronym "SWAMMTVC."

1.2: Scope of Operation

- (i) The association shall encompass all departments within MMTVC.
- (ii) All trainees of the MMTVC must adhere to this constitution.
- (iii) SWAMMTVC shall limit its activities and operations to the mandates of the MMTVC as a training institution.

1.3: Purpose

The purpose of the Trainees' Council constitution is to safeguard and enhance the rights, opportunities, and quality of life for every trainee and the community of Maasai Mara TVC.

1.4: Application

This constitution applies to all MMTVC students. It governs their relationships with other stakeholders, along with the rules, regulations, offenses, and penalties made under it.

1.5: Authority

The authority of the student council originates from the members of MMTVC and is collectively acknowledged by the college management.

1.6: Aims and Objectives of SWAMMTVC

- (i) To promote the MMTVC motto, mission, vision, and core values.
- (ii) To foster the spirit of cooperation, unity, and hard work among the trainees of MMTVC.
- (iii) To promote the advancement of learning, and encourage scientific, technological, research, innovations, and other educational objectives.
- (iv) To develop leadership capacity and promote mentorship to trainees.
- (v) To defend and uphold the rights and privileges of the trainees.
- (vi) To provide an effective forum for negotiations and discussion with management on matters of the trainees' welfare.
- (vii) To oppose all ethnic, religious, and gender discrimination and actively support MMTVC equal opportunities to all trainees.
- (viii) Maintaining harmonious relations between and among trainees, staff, and management.
- (ix) In consultation with the Dean of Students (DOS), planning, organizing, and executing activities for the trainees whether for educational, social, spiritual, and moral growth and development.
- (x) Assisting in disseminating the right information and correct interpretation of MMTVC policies.
- (xi) Upholding the good name of Maasai Mara Technical and Vocational College.

- (xii) Representing MMTVC trainees in relevant and approved forums.
- (xiii) Operate within the mandate of MMTVC policies and laws of Kenya.
- (xiv) Enhance gender equity and disability mainstreaming.
- (xv) To foster and enhance national cohesion and integration.
- (xvi) To enhance the MMTVC environment for sustainable development.

CHAPTER 2: MEMBERSHIP

2.1: Eligibility to Membership

Members of the union shall be open to all bona – fide trainees of MMTVC whose accounts are active.

2.2: Membership fees

- a) Every member shall be required to pay a membership fee as stipulated in the fee structure.
- b) A full member of the association shall be:-
 - i) A trainee who has cleared full College fees in the term.
 - ii) A trainee who has passed all examinations/assessments as stipulated by the Academic policy.
 - iii) A trainee who attends to his/her lessons as stipulated in the academic policy.

2.3: Membership in SWAMMTVC Association

Membership shall be free from discrimination based on race, ethnicity, color, gender, marital status, age, personality, political affiliation, and/or physical ability. Notwithstanding these requirements, the Student Welfare Association may restrict membership based on the ability to perform the activities related to its purpose.

2.4: Cessation of Membership to the Association

- i) A SWAMMTVC member shall cease membership upon completion of a module or stage Examination.
- ii) When one ceases to be a trainee occasioned by illness, transfer to a different institution, and expulsion from the College
- iii) When a member is disqualified or their continued membership is deemed in any way detrimental to the association and the entire College.
- iv) Where a member is discontinued occasioned by failure in examination as per the academic Policy.

2.5: Rights of members

- i) Members are entitled to an open forum when the need arises in consultation with the Dean of Students.
- ii) A member is entitled to a fair hearing in the event of a disciplinary procedure.

- iii) A member shall have access to services offered by SWAMMTVC provided such access is lawful.
- iv) A member is entitled to their academic rights as stipulated in the academic policy.
- v) A member is entitled to vie for any elective post irrespective of gender except in situations where the post is gender specific.
- vi) A member has the right to access information by following the correct channel.
- vii) The rights to referred in clause does not extend to;
 - Propaganda to strike.
 - Incitement to cause violence.
 - Hate speech and
 - Advocates of hatred that constitute ethnic incitement to cause harm.

2.6: Trainees with Special Needs.

- i) They have a right to access materials and devices to overcome constraints arising from their Special abilities.
- ii) Shall be prioritized in the allocation of hostel rooms.
- iii) Shall be treated with dignity and respect.

CHAPTER 3: STRUCTURE

The association shall comprise the following;

3.1: Executive SWAMMTVC Members

1. President
2. Deputy President
3. Secretary General
4. Cabinet Secretary Finance

3.2: Non - Executive Student Council Members

5. Cabinet Secretary Academic Affairs (Education and Information)
6. Cabinet Secretary Gender Mainstreaming Affairs - Female
7. Cabinet Secretary Games, Sports and Entertainment
8. Cabinet Secretary Health and Environment
9. Cabinet Secretary Security

3.3: Nominated Student Council Members

10. Cabinet Secretary Disability Mainstreaming Affairs
11. NYS representative Cabinet Secretary
12. Hostel Representatives (2) Male and Female

3.4: Duties of Student Council Members

3.4.1 President

Specific duties for the President:

- i) Shall be the chief executive officer of the association

- ii) Shall be the official spokesperson of the association, representing the views and concerns of the student body to the College Administration and the community.
- iii) Shall uphold the objectives of SWAMMTVC as defined in the constitution.
- iv) Shall report matters concerning SWAMMTVC to the Dean of students.
- v) Shall be responsible for the smooth coordination of trainees' activities to be undertaken by SWAMMTVC.
- vi) Shall preside over all SWAMMTVC meetings, unless incapacitated by illness or any other acceptable reasons.
- vii) Shall be a co-signatory in all negotiable transactions of the association
- viii) Shall respect, uphold and safeguard this constitution
- ix) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.2. Deputy President

Specific duties for the Deputy President:

- i) Shall exercise the duties of the President in his/her absence from the office or his/her inability to act.
- ii) Shall deputize the President
- iii) Shall be in charge of disciplinary issues in the SWAMMTVC association
- iv) Shall uphold the objectives of SWAMMTVC as defined in the constitution.
- v) The deputy president shall take the role of secretary in his/her absence
- vi) Shall respect, uphold and safeguard this constitution
- vii) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.3 Secretary General

Specific duties for the Secretary:

- i) Shall hold the position of secretary to the executive committee.
- ii) Shall hold the position of secretary to the trainees' disciplinary committee.
- iii) Shall deal with all SWAMMTVC correspondence in consultation with the PRESIDENT.
- iv) Shall issue notices convening all SWAMMTVC meetings.
- v) Shall be responsible for taking SWAMMTVC minutes, issuing the same to all concerned and preserving all records of all SWAMMTVC meetings.

- vi) Shall hand in all records and proceedings of all SWAMMTVC meetings to the Dean of Students at the end of every term for safe keeping.
- vii) Shall attend to other duties that may be assigned to him/her by the SWAMMTVC Executive Committee.
- viii) Shall be a co-signatory in all negotiable transactions of the association.
- ix) Shall respect, uphold and safeguard this constitution.
- x) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.4 Cabinet Secretary Finance

Specific duties for the Finance Minister:

- i) Shall prepare the budget in consultation with SWAMMTVC Executive members and Dean of Students.
- ii) Shall keep records of financial receipts and disbursements under the direction of the SWAMMTVC Executive Committee.
- iii) Shall preserve all records of authorized expenditure.
- iv) Shall keep appropriate books of accounts always ready for periodic review by the SWAMMTVC Executive members and the Dean of Students.
- v) Shall be a co-signatory in all negotiable transactions of the association
- vi) Shall respect, uphold and safeguard this constitution
- vii) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties.

3.4.5 Cabinet Secretary Academic Affairs (Education and Information)

Specific duties for the Academic Affairs Minister:

- i) Shall encourage trainees to use all facilities provided in their pursuit of knowledge, skills and positive attitude.
- ii) Shall forward valuable suggestions aim at improving or maintaining high academic standards to the Dean of Students
- iii) Shall liaise with class representatives on matters related to academic performance and table any educational issue to the SWAMMTVC Executive members and MMTVC Administration in consultation with the Dean of Students
- iv) Shall respect, uphold and safeguard this constitution
- v) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.6 Cabinet Secretary Games, Sports and Entertainment

Specific duties for the Games, Sports and Entertainment Minister:

- i) Shall be an active member of a game or sport that is played at the College.
- ii) Shall assist in programming and organizing games, sports and athletics in MMTVC in consultation with the Sports and Games officer and the Dean of Students
- iii) Shall organize friendly matches in liaison with sports officer, team managers and team captain.
- iv) Shall promote sporting activities within Maasai Mara Technical and Vocational College.
- v) Shall organize for issuance of games uniforms when attending a tournament and collection after the tournament in liaison with the Sports Officer.
- vi) Shall in collaboration with the Sports and Games officer, ensure that the right sports equipment is purchased and maintained.
- vii) Shall ensure discipline of sport participants during sporting activities.
- viii) Shall respect, uphold and safeguard this constitution.
- ix) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties.

3.4.7 Cabinet Secretary Gender Mainstreaming Affairs

Specific duties for the Gender and Social Affairs Ministers

- i) Shall produce a programme of social activities approved by SWAMMTVC and the Dean of Students at the beginning of each term.
- ii) Shall organize for trainees' entertainment in consultation with the Dean of Students
- iii) Shall encourage good social decorum when executing his/her duties.
- iv) Shall be responsible for the social welfare of trainees.
- v) Shall ensure adherence to requirements of gender mainstreaming policy of MMTVC.
- vi) Shall respect, uphold and safeguard this constitution.
- vii) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties.

3.4.8 Cabinet Secretary Health and Environment

Specific duties for the Environment Ministers:

- i) Shall encourage trainees to maintain cleanliness within the compound.
- ii) Shall report matters of cleanliness to the DOS in all trainee facilities.
- iii) Shall encourage trainees to be responsible for their personal hygiene and cleanliness of their living and learning premises

- iv) Shall ensure proper conservation of the environment.
- v) Shall respect, uphold and safeguard this constitution
- vi) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.9 Cabinet Secretary Security

- (i) Shall be in charge of all the infrastructure and in collaboration with the health and hostel minister shall ensure the classrooms, corridors, toilets and workshops are kept clean.
- (ii) Shall channel the needs in the classrooms and workshops to the concerned authority.
- (iii) Shall be in charge of lights and water in the college.
- (iv) Shall handle any other matter relating to accommodation in the hostels together with the Hostel Minister.
- (v) Shall respect, uphold and safeguard this constitution
- (vi) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.10 Cabinet Secretary Disability Mainstreaming Affairs

- i) Shall advise the Dean of Students on the requirements of Persons with special needs.
- ii) Shall identify and report any barrier(s) that would hinder access to facilities and participation in MMTVC activities.
- iii) Shall identify and report the co-curricular activities Persons with special needs can participate in and communicate the same to the Dean of Students
- iv) Shall identify trainees with special needs and notify the Dean of student for further consideration and assistance.
- v) Shall respect, uphold and safeguard this constitution
- vi) Shall be held liable for any act of omission or commission that may arise in the Execution of his/her duties.

3.4.11 NYS Representative Minister

Specific duties are;

- i) Representing the interests of NYS sponsored trainees.
- ii) Promoting understanding, tolerance and dialogue among all trainees.
- iii) Participating in all college activities or initiatives to foster unity and cooperation among all groups.

- iv) Promoting volunteer opportunities or service projects upholding national values, compassion and social justice.
- v) Collaborating with other student council members to ensure that the institutional policies and initiatives are inclusive of all trainees' categories.
- vi) Shall respect, uphold and safeguard this constitution
- vii) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.4.12 Hostel Minister

- (i) Shall be in charge of all hostels and in collaboration with the health and security minister shall ensure the corridors toilets and verandas are kept clean.
- (ii) Shall channel the needs in the hostels to the concerned authority.
- (iii) Shall encourage trainees to be responsible for their personal hygiene and cleanliness of their living premises
- (iv) Shall handle any other matter relating to accommodation in the hostels.
- (v) Shall respect, uphold and safeguard this constitution
- (vi) Shall be held liable for any act of omission or commission that may arise in the execution of his/her duties

3.5.0 Nomination of Cabinet Secretaries

- Cabinet Secretaries shall be nominated only if the seats are not contested.
- Cabinet Secretaries shall be nominated to the council of student's council basing on:
 - ✓ Gender sensitivity
 - ✓ Tribal balance

3.6.0 Class Representatives

- Represent all their respective classes in the S.R.C.
- Be the link between the students and the department.
- Present all grievances of the students to the respective authority without fear or victimization.
- Shall:
 - ✓ Be elected by class members from among themselves.
 - ✓ Have security of tenure for one year but subject to confirmation every term by the class tutor.
 - ✓ Be elected in the third week of the first week.

CHAPTER 4: ELECTIONS

4.1: Preliminary

- a) Civic education shall be conducted to all the student body before commencement of election process.
- b) MMTVC management shall have the power to regulate Student Council elections.
- c) Elections shall take place annually in the month of OCTOBER.
- d) Elections shall take place between 8.00am to 3.00pm
- e) Executive and non – executive members shall be elected by the student body at large.
- f) Elections shall be conducted on the basis of one student one vote.
- g) Two members being a gentleman and a lady representing persons with special needs where it applies, shall be nominated from members of the game changers in consultation with the Dean of Students and SWAMMTVC officials.

4.2 The Electoral Commission of Maasai Mara TVC (ECM)

The Electoral Commission of Maasai Mara shall be formed from the class representatives and serve for only one year before a fresh election

During the third week of election term, the minister for education with the president shall have a meeting to elect the electoral commission of Maasai Mara [ECM] supervised by the Dean of Students and any member of the Management.

4.3 Composition of the Electoral Commission of Maasai Mara TVC

- 1. Chairperson
- 2. Vice chairperson
- 3. Secretary General
- 4. Returning officer II
- 5. Returning officer II
- 6. Security officer

4.4 Qualification of an ECM member

- (i) Must be a member of SWAMMTVC
- (ii) Must be a class representative.
- (iii) Must have a clear record of discipline.
- (iv) Must not be contesting for any seat in that election year
- (v) Must not be an agent of any candidate.
- (vi) Must be a full time student for the following academic year.
- (vii) Must have been a student in MAASAI MARA TVC for at least four months.

4.5 Duties of Returning Officers in liaison with the DOS

- (i) Give the date of election
- (ii) Elect clerks during election
- (iii) Give directions of elections

- (iv) Supervise voting
- (v) Carry out by-election.
- (vi) Give solutions in case of a tie in election
- (vii) The ECM should work in conjunction with the Dean of Students in case of a petition.
- (viii) Announce the results
- (ix) They will be the watch-dogs of the council.
- (x) In conjunction with the Dean of Students they interview the candidates [contestants]
- (xi) Together with the DOS, they should declare the seat of the ministers vacant prior to elections.

4.6. A Candidate for the SWAMMTVC Council

- a) Shall be a registered MMTVC trainee whose account is active.
- b) Must be cleared by the HOD. In clearing the aspirants, the HOD must consider the following
 - i. Class attendance- at least 80%
 - ii. Academic record-passed previous term's exams.
 - iii. System activated student.
 - iv. Full fees payment.
 - v. No discipline issues in the department and administration.
- c) Must have enrolled for a course not less than three months prior to the election and have passed previous Term's exams, which may be end of term, end of stage, or KNEC exams.
- d) Must not have been convicted of any criminal offence or serving a criminal sentence.
- e) Must not have been convicted by the college's disciplinary committee or serving active disciplinary sentence.
- f) The one vying for the President's post must be pursuing a course at a Diploma level or above.
- h) The sports CS must be an active member of a sport or game offered in the college.
- i) Those vying for any post should serve for at least six months after election.
- j) Must commit to uphold the rule of law, school rules and regulations and this constitution, before, during and after the election. This commitment will be made by signing a code of conduct before the campaigns commence.
- k) A candidate shall not be eligible to vie for more than two terms and the second term is subject to recommendations and clearance by the administration.
- l) Must not be a serving officer or a service man/woman in any uniformed force which may include but not limited to KDF, NPS, NYS, KWS and KFS.

4.7 Process of Nominations

- a) Interested aspirant shall register with the Dean of Students after collection of the nomination form.
- b) Candidates shall then collect at least fifty (50) signatures from SWAMMTVC members and return the forms to the Dean's office.
- c) The Dean of students shall release the forms of prospective candidates to the respective HOD for clearance.
- d) The HOD shall duly sign and submit the nomination forms to the DOS.
- e) The DOS shall forward the nomination forms to the discipline committee for clearance.

- f) The aspirant shall submit the following clearance documents to the DOS on the date indicated in the election schedule;
 - i. Previous examination's/assessment's report form/card for end of term,
 - ii. Transcript for end of stage/formative assessment,
 - iii. Result slip for end of module or
 - iv. Certificate for summative assessment,
 - v. Fees statement.
 - vi. National ID copy
- g) Vetting shall then be conducted by the vetting committee constituted by the DOS.
- h) A list of the cleared candidates shall be released by the DOS on the date indicated on the election schedule.
- i) Cleared candidates shall collect nomination forms from the DOS according to Election schedule.

4.8: Disqualification of a Candidate

The following may lead to the disqualification of a candidate to vie for a SWAMMTVC post;

- a) Conducting campaign before the list of cleared candidates is released by the DOS.
- b) Use of any forged documents during the electoral process.
- c) Conducting campaign in unlawful and illegal manner.
- d) Bribery of voters and /or election officials.
- e) Using vulgar and derogatory language during the election period.
- f) Any other unlawful behavior that is inconsistent with this constitution.

4.9: Campaigns

- a) All forms of campaigns shall be in a well-mannered and cultured way devoid of any harassment, intimidation, and contradiction of any provision of this constitution and college rules and regulations.
- b) Campaigns shall not in any way constitute nuisance or any defamation of character of any association member.
- c) Candidates shall pull down election posters twelve (12) hours before commencement of voting.

4.10: Election Dispute

4.10.1 Dispute Committee

There shall be an election dispute committee comprising

- a) Dean of Students - Chair
- b) Guidance and Counseling Coordinator
- c) Industrial Liaison Officer
- d) And /or any other member(s) appointed by the Chair.

4.10.2: Election Dispute Handling

- a) All pre – election disputes including but not limited to issues relating to campaigns, eligibility, nominations and vetting shall be referred to the election disputes committee.
- b) A member may raise a dispute or petition to the committee if:
 - i. Such a member has a reason to believe or has evidence that that there had been a contravention of any election procedure or rule during the election period.
 - ii. If there is an allegation of electoral malpractices which may include but not limited to bribing, intimidation, harassment of voters and/or candidates.
- c) Any complaint about the electoral process and the way it was run must be forwarded to the chairperson of the election petition committee not later than one hour after the close of polls.
- d) The dispute raised must be put in writing. It should;
 - i. State the ground on which it is raised
 - ii. Have date and time it was raised indicated
 - iii. Be signed by at least twenty (50) association members.

4.11: Voting Process

4.11.1: Eligibility to Vote

All members of the MMTVC who meet the criteria of membership of chapter two are eligible to vote.

4.11.2: Mode of Voting.

Shall be secret ballot and conducted by the ECM

4.11.3: Election officials

- a) The Returning Officers from the ECM in 4.2 shall oversee the conduct of the elections from polling to announcement of results. *Only when deemed necessary that the DOS will recommend the use of Presiding officer from IEBC to oversee the elections.*
- b) There shall be polling clerks from the ECM to carry out the election activities from polling to tallying of votes.

4.11.4: Polling Agents

- a) Every candidate shall be represented by two agents whom he or she shall appoint in writing.
- b) They shall conduct themselves in a decent manner before, during and after elections by not contravening any electoral regulation(s).

4.11.5: Election Materials

- a) Such materials which may include but not limited to ballot boxes, ballot papers, polling booths, indelible ink and certificates shall be provided by the ECM.
- b) Ballot boxes shall be transparent and be placed in a conspicuous location.

- c) The ballot paper shall bear name (s) of the aspirant. Where an aspirant wishes to include his/her nickname (s) in the ballot paper, the meaning of such a nickname shall be explained to the DOS before its inclusion is allowed or declined.

4.11.6: Election observance

- a) This shall be open to not more than two (2) members of a religious group(s) and/or any other non - political association duly registered by the DOS in the MMTVC.
- b) Request for participation shall be done in writing to the DOS at least three days(s) before the polling day.

4.11.7: Barring a member from voting

- a) A member may be barred from voting if;
- b) He/She does not have a valid national ID card and Student ID card.
- c) He/She attempts to vote more than once.
- d) Impersonates another person
- e) His/her account is not active during the time of voting.

4.11.8: Counting the ballot

- a) It shall begin immediately after the time of voting elapses
- b) The exercise shall be overseen by the Presiding Officer and the Polling agents
- c) The result form must be signed by the polling agents. If one declines, it shall in no way invalidate the result.
- d) Any ballot not containing the ECM stamp shall be void.
- e) The Returning/Presiding Officer and the Polling agents shall decide on valid votes.

4.11.9: Tallying of results

- a) It shall be conducted in an open and conspicuous place.
- b) In case of a tie, there shall be a re- run within seven working days.

4.11.10: Announcements of results

- a) The result shall be announced by the Returning/Presiding Officer after tallying is complete.
- b) The list of names of the successful office bearers shall be posted on the MMTVC notice board.

4.11.11: Oath of office

- a) The swearing – in of the successful SWAMMTVC candidates shall be conducted within three (3) working days after the election results have been announced.
- b) The oath of office shall be administered by a commissioner for oaths.

4.11.12: Term of office

- a) The term of office for SWAMMTVC leaders shall begin immediately after they are sworn in.
- b) The term of office for all SWAMMTVC leaders shall end on 30th September of every year.

CHAPTER 5: VACATION FROM OFFICE

A SWAMMTVC leader may vacate the post elected for, under the following circumstances;

5.1: Impeachment

- a) Any elected or appointed member of Student Council may be impeached for gross misconduct, gross incompetence or for failing to fulfill the duties of their position.
- b) The procedure for impeachment and removal from offices shall be as follows;
 - i) The SWAMMTVC members shall have the power to impeach a member of the Student Council by approving a written statement of charges by a majority vote.
 - ii) The impeached member shall be supplied with the written statement of charges for a period not exceeding two weeks after the vote.
 - iii) At the next regularly scheduled students' council meeting, there shall be an impeachment trial with the SWAMMTVC members serving as the jury.
 - iv) After a full hearing of the charges, two thirds vote of SWAMMTVC members shall be necessary to vacate the office of the impeached member; impeached members shall have no vote in the removal proceedings.

5.2: Resignation

- a) A member of the students' council may resign from his or her position at any time by submitting a written letter of resignation.
- b) Any member of the students' council whose enrollment at the College is terminated shall be considered to have resigned from his or her position.
- c) Upon resignation of any member, the DOS shall post a notice to this effect in the College notice board and any other relevant platform(s).

5.3: Removal of a council member from office.

- a) A student leader can be removed from office through a petition by two – thirds of the association members.

- b) Each of the petitioners must state their name, admission number, class and telephone number which will then be verified by the DOS.
- c) The petition shall be handed to the DOS within a period of fourteen days after removal.
- d) The association members shall then vote on the petition.
- e) In case of a successful motion to remove the leader, a by-election shall be held within fourteen days of the removal from office or one member of the council shall assume the office in an acting capacity if the term of office is less than four months to its end.
- f) In case of the President, he/she shall hand over to the Deputy President with a formal notification to the student council.
- g) Resignation or removal of a member of student council shall not absolve him from liabilities or irregularities committed during their tenure.

5.3.1: Death, Illness, Insanity

- h) The office shall be declared vacant by a notification from the DOS and posted on the College notice board(s) and other relevant platform(s). The remaining SWAMMTVC officials shall fill the vacancy from among themselves in acting capacity in consultation with the DOS.
- i) In case of the President, The Deputy President shall assume the office for the remaining period of the electoral term.

5.3.2: Replacement

- a) In the case where a SWAMMTVC post falls vacant occasioned by, but not limited to;
 - i) A leader being on attachment
 - ii) A leader discontinued from the training program
 - iii) Incapacitation of a leader
 - iv) Death of a leader,
- b) The remaining SWAMMTVC officials shall fill the vacancy from among themselves in acting capacity in consultation with the DOS.
- c) A vacancy of the President shall be filled by the Deputy President who shall then appoint a replacement of the Deputy President with the majority approval of the SWAMMTVC members, and in consultation with the Dean of Students.
- d) A vacancy in the office of the Deputy President shall be temporarily filled by the President, who shall then appoint a replacement Deputy President with the majority approval of the SWAMMTVC members.

5.3.3: Office tenure.

- i) The tenure for SWAMMTVC leaders shall begin immediately after they are sworn – in.
- ii) The dissolution of the Council shall be done on 30th SEPTEMBER of every year by a notification from the DOS and posted on the College notice board(s) and other relevant platform(s).
- iii) The outgoing leaders shall remain in office in acting capacities until the swearing – in of the new leaders.
- iv) The induction of the incoming leaders shall be conducted within the first week after the swearing – in ceremony, followed by the handing over – taking over exercise the same day.

CHAPTER SIX: AMENDMENTS AND RATIFICATION

6.1: Proposal of Amendments

This constitution is subject to amendment and/or review.

- a) Such amendments may be necessitated;
 - i) By any changes arising from the policies and/or mandates of the institution.
 - ii) By any changes arising from regulatory and/ or statutory authorities.
- b) This shall be guided by the DOS to SWAMMTVC leaders who shall carry out the necessary amendment/review.
- c) The amendments /review shall be passed by at least two – thirds of the association members.

CHAPTER SEVEN: ALLOWANCES AND MEETINGS

7.1: Allowances

- a) Every leader shall be receiving a monthly allowance in the course of the term.
- b) There shall be sitting allowances for meetings (see 7.2(a)).
- c) This does not include the time when one is on holiday or attachment.
- d) This shall commence from the date the members were sworn in.
- e) This shall cease when the member(s) vacate the office.
- f) In case of loss of a parent (not guardian), a trainee shall be given Kshs.2, 000.
- g) In case of a trainee's demise, the family shall be given Kshs. 10,000.

- h) Any balance from the welfare kitty in the term shall be carried forward to the following term.

7.2: Meetings

- a) There shall be two meetings per term or as need arises
- b) The notice of meeting and the agenda shall be delivered to the DOS at least two days before the meeting date.
- c) At least two – thirds of the council members shall constitute the quorum.
- d) All deliberations shall be recorded in the SWAMMTVC minute book.
- d) A copy of the meeting’s deliberations shall be presented to the DOS at most two days after the meeting date.

CHAPTER EIGHT: SOCIOETIES AND CLUBS

Society: It is a group of people who meet to share a particular interest, customs, laws or purpose.

8.1: Societies and Clubs

The societies and clubs shall be grouped as follows;

- Religious societies.
- Academic clubs.
- Social clubs.

8.1.1: Religious Societies

These are associations that unite students with a common faith or belief for the purpose of exercising their religious practices. This includes:

- Christian Union (CU)
- Seventh Day ADVENTISTS (SDA)
- Muslim Union
- Young Christian Union (YCS)

Should there be need of legal representation on any of the Religious societies as pertaining to the affairs, the SWAMMTVC and the Dean of students shall be their advocate.

8.1.2: Academic Clubs

These are clubs that unite students with common academic interest for the purpose of exercising their academic activities.

8.1.3: Social Clubs

These are clubs that unite students with common social interest, talents and hobbies for the purpose of exercising and jointly exploiting them.

8.2: General Conditions for Societies and Club

8.2.1 Registration

A person wishing to register a club or society shall present the following to the SWAMMTVC and the Dean of students within a period of 21 days from the date of its formation.

- A constitution of the proposed club
- Minutes of not less than two sessions
- Office bearers i.e. elected officials and a patron who is a staff member of MMTVC
- The application for registration which must be in writing, signed by the chairperson and the secretary general of the club

The SWAMMTVC and the Dean of Students may refuse to register or deregister any society, club or association whose affairs are inconsistent with provision of this constitution. Such refusals and /or deregistration shall be subjected to the approval of the student representative council (S.R.C)

8.2.2: Elections

Any society, club or association shall be required to furnish SWAMMTVC within a period of fourteen (14) days after its election, with the names of the new officials and any other relevant matter.

CHAPTER NINE: INSTITUTION/COLLEGE AUTHORITY

The college authority shall be expected to observe and respect all the rights of every student as provided in the constitution.

9.1: Duties and Powers

- (i) Has a duty to collect on behalf of the organization funds.
- (ii) Has duty to release the funds as required by the organization
- (iii) Has power through the Dean of Students to attend any meeting organized by the organization but no power to deliberate or make any decisions for the meeting though may advice when called upon by the meeting chairman.

9.2: Dean of Students

- (i) He or she shall be a administrative official at the college who shall be recognized by the organization or a member of the teaching staff appointed by the Principal in consultation with the executive committee.
- (ii) He or she shall deal with the matters referred to him/her by the executive committee.
- (iii) He/she may attend meetings at the invitation of the Secretary General
- (iv) He/she shall be the chief observer at all elections.
- (v) He/she shall oversee registration of any club or society as provided here in.

APPENDIX I: OATH OF OFFICE

SWAMMTVC ORGANIZATION OATHING FOR THE EXECUTIVE

I.....in full realization of the high calling I assume as a traineeof the Maasai Mara Technical and Vocational College, do

Swear/solemnly affirm that I will be faithful and bear true allegiance to the Maasai Mara Technical and Vocational College, that

I will obey preserve, protect and defend this Constitution of SWAMMTVC as by law established, and all other laws of the college; and

That I will protect and uphold the sovereignty and dignity of the students of the Maasai Mara Technical and Vocational College **"SO HELP ME GOD"**

MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE OATHING

I.....hereby Vow that I will be faithful to the administrators and serve in my capacity in accordance to the rules and regulations laid down whatsoever. **"SO HELP ME GOD"**

APPENDIX II: ACRONYMS

MMTVC	-	Maasai Mara Technical and Vocational College
SWAMMTVC	-	Student Welfare Association of Maasai Mara Technical and Vocational College
DOS	-	Dean of Students
College	-	This term refers to Maasai Mara Technical and Vocational College
Council	-	Student Welfare Association of MMTVC appointed members
ECM	–	Electoral Commission of MMTVC
SRC	-	Student Representative Council
KNEC	-	Kenya National Examinations Council
KDF	-	Kenya Defense Forces
NPS	-	National Police Service
NYS	-	National Youth Service
KWS	-	Kenya Wildlife Service
KFS	-	Kenya Forest Service