



THE

CONSTITUTION OF MUTEESA I ROYAL

UNIVERSITY ALUMNI ASSOCIATION

(MRUAA)

PREAMBLE

We, the Alumni of MUTEESA I ROYAL UNIVERSITY,

ACKNOWLEDGING the supremacy of the Almighty God of all creation

HONOURING those who founded and established the Institution of MUTEESA I ROYAL UNIVERSITY

PROUD of the graduates of MUTEESA I ROYAL UNIVERSITY, employees, special and honorary members with interest of identifying with the Alumni,

RECOGNIZING the need to promote socio-economic and intellectual interaction within the Alumni and also between MUTEESA I ROYAL UNIVERSITY and the Alumni;

AWARE of the need to promote and unite all members of the Alumni;

COMMITTED to establishing collaborative links with other Alumni bodies and organizations in Uganda and the rest of the world,

ADOPT, ENACT and GIVE this constitution to ourselves and to our future generations as the constitution of MUTEESA I ROYAL UNIVERSITY Alumni Association (MRUAA) on this the day of 2020.

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ACRONYMS AND DEFINITIONS

AGM: ANNUAL GENERAL MEETING

MRU: MUTEESA I ROYAL UNIVERSITY

MRUAA: MUTEESA I ROYAL UNIVERSITY ALUMNI ASSOCIATION

SGM : SPECIAL GENERAL MEETING

ARTICLE 1: SUPREMACY OF THE CONSTITUTION

- a) This Constitution shall be the supreme law of MUTEESA I ROYAL UNIVERSITY ALUMNI ASSOCIATION (MRUAA)
- b) This Constitution shall be subject to the provisions of the MUTEESA I ROYAL UNIVERSITY Charter, University rules, regulations and Statutes

ARTICLE 2: NAME

- (a) The name of this association shall be MUTEESA I ROYAL UNIVERSITY ALUMNI ASSOCIATION hereinafter referred to as MRUAA.
- (b) The headquarters of the association shall be based at Muteesa I Royal University main Campus and the address shall be: ALUMNI OFFICE, MUTEESA I ROYAL UNIVERSITY P.O. BOX 322, KIRUMBA MASAKA.
- (c) There shall be coordinating offices as may be directed from time to time, provided such offices shall be accountable to the Executive Committee.
- (d) The motto of the Association shall be “DARE MIGHTY THINGS”

ARTICLE 3: AIMS AND OBJECTIVES OF THE ASSOCIATION

- a) To develop and maintain relationship with Alumni students and MRU as a whole, support and encourage these groups in their endeavors and extend a hand of fellowship, through financial, material support and otherwise.
- b) To foster networking and communication among Alumni, students, staff and administration.
- c) To maintain close cooperation and fellowship among Alumni.
- d) To support and encourage networking career development for Alumni and students.
- e) To promote interest of MRU.
- f) To provide Alumni presence at MRU events.
- g) To build and maintain links between the members and MRU by maintaining reliable and up-to-date database.
- h) To promote MRU in Uganda and overseas.
- i) To work with MRU in respect of employment and other business opportunities, sponsorship, use of venues and in any other appropriate way to benefit the Association and MRU.
- j) To promote and seek to expand MRU programs or events and other MRU initiatives and to raise MRU profiles.

These objectives may be reviewed as and when considered appropriate by the Executive with consent of the AGM

ARTICLE 4: TRUSTEES

- a) There shall be five (5) Trustees of the Association including; the Chairperson Alumni Association, Dean of Students and Vice Chancellor. The executive of MRUAA shall propose five (5) names in consultation with MRU management and present them to the General Assembly to select two (2) other persons.
- b) Trustees shall hold office for a period of five years, after which may be eligible for re-appointment for not more than two terms.

Qualifications of a Trustee

A person shall qualify for appointment as a Trustee if he or she fulfills the following conditions:

- a) Any person of integrity.
- b) A resident of Uganda.
- c) Not declared bankrupt by the Courts of law.
- d) Not convicted for any crime.

Duties and Powers of a trustee

The Trustees shall have the following powers and duties:

- a) Hold in trust all properties and investments belonging to the Alumni. The rights and/or interests in this property shall never be passed onto them.
- b) Advise the Executive on all properties and investments belonging to the Alumni.
- c) Ensure that all deeds and documents of title relating to properties of the Alumni shall be kept by the University Central Registry.
- d) Dispose of any property on behalf of the association in the event of winding up of the Association.
- e) To deal with any income realized from any investment or sale of property of the association in accordance with the AGM resolution.

Note: Trustees shall be capable of suing or being sued for and on behalf of the association.

Vacation of Office of Trustees

The office of a trustee shall automatically be vacated in the following circumstances:

- i) If a trustee is declared mentally unfit to perform his or her duties.

- ii) Upon the death of a Trustee.
- iii) Resignation of a Trustee.
- iv) Dismissal by the appointing authority.
- v) Physical incapacitation.
- vi) In the event of (iii) above the Trustee shall be required to give one (1) months' notice in writing to the appointing authority.
- vii) In the event that the office of the trustee falls vacant, the Executive shall call for a special meeting to appoint a new trustee in accordance to this constitution.

ARTICLE 5: MEMBERSHIP

A person shall become a member on payment of the stipulated application fee and filling an application form.

Such person shall on fulfilment of the above obtain a membership number from the Alumni liaison office at the University.

Membership of the Association shall comprise of the of the following categories

Types of membership

The following shall be the categories of membership:

- a) Ordinary members (full member)
- b) Associate members
- c) Affiliate members
- d) Special members
- e) Honorary members

Ordinary Membership

This category of membership shall be open to all graduates of the University.

Admission to ordinary membership shall be granted upon payment of membership and annual subscription fees.

These members shall be entitled to the following:

- a) Attend all general meetings of the alumni
- b) The right to be nominated to serve on the Executive of the Association
- c) Hold any office in the association except where a member is employed as a Staff by the University.

- d) Vote for any members in governance positions of the Association.
- e) Vote for amendments of the constitution and other regulations.
- f) To inspect books of accounts upon issuing
- g) To participate in activities of the alumni and give assistance in the actions in the ac undertaken by it
- h) Elect a person or be elected to any of the organs of the alumni without prejudice to clause C above.
- i) Be nominated or appointed as observers or representatives of the alumni to any meetings, which the alumni maybe required to participate
- j) All paid up members shall be entitled to benefit from activities, services and facilities of the Alumni; provided that such benefits shall not be by forceful means, misuse of MRUAA facilities, or any other unlawful means breach of which disciplinary actions will be considered.

All members shall have the duty to observe the constitution and all the decisions regularly taken by the organs of the alumni and to express any ideas freely.

Associate Members

This category of membership shall be open to:

Employees of the University who are not ordinary members but with common interest in the Association.

A person seeking admission to associate membership must apply and upon acceptance shall be required to pay subscription fees.

Such members shall have no right to vote or being voted into any association leadership position.

Affiliate Members

This category of membership shall be open to:

Organizations, institutions, development partners and bodies that help to promote the objectives of the association

Affiliate members shall be admitted to affiliate membership upon payment of registration fees.

Special Members

This category of membership shall be open to:

Current students, parents of past/present students, well-wishers, friends interested in the growth/development of the University.

Special members may apply to be registered upon payment of qualification fees.

Honorary Members

This category of membership shall be open to

Distinguished persons whose patronage, encouragement and support is recognized by the Association

Rights and Duties of Members

Every member shall;

- i) Abide by the MRUAA Constitution and other regulations relating to the Association.
- ii) Respect property owned by MRUAA and the University, failure of which he/she shall be subjected to disciplinary proceedings in accordance with the Constitution
- iii) Pay membership fee upon admission except honorary members
- iv) Pay annual subscription except honorary members
- v) Attend the AGM and all other special meetings

Register of Members

The Association shall keep and maintain the register of all former students of the University and their addresses as shall be provided by the Dean of Students. This shall be known as the “MUTEESA I ROYAL UNIVERSITY ALUMNI REGISTER.”

Cessation of Membership

- a) One will cease to be a member upon occurrence of the following:
- b) Death of a member
- c) Termination of employment by MUTEESA I ROYAL UNIVERSITY for the case of affiliate members.
- d) When disciplinary measures result in revocation of membership
- e) Cessation to make subscription as provided for in this constitution
- f) Resignation of a member in writing to the Chairperson of the Executive Committee and the same shall be confirmed by the AGM.

- g) Anyone who ceases to be a MRUAA member shall not be entitled to any refund of subscription fee or any monetary contribution by him or her. No refund of registration fee shall be made to such members
- h) Membership shall not be transferable.

Revocation of Membership

There shall be a disciplinary committee mandated to entertain disciplinary issues concerning its members and thereafter make recommendations on revocation of membership to the Executive Committee or the AGM.

ARTICLE 6: GOVERNANCE OF THE ASSOCIATION

The governance of the association shall be vested in the following organs

Annual General Meeting

The Executive

Annual General Meeting (AGM)

The AGM shall be the Supreme Governing body of the Association and shall constitute of all paid up members of the Association.

The AGM shall meet once every year in the month of October. In case of failure to meet during the month of October, the AGM shall be called one month after the scheduled date.

In the event that a vote has to be taken on certain matters at the AGM, the AGM must constitute of 50% of fully paid up members.

The AGM will have the powers to:

- a) Elect members of the Executive and any other committees
- b) Establish standing committees
- c) Amend and ratify the constitution
- d) Declare a vote of no-confidence in any official
- e) Approve the budget
- f) Deliberate on any other matters referred to the assembly

Special General Meeting (SGM)

The SGM shall constitute of 50% of fully paid up members. The SGM may convene to discuss urgent matters relating to;

Conduct bye-elections

Enact disciplinary proceedings against members

Deliberate on matters sensitive to the Association

The Executive

The Executive shall consist of Members elected by the AGM

The Executive shall meet quarterly and at places as it shall resolve but shall meet not less than once in any three months. The quorum for Executive shall not be less than one half of the members.

The executive shall be responsible to the AGM for:

- a) Making rules and regulations for the caring of the Association's property and general efficient running of the association affairs.
- b) Shall implement the resolutions of the AGM
- c) Shall have the power to raise and appropriate the funds of the association to particular projects
- d) Shall meet quarterly to transact business
- e) It shall have power to appoint employees of the association and to determine their terms and conditions of service

Is authorized by the AGM to:

- i) Discuss executive policy matters on behalf of the AGM
- ii) Stipulate regulations for day to day operations
- iii) Maintain discipline within the alumni
- iv) Prepare budget of the Alumni for AGM
- v) Disburse funds
- vi) Discuss any other business referred to it by the AGM.

ARTICLE 7: OFFICERS OF THE ASSOCIATION

The Executive shall be composed of the following members;

1. The Chairperson
2. Vice chairperson
3. General Secretary
4. Deputy General Secretary
5. Secretary for finance
6. Publicity Secretary
7. Deputy Publicity secretary

8. Secretary for gender
9. Secretary for projects and establishments.

The above mentioned officers shall be elected by the AGM and shall hold office for a period of three (3) years.

Chairperson

The following shall be the duties/powers and functions of the chairperson:

- Be the executive head of the Alumni officers
- Shall ensure that the functions of the association are carried out properly
- Preside over all Executive and AGMs of the Alumni
- Be a signatory to all Alumni financial transactions and accounts.
- Convene an emergency meeting in consultation with the General secretary
- Represent the alumni onto the University Governing Council.

The Vice chairperson

Shall have the following duties:

- Deputize the chairperson
- Perform the duties of the chairperson, in the event that the chairperson is absent. In such a case,
- The Vice chairperson shall be entitled to the same privileges as the chairperson
- Act as the Chairperson in case of incapacitation or resignation of the chairperson.

General Secretary

Shall have the following duties:

- Keep the association's register.
- Handle all correspondences to the Alumni in consultation with the chairperson
- Keep records of the AGM and of all meetings of the Executive and a record of all the correspondences
- Issue notices of the general and Executive meetings
- Prepare and circulate the agenda for Executive and General Meetings
- Receive items of agenda from the members in the form of motions to be considered in the AGM.
- Submit a report to the AGM

- Publish at the AGM all amendments to the register
- To keep the Association's non-liquid assets

Secretary for finance

Shall have the following duties:

- Receive and bank under the directions of the committee all money belonging to the alumni
- Maintain and keep financial records of the Alumni
- Make payments with the approval of the Executive
- Be a signatory to all association bank accounts
- To keep certified books of accounts
- Keep the Bank cheque book, cash ledger, receipt books and supporting vouchers
- Collect the association's debts and subscription.
- Prepare and present annual audited records to the AGM.
- To ensure that all money received is banked on account of the Alumni Association within five (5) working days.

The Publicity Secretary

Shall have the following duties:

- He/she shall publicize all Alumni activity
- He/she shall organize debates, talks and other cultural.
- Shall submit a report to the executive one month prior to the AGM

ARTICLE 8: MEETINGS

Types of meetings;

- There shall be four types of meetings:
- The Annual General Meeting
- The Special General Meeting
- The Executive Meeting

The Annual General Meeting (AGM)

The AGM shall be held once a year at such a date, day, and time and place as the executive decides.

The AGM shall be convened by the chairperson in consultation with the General Secretary. Notice in writing of such AGM, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than one (1) month before the date of the meeting and where practicable by press not less than fourteen (14) days before the date of the meeting.

The agenda for the AGM shall consist of the following

- a) Confirmation of the minutes of the previous AGM
- b) Appointment and approval of Auditors
- c) Presentation and approval of the financial reports
- d) Election of Executive members and;
- e) Such other matters as the executive may decide or as to which notice shall have been given by members provided such notice shall reach the secretary at least four weeks before the date of the meeting.
- f) The business at all meetings of the association shall be conducted in English

Special General Meeting

A special general meeting (SGM) shall be convened to:

- Conduct by-election
- Amend the constitution
- Enact disciplinary proceedings against members
- Execute and participate in projects

Notices in writing of such meetings shall be sent to all members and where practicable in press advertisement not less than seven days before the date of such a meeting

A special general meeting may also be requested for a specific purpose in writing to the secretary by not less than a third of paid up members and such meetings shall be held within twenty one (21) days.

Executive Meetings

The executive shall meet at such times and places as it shall resolve at least quarterly

The quorum for the executive shall not be less than 50% members

Notice and agenda of such meetings shall be given at least 14 days before the date of the meeting.

Procedures at Meetings

The chairperson of the Alumni shall chair all the meetings

The General Secretary shall take the minutes of all the meetings

The chairperson shall decide the number of persons permitted to speak in favor or against any motion.

Resolution shall be decided by simple majority by a show of hands. In case of a tie of vote, the chairman shall have a casting vote

Meetings shall normally start on time with a provision for 30 minutes to attain quorum.

Vote of No Confidence in the Executive Member

A motion of no confidence in any Member of the Executive shall be moved for:

- a) Blatant violation of the provisions of this constitution
- b) Gross misconduct or
- c) Chairperson's inability to Execute the duties of his/her office as provided in this constitution or
- d) Financial mismanagement
- e) Any motion proposing a vote of no confidence in a member of the Executive shall be initiated by only paid up members
- f) The member (s) initiating the motion shall table at the AGM, after a written notice of not less than fourteen (14) days, to the member who is the subject of the motion, through the alumni coordinator, stating the grounds of such motion.
- g) The member who is subject of the motion shall be given opportunity to respond at the human resource management and administration committee which shall report to the AGM
- h) If the motion is supported by not less than a half of the paid up member present, the Executive shall convene a SGM within seven (7) days to approve such resolution by half of the members present in support of all paid up MRUAA members
- i) If a vote of no confidence succeeds, then that Executive member loses his or her position and a fresh election is to be held in that SGM

ARTICLE 9: ELECTIONS AND BYE-ELECTIONS

- i) The general elections of the executive shall be held at the AGM every three years
- ii) Any ordinary member of the Alumni shall be eligible for election to any one of the vacant posts provided one is fully paid up.
- iii) The office bearers shall hold office for three (3) years but may be-elected for another term
- iv) An alumnus employed as a member of staff of the University shall be entitled to benefits of an ordinary member, with exception of being voted onto the Executive Committee or any standing committee.

Election Procedures:

- i) The elections shall be organized by a returning officer who shall be any person designated by the Vice Chancellor.
- ii) All the elections shall be by secret ballot
- iii) A candidate with a simple majority vote shall be declared winner
- iv) In the event of a tie between candidates the ballot shall be repeated until a candidate receives a simple majority.
- v) The nomination papers for the proposed candidate must contain the names and signatures of at least five (5) proposers who must be current ordinary paid up members of the alumni.
- vi) Each candidate shall collect the nomination papers from the secretariat on payment of nonrefundable nomination fee to be decided by the AGM on or at least seven days before the election date and returned at least two days before the date.
- vii) Prior to the elections, the AGM shall determine the nomination fee
- viii) The returning officer shall prepare and publicize a statement showing persons who have been validly nominated
- ix) The returning officer shall announce the results of the elections as soon as possible after the counting of the ballot papers

During the counting of ballot papers:

- a) An invalid vote shall not be tallied on to any of the candidates

- b) A candidate may voluntarily be personally present and at no time shall a candidate be barred from witnessing the counting of ballot papers
- c) An invalid vote shall mean that which is obliterated, or damaged or ambiguous or illegible and it cannot be deciphered which candidate for whom it was cast

Dissolution of the Electoral Commission (EC)

- a) The EC shall stand dissolved, if there is no election petition against election results and hand over their returns to the new executive, when new officials are inaugurated into office
- b) In the event of a petition against election result by any person, the EC shall wait to act on the resolution reached by the elections appeals committee on the said petition before it stands dissolved

Election Offences

An election offence shall disqualify a candidate

For purposes of this section, an election offence shall include:

- 1) Rigging
- 2) Harassment
- 3) Use of forceful means
- 4) Intimidation
- 5) Falsifying information

ARTICLE 10: ELECTION TRIBUNAL

It shall be constituted by the Vice Chancellor with inclusion of the University Legal Officer.

ARTICLE 11: FINANCES OF THE ALUMNI

- a) All funds received for the purpose of MRUAA must be applied with thrift and stewardship to Provide maximum benefit to MRUAA
- b) All funds received by and paid to the Alumni officer shall be deposited to any of the bank(s) approved by the committee
- c) The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni
- d) Any supplementary expenditure of funds shall be proposed by the Executive and shall have to be approved by the AGM

- e) All financial transaction shall be entered in to the books of account that shall be availed to the Auditor
- f) No payment shall be made from the bank account without a resolution of the executive authorizing such payment and all cheques on such bank accounts
- g) A petty cash account shall be maintained by the General secretary for disbursement
- h) Audited financial report shall be submitted in writing by the finance secretary to the executive for examination and to the AGM for approval.

Signatories to the MRUAA account

The association shall operate any type of bank account for MRUAA

The Executive shall be responsible for approval of opening accounts for the Association

The signatories to the account of MRUAA shall be

- Chairperson
- Finance Secretary
- Dean of Students as Principal signatory

Book of Accounts

All financial transactions shall be entered into books of accounts

Auditing of Books of Accounts

- i) The books of accounts shall be prepared by finance secretary and presented to auditor who shall make report for consideration by the executive.
- ii) The books of account and balance sheet shall be approved by the finance and resource mobilization committee and presented to the auditor who shall make a report for consideration by the executive.
- iii) The audited accounts and balance sheet shall be published after approval by the Executive not later than seven calendar days before the AGM
- iv) The AGM shall have power to expropriate funds of the Association which shall include lending and borrowing and shall be exercised by the Executive, pursuant and in accordance with a budgetary estimate approved by the AGM
- v) The audited accounts along with the Auditors report shall be circulated to the members of the alumni not later than two weeks before the AGM

Financial Benefits to the Executive

The financial allowances and benefits to the Executive shall be determined by the executive, provided however, that such determination shall be approved by the AGM and such determination is based on evidence of sustainability of MRUAA

Financial Year

The financial year of the alumni shall be in accordance with the University calendar year

Property of the Association

- a) All property belonging to the Association shall be vested in the trustees who shall administer the same with consent of the AGM
- b) The Trustees shall have no authority to deal with in any manner whatsoever with such property vested in them unless the members be the majority of votes in the AGM specifically authorize them in advance in such respect
- c) Any change whatsoever in the Trustees, shall be notified to the relevant authorities or such other authority as may be necessary according to the law laid down regarding notification to change in the Trustees
- d) The Board of Trustees shall be registered as provided for under the Trustees Incorporation Act.

ARTICLE 12: DISCIPLINE

- i) For purposes of this constitution, discipline shall mean compliance to the rules of proper Conduct as embodied in this constitution, by-laws and any other rules shall be formulated from time to time by the relevant authority and the MUTEESA I ROYAL UNIVERSITY Charter.
- ii) Discipline among members in the conduct of the affairs and operations of the MRUAA shall be enforced by a three member's disciplinary Committee elected by the AGM whose term of office shall also be three (3) years.
- iii) All activities in this article shall be carried out by the disciplinary Committee.

Offences

- 1) The following shall constitute offences:
- 2) Negligently refusing to attend meetings
- 3) Portrayal of disruptive or unruly behavior

- 4) Conduct likely to bring the Alumni into disrepute or prejudice the well-being of the Alumni activities, services or facilities
- 5) Withholding, embezzling or misappropriation of Alumni funds

ARTICLE 13: ASSOCIATION'S CORPORATE ATTIRE

- i) The Association shall have an official blazer, tie and crest. The blazer shall consist of a navy-jacket with the Association's crest on the left breast pocket
- ii) The tie shall be navy-blue with white stripes with the association's crest embroiled on it
- iii) The crest shall consist of the MUTEESA I ROYAL UNIVERSITY badge with the association motto.

ARTICLE 14: THE SEAL

There shall be the common seal of the Association inscribed with the words "MUTEESA I ROYAL UNIVERSITY ALUMNI ASSOCIATION"

ARTICLE 15: AMENDMENT OF THE CONSTITUTION

This constitution shall be amended by resolution of two thirds of paid up members voting in the AGM and such resolution will be subject to approval by the University Governing Council.

By the University Council in exercise of its powers.

ARTICLE 16: DISSOLUTION OF THE ASSOCIATION

The Association shall stand dissolved upon the agreement of two thirds (2/3) of paid up members of the association at the AGM to that effect.

By the University Council in exercise of its powers.