



DAYSTAR UNIVERSITY STATUTES
SCHEDULE VIII

CONSTITUTION OF THE

DAYSTAR UNIVERSITY
ALUMNI ASSOCIATION

(DUAA)

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PREAMBLE

Background

History of the University

Daystar was co-founded in 1964 in Bulawayo Zimbabwe by Dr. S.E. Motsoko Pheko, a political refugee from South Africa and Dr. Donald and Mrs. Faye Smith, an American missionary couple.

During the next four years, they established a Christian publishing ministry under the name Daystar Publications. When Mr. Pheko moved Daystar Publications to Zambia in 1967, the Smiths launched Daystar Communications during the same year in Zimbabwe. They also incorporated the US in the hope of finding solutions to major Christian communication problems.

The eruption of civil war in Zimbabwe in 1974 prompted the re-location of Daystar Communications' international headquarters to Nairobi Kenya where the organization had been incorporated as a non-profit a year before. It was also during 1974 that Daystar Communications acquired a 1.54 acre plot in downtown Nairobi and set up a small campus.

But with the ministry expanding rapidly, the need for larger accommodation became obvious.

Daystar's prayers were answered in 1989 when they chose a 300-acre property at Athi River (39 km East of Nairobi) to set up their new university grounds. On September 19, 1992, Daystar University College, as it was then called, relocated the pioneer class of first year students to the new Athi River campus

The University was granted a charter in 1994 making it a fully accredited university and the name became Daystar University.

The campus has since grown considerably and continues to expand both in physical facilities and student population. The university has however not changed in its vision to develop servant leaders to serve their communities and nations.

NAME: The name of the Association shall be Daystar University Alumni Association (DUAA)

VISION Alumni who are advancing Daystar University's mandate to the church, workplace, and society

MISSION To mobilize the alumni to:

1. support the advancement of Daystar University financially, intellectually, socially, and spiritually, and
2. maintain and foster the image of Daystar University

VALUES

1. Servant-Leadership
2. Integrity
3. Discipline
4. Hard Work
5. Commitment

ESTABLISHMENT

The Association is established under the Statutes of the University under Statute XXIX and will exercise its powers under the provisions of this Statute. Its leadership will be chosen in accordance to this constitution and will be subject to the University Council.

PURPOSE

1. To raise funds for the University
2. To initiate projects to raise money for, but not limited to,
 - a) Scholarships
 - b) Capital development
 - c) Capital equipment
 - d) The Daystar University Endowment Fund
 - e) Others to be identified by the Association
3. To create an environment for alumni to associate socially and professionally
4. To promote and publicize Daystar University through personal contacts, holding public functions, among others.
5. To provide a mechanism for alumni to interact with each other and with the University
6. To support the academic departments and programs by giving input on how the programs can be improved to meet the needs of industry and society.
7. To work with the Placement Office to assist alumni and graduating students to find employment.
8. To provide mechanisms for interaction with the University students through the Daystar University Students Association (DUSA) through events and activities such as career fairs, mentorship programs, retreats, professional forums, etc.
9. To participate in the University Council by providing alumni representation in accordance with the University Charter and statutes.

SECTION ONE - MEMBERSHIP

1. MEMBERSHIP

- 1.1 Membership of the Association is open to all graduates of Daystar University subject to compliance with the objectives and values of the Association and the University.
- 1.2 The DUA Board may, from time to time, seek to raise operational funds from the members.

SECTION TWO – GOVERNANCE

2. ESTABLISHMENT OF GLOBAL BOARD AND CHAPTERS OF THE ASSOCIATION

- 2.1. There is established a Global Board of the Daystar University Alumni Association.
 - 2.1.1 The Board shall consist of at least five (5) but not more than thirteen (13) members, drawn from the Alumni Chapter representatives.
 - 2.1.2 Board members shall be qualified for office in accordance to standards of 1 Timothy 3 and will be required to provide evidence of progressive walk with God and membership of and service in a local church among other qualifications as determined by the Council.
 - 2.1.3 A Board member who loses the sponsorship of their chapter also loses their position in the national board. The Board will then organize to fill the vacant position in the Board for the remaining period.
 - 2.1.4 There are established Chapters of the Association based on geographical location such as countries, counties, cities, or districts.
- 2.2. Chapters of the Association will be established based on the number of alumni in a given locality in a country or region of a country determined from time to time by the Board but not less than 15.
 - 2.2.1 Membership to a particular chapter is not restricted to alumni living in the local area.
 - 2.2.2 Membership is limited to one chapter, however, one may participate (with the exclusion of voting) in the activities of any chapter.

3. ROLE OF THE BOARD

- 3.1 The Board shall provide oversight on strategy, growth and performance of the Daystar University Alumni Association under the oversight of the University Council in line with Statute XXIX of the University Charter and Statutes.
- 3.2 The Board shall manifest the diversity of the membership of the Association
- 3.3 The Board will meet quarterly to transact business of the association unless circumstances deem it fit to meet more frequently. In case of urgent matters where the full board cannot meet, the executive secretary shall consult with the chairman to convene a meeting with at least two members of the board. The decisions reached at such a meeting shall be subject to ratification at the next full meeting of the board.
- 3.4 The Board shall be responsible for resource mobilization from among members of the Association and other people of good will.
- 3.5 The Board shall participate in the recruitment of the secretariat staff.
- 3.6 The Board shall oversee the establishment and operation of the Chapters.

4. ROLE OF CHAPTERS

- 4.1 The chapters will advance the vision, mission, values, and functions of DUAA and Daystar University.
- 4.2 The chapters shall plan, implement and coordinate chapter activities in liaison with the Board.
- 4.3 The goals and objectives of the Chapters shall support the goals and objectives of the Association.
- 4.4 Members wishing to form a Chapter shall apply to the Board through the Secretariat.
- 4.5 The Board may recommend the establishment or dissolution of a Chapter.
- 4.6 All Chapter projects and administration costs will be met by the Chapter from financial resources mobilized by its members.
- 4.7 Each DUAA chapter shall elect an executive committee of not more than seven members. The chair of the executive committee shall liaise with the Board through the Secretary: Projects and Chapter Development
- 4.8 Alumni Chapters will work with the Secretariat and the University to organize events such as Alumni Days to popularize the University in their localities and recruit new members.
- 4.9 The chapters shall nominate one candidate for election to the DUAA global board.

5. OFFICES OF THE GLOBAL BOARD

- 5.1 The Global Board shall consist of the following members:
 - 5.1.1 Chair
 - 5.1.2 Vice Chair
 - 5.1.3 Secretary: Administration and Communications
 - 5.1.4 Secretary: Projects and Chapters
 - 5.1.5 Secretary: Spiritual and Social Development
 - 5.1.6 Treasurer
 - 5.1.7 Members (maximum 7)

6. ELECTION OF THE GLOBAL BOARD

- 6.1 The Global Board members shall be elected for their knowledge, expertise, exposure and experience in serving the church and society.
- 6.2 Chapters of DUAA in different localities will nominate a member of their committee to vie for a specific position on the Global Board.
- 6.3 A CV of the nominee shall be provided to the Council.
- 6.4 Members of the Global Board will be selected by the Council from the nominees.

7. OFFICES OF THE CHAPTERS

- 7.1 Chair
- 7.2 Vice Chair
- 7.3 Secretary
- 7.4 Treasurer
- 7.5 Members (3)

8. ELECTION OF CHAPTER OFFICIALS

- 8.1 Each Chapter will elect its officials for a period of three years
- 8.2 Chapter officials shall only be elected from paid up members in good standing with the Association at chapter level.
- 8.3 A member of the Chapter leadership team may be nominated to contest a position in the Global Board.

- 8.4 The Chapter leadership shall be elected for their knowledge, expertise, exposure and experience in serving the church and society.
- 8.5 A member of the Chapter leadership appointed to a position in the Global Board will forfeit their leadership position in the Chapter leaving a vacant position to be filled by a member of the Chapter.

9. TERMS OF GLOBAL BOARD MEMBERS

- 9.1 The DUAA Chair shall be a member of the Daystar University Council.
- 9.2 Membership to the board is a trust bestowed on the individual by the Association and the University and must be exercised in a manner that is consistent with the purposes and objects of this constitution
- 9.3 A board member will be selected on the basis of personal integrity, competence and suitability.
- 9.4 A member must ensure objectivity and impartiality in decision-making and be willing to provide selfless service based solely on public interest demonstrated by honesty in the execution of public duties and declaration of any personal interest that may conflict with public duties. The member must ensure accountability to Association members and the University for decisions and actions; and be disciplined and committed in service to the members.
- 9.5 The members of the Board shall be in office for a 3-year term, renewable once, i.e. a maximum of two terms.
- 9.6 After two terms a Board member must step down for three years, but then will be eligible for re-appointment
- 9.7 Each year one third of the board members shall retire.
- 9.8 Board members should not be current students of any programs of Daystar University.
- 9.9 The Board shall stand dissolved upon formal notification by the Chair of the University Council.

10. DUTIES OF THE OFFICE BEARERS OF THE BOARD

- 10.1. Chair: The Chairman shall preside over all meetings of the Board. He/she will be charged with ensuring that the constitution of the Association is upheld. The chairman shall be the liaison person between the University and the Association. Attend University Council meetings. In the absence of the Chair, the Vice- Chair will perform the duties of the chair
- 10.2. Vice Chair: The vice-chair will be the principal assistant of the chair. S/he shall perform the functions conferred by the chair. When the chair is absent or temporarily incapacitated, and during any other period that the chair decides, the vice chair shall act as the chair. The vice-chair shall represent the chair at the Council meeting when the chair is not available.
- 10.3. Secretary Administration and Communications: The Secretary shall oversee all the correspondence of the Association under the general supervision of the board. He/she shall ensure that notices convening all meetings of the Board are issued in accordance with the established policies and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the board. He/she shall be in charge of publicity, public relations and corporate communication of the board and the association. Secretary: Projects and Chapters Development
Shall oversee any association projects as agreed upon by the board. He/she shall oversee the formation, development, and oversight of DUAA Chapters across the globe. He/she shall also initiate and manage resource mobilization efforts from members.
- 10.4. Secretary Spiritual and Social Development: He/she will organize specific programs for the spiritual and social development of members as agreed upon by the board.
- 10.5. Treasurer: The Treasurer shall prepare a budget according to the association's strategic plan and annual work plan for consideration and approval by the board.

The Treasurer is responsible to the board and to the members of the association by ensuring that proper books of accounts are kept and available for inspection.

11. DISCIPLINE AND REQUIREMENTS FOR BOARD AND CHAPTER OFFICIALS

- 11.1 Any Board member or chapter official who is expelled or suspended or ceases to be a member of the Association shall automatically cease to be a member of the Board.
- 11.2 Board members or chapter officials may be removed from office in the same way as that for suspension or expulsion of members as in Section 1.2.
- 11.3 A Board member or chapter official may be recommended for suspension or expulsion to the Council following a resolution to do so by a majority of at least 2/3 of the Board.
- 11.4 Any Board member or chapter official who is absent from four consecutive meetings of the Board or Chapter Committee without a legitimate apology shall forfeit membership on the Board or committee for the remaining period of their term. .
- 11.5 A board member or chapter official shall be a member of the Association according to Sec.1.1 of this constitution
- 11.6 A member of the board or chapter official will be elected and appointed as stipulated in this constitution and will hold office for the period of their election and appointment
- 11.7 A board member or chapter official will espouse the values of the Association as stated in the preamble of this constitution and will commit to serve the Association for the period of their term.

SECTION THREE – SECRETARIAT

12. DUAA SECRETARIAT

- 12.1 There shall be a Secretariat based at Daystar University in Nairobi.
- 12.2 The head of the Secretariat shall be the Daystar University Alumni Coordinator who shall be a Daystar University employee and who shall be a Daystar alumnus, with not less than 5 years post BA professional experience.
- 12.3 The DUAA Board shall participate in the selection and interviewing of the head of the Secretariat but the hiring responsibility remains with the University.
- 12.4 The Secretariat staff shall be Daystar alumni and may comprise hired personnel, interns, work-study students, or volunteers.
- 12.5 The Secretariat shall facilitate the work of the Board.
- 12.6 The Secretariat staff shall perform specific day to day tasks of the Association on behalf of the Board.
- 12.7 The Secretariat shall perform the following functions;
 - 12.7.1 Operationalize the strategies and tactical plans outlined by the Board.
 - 12.7.2 Develop annual work plans based on the strategic plan of the Association.
 - 12.7.3 Coordinate the work of DUAA chapters across the globe.
 - 12.7.4 Mobilize alumni in specific chapters and identify focal persons for each.
 - 12.7.5 Disseminate information about the University to the alumni.
 - 12.7.6 Collect and collate information about alumni and alumni activities
 - 12.7.7 Any other functions determined by the Board from time to time.

SECTION FOUR - MEETINGS

13. GENERAL CONVENTIONS

- 13.1 There shall be two classes of General Conventions of the Association; Annual General Conventions and Special General Conventions
- 13.2 The Annual General Convention (AGC) shall be held not later than 31st March of each year. The agenda and the annual statement of accounts shall be sent to all members not less than 21 days before the date of the meeting.
- 13.3 Chapters are encouraged to send representative(s) to the AGC.
- 13.4 The agenda for the Annual General Convention shall consist of the following:-
 - 13.4.1 Confirmation of the minutes of the previous Annual General Convention
 - 13.4.2 Treasurer's report of the accounts
 - 13.4.3 Receiving reports from relevant officers of the Board
 - 13.4.4 Receiving reports from Chapters
 - 13.4.5 Such other matters as the Board may decide or as to which notice shall have been given in writing at least four weeks before that date of the meeting.
 - 13.4.6 Any other business, with the approval of the Chairman, will be received for information but not for action.
- 13.5 A Special General Conventions may also be called for a specific purpose by order in writing to the Chair of not less than twenty members and such meeting will be held not less than 21 days from the date of request. No other matter shall be discussed other than the one stated on the request for the Special General Convention.
- 13.6 Quorum for general conventions shall be those members of the Association in attendance but shall be not less than one hundred (100) members.
- 13.7 Technological mechanisms will be engaged to ensure global attendance.
- 13.8 The Vice Chancellor or the Deputy Vice Chancellor responsible for alumni relationships shall be present to represent the University at the General Conventions.

14. PROCEDURE AT MEETINGS

- 14.1 At all meetings of the Association, the Chair, or in his/her absence, the Vice Chair shall chair the meeting.
- 14.2 The Chair may, at his/her discretion, limit the number of persons permitted to speak in favor for and against a motion
- 14.3 Resolutions shall be decided by a simple majority voting by a show of hands. In case of a tie the chairperson will have a second casting vote.

SECTION FIVE - FUNDS

15. FUNDS

- 15.1 The funds of the Association may only be accrued for the following purposes:
 - 15.1.1 Petty cash for running the office, which must be approved by the Board
 - 15.1.2 Funding of projects approved by the Board
 - 15.1.3 Honoraria for Board members or others as set from time to time by the University Council
- 15.2 All monies and funds shall be received by the treasurer and shall be deposited by him or her in the DUAA designated account at Daystar University.
- 15.3 The accounts of the Association shall be audited every year according to international auditing and accounting standards and a report availed to members at the Annual General Convention.
- 15.4 No payments shall be made out of the account without a resolution of the Board authorizing such payments. All payments will be approved by the normal procedures of Daystar University, that is; requested by the DUAA treasurer through the Alumni Coordinator, and approved the by his or her supervisor.

- 15.5 Proper books of accounts shall be kept in accordance with accepted accounting procedures.
- 15.6 Petty cash, in an amount to be decided by the Board, may be kept by the Treasurer for which proper accounts shall be kept.
- 15.7 The sources of funds of the Association shall include but not be limited to the following:
 - 15.7.1 Membership and subscription fees
 - 15.7.2 Grants, donations and legacies accepted by the Board on behalf of the Association
 - 15.7.3 Net income from publication and sale of souvenirs
 - 15.7.4 Any other fund raising activities approved by the Board

SECTION SIX - AMENDMENTS

16. AMENDMENTS OF THE CONSTITUTION

- 16.1 Amendments of the Constitution of the Association must be recommended by a two-thirds majority of a vote by members of the Alumni Association and the final approval of the amendment will rest with the Daystar University Council.

SECTION SEVEN - DISSOLUTION

17. DISSOLUTION

- 17.1 The Association is a statutory organization recognized by the Charter of Daystar University and thus can only be dissolved by change of the Charter or Statutes on recommendation of the University Council.

TRANSITION STATEMENT

- 18.1 This constitution shall take effect immediately it is approved at a Special General Convention of the Association and the Daystar University Council.
- 18.2 Once the Board is duly constituted this transition statement shall be deleted from this Constitution.

DUAA ORGANIZATION STRUCTURE

