

THE REPUBLIC OF UGANDA

THE CONSTITUTION

OF

UTAMU ALUMNI ASSOCIATION.

Table of Contents

Article I: Name, Headquarters, Vision, Mission & Address	3
Article II: Purpose	3
Article III: Authority	3
Article IV: Objective	4
Article V: Membership	4
Article VI: Membership fees	5
Article VII: Chapters and Clubs	5
Article VIII: Alumni Council	6
Article IX: Duties of the Alumni Council	7
Article X: Duties of Office Bearers	8
Article XI: Committees	10
Article XII: Nominations Committee	11
Article XIII: Meetings	11
Article XIV: Annual Reports	13
Article XV: Dissolution	14
Article XVI: Amendments and Procedures	14

ARTICLE I: NAME, HEADQUARTERS, VISION, MISSION AND ADDRESS.

NAME:

The name of the Association shall be "UTAMU Alumni Association" (UTAMU-ALUMNA)

HEADQUARTERS:

The headquarters of the organization shall be in Plot 8374, Block 82 Kkungu Kyadondo Municipality Wakiso District, Uganda.

VISION: A model association of a team of highly motivated and committed Alumni in the region.

MISSION: Embracing diversity, nurturing the spirit of collegiality and promoting socio-economic justice of all our members.

Core Values: Teamwork, Integrity, Continuous improvement, Empowerment

ARTICLE II: PURPOSE

The main purpose of the Alumni association is to promote UTAMU and bring together all Alumni of UTAMU for the noble purpose of forging solid bonds of solidarity and friendship based on their shared interests and unity of purpose, and for the pursuit of their common goals and objectives.

ARTICLE III: AUTHORITY

3.1 The Association shall operate under the authority of its Constitution and shall be recognized as the parent organization of any alumni entities (collectively the "Chapters and Clubs"). In order to use the name of "UTAMU" and receive benefits thereon, the Association shall recognize the University as a Strategic Partner.

3.2 In order for the Association to fulfill its role:

3.2.1 The procedures and policies of the Association and its affiliated Chapters and Clubs shall not conflict with any policies and procedures set forth by the University.

3.2.2 The Association and its affiliated Chapters and Clubs shall not enter into any contracts or agreements or incur any liabilities or obligations contrary to the policies and procedures of the University.

3.2.3 Neither the Association nor any of its Chapters and Clubs shall take any action or engage in any activity which would adversely impact the University's status, nor shall the Association or its Chapters or Clubs take any action or engage in any activity which could bring disrepute upon the University.

3.3 Fiscal Year: The fiscal year of the Association shall run from September 1 through August 31 of the following calendar year, or as the fiscal year may be amended by the University from time to time.

3.4 The Secretariat of the Association shall be at the University Campus or as may be decided from time to time by the Alumni Council.

ARTICLE IV: OBJECTIVE

The objective of the Association shall be to:

4.1 Promote the University as an institution of academic excellence and to create and maintain an environment that encourages alumni participation through volunteerism and financial support for the University.

4.2 Promote and respect the right of all members to participate in its affairs, including minorities and marginalized groups. The Alumni Association shall encourage that community and cultural diversity of the membership as well as gender diversity is reflected in its leadership either in the Alumni Council or through the existing subcommittees as far as practically possible.

4.3 Promote a network for leadership through successful communication and mentorship of the Alumni.

4.4 Promote closer fellowship among the alumni, and the current student body by organizing non-political social and educational activities.

4.5 Develop different Chapters and Clubs.

4.6 Any other activities that promote furtherance of the Alumni's Association member activities and close fellowship between its members.

ARTICLE V: MEMBERSHIP.

5.1 The Alumni Council reserves the right to introduce various tiers of membership with different fees and benefits to ensure all Association members are well represented and benefits accrue to each cluster.

5.2 The Association shall have the following categories of members:

5.2.1 Ordinary Member

All graduates and honorary degree recipients of University shall be eligible for Ordinary Membership status.

5.2.2 Associate Member

Former students who have not received a degree, recipients of Certificates from the University, faculty members and friends of the Association or of the University may also be eligible for Associate Membership in the Alumni Association, upon request and approval of the Alumni Council.

5.2.3 Life Member

A member who has over 15 years of uninterrupted membership or 25 years of cumulative membership, or a onetime payment of the life membership fee as stipulated.

5.2.4 Honorary Member

Honorary members are invited in recognition of their contributions to the goals and objectives of the Alumni Association and the University at large. Honorary membership is awarded to people who have fostered relationships between Association and the University with demonstrable impact.

5.3 All Ordinary and Associate Members of the Association may, but need not, be members of a Chapter or Club.

5.4 Any member may be expelled from membership if the Alumni Council so recommends and if the General Meeting of the Association shall resolve by a two-thirds majority of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of the Association or the University, or that he has contravened any of the provisions of the constitution of the Association.

5.5 The Alumni Council shall have power to suspend a member from his membership until the next general meeting of the Association following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsion is to be considered.

5.6 Any member so desiring to resign from the Association shall do so by giving the Association Secretary of the Alumni Council thirty (30) clear days' notice in writing of such intention which resignation shall take effect upon expiration of the said notice.

5.7 Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof of any moneys contributed by him/her at any time.

ARTICLE VI: MEMBERSHIP FEES

6.1 The Alumni Council shall fix the membership fees to be paid by members of the Association.

6.2 Any member in arrears of the Association dues for One (1) year shall not be in good standing and shall forfeit voting in the Association.

6.3 Any member who falls into arrears on his annual subscription for Two (2) years shall automatically cease to be a member of the Association and his name shall be struck off the Register of Members. The Alumni Council, may, however at its discretion, reinstate such Member on payment of the total amount of Membership Fees outstanding.

ARTICLE VII: CHAPTERS AND CLUBS

7.1 The Association may establish specialist sections, interest or affinity groups or networks to promote the Association's objectives.

7.2 Specialist groups representing a geographic location shall be known as Chapters while specialist groups representing different affinity groups or networks shall be known as Clubs. The Chapters or Clubs shall be grouped by the different geographical locations and/or interest groups as defined by the nationalities and interest groups represented in the University.

7.3 The Chapters and Clubs shall be guided by the same principles as the Alumni Association and shall be expected to promote the aims of the Alumni Association.

7.4 The Chapters and Clubs will be expected to produce and submit its Charter outlining its objectives, activities and by-laws or regulations which must be approved by the Alumni Council.

7.5 Each Chapter or Club shall have at least Three (3) office bearers namely, the Chairperson, The Treasurer and the Secretary. The Chairperson will be appointed by the Alumni Council. The Chairperson shall hold office for a term of Two (2) years renewable for a further term of Two (2) years at the discretion of the Alumni Council. In appointing the Chairperson, the Alumni Council shall seek recommendations for appointment from members of the Chapter or Club. The Chapter of Club will appoint the Treasurer and the Secretary and any changes in the office bearers should be communicated to the Secretary of the Council within Fourteen (14) days of such change.

7.6 In order for a Chapter or Club to form as a unit, it must:

7.6.1 have a membership of at least Twenty-Five (25) alumni of the University whomeet criteria for membership under the Constitution;

7.6.2 agree to be bound by the provisions of this Constitution; and

7.6.3 adopt and operate under the by-laws in the form that is approved by the Alumni Council.

ARTICLE VIII: ALUMNI COUNCIL

8.1 The Association shall be managed by The Alumni Council. The Council shall consist of the following members:

a) The Chairperson

b) The Vice-Chairperson

c) The Treasurer

d) The Secretary

e) The University Head of Alumni Relations (or person of equivalent rank or title).

8.2 The officers of the Council shall hold office for a term of Two (2) years to be renewed for a further term of Two (2) years.

8.3 Any vacancies in the members of the Council shall be filled by the Council members until the position is filled by election at the next Annual General Meeting of the Association.

8.4 All members of the Alumni Council must be members in good standing of the Association. In the event that any Alumni Council member who is required to be a member in good standing of the Association ceases to so qualify, he shall not be entitled to vote on any matter presented to the Alumni Council, and the presence of such individual shall not count in determining whether a quorum is present.

8.5 In the event that any member of the Alumni Council is a member by virtue of his position in the University or Standing Committee and he ceases to hold his position with the University or Standing Committee, such person simultaneously shall cease to be a member of the Council and shall be succeeded by that person who succeeds to the same position he held.

8.6 The University's Head of Alumni Relations shall be a non-voting member of the Alumni Council and an employee in the Alumni Relations office of the University.

8.7 Meetings of the Alumni Council shall be held at least once every quarter. Written notice must be given to the members of the Council at least five (5) working days prior to the scheduled meeting date.

8.8 The quorum necessary for the transaction of the business of the Alumni Council shall be Fifty per cent (50%) of the officials provided that the Chairperson or Deputy Chairperson shall be included in such number.

8.9 Any official who participates at the commencement and for the duration of a meeting by way of telephone conference or video conference or other audio, audio visual or electronic means shall be deemed to be present at the meeting and counted towards the quorum.

8.10 It shall be a duty of each Alumni Council member to attend the meeting of the Council. A member shall be requested to retire from the Council if he is absent from Three (3) consecutive meetings of the Council without leave of absence from the Chairperson of the Council.

8.11 Decisions of the Alumni Council shall be made by resolution passed by a simple majority of votes cast by the members present. Each member of the Council shall have one vote save where there is a tie then the Chairperson shall have a casting vote.

8.12 A resolution in writing, signed by all the officials for the time being entitled to receive notice of and to attend and vote at a meeting of the Council, shall be as valid and effective as if it had been passed at a meeting of the Council duly convened and held. Such resolution may be contained in one document or in several documents in like form each signed by one or more of the officials.

8.13 Any member who participates at the commencement and for the duration of a meeting by way of telephone conference or video conference or other audio, audio visual or electronic means shall be deemed to be present at the meeting and counted towards the quorum.

8.14 The Alumni Council will procure to have meetings with the University's Management Board. The meeting will be held in every semester of the year totaling to three (3) meetings in the year. If for any reason the meetings are not held within the recommended timelines, then the Alumni Council shall be expected to arrange for meetings as soon as practically possible after the period becomes due.

ARTICLE IX: DUTIES OF THE ALUMNI COUNCIL

9.1 The Alumni Council shall be responsible for the management of the Association and for that purpose may give directions to the Association elected office bearers as to the manner in which, within the law, they shall perform their duties.

9.2 The Alumni Council shall have power to appoint Committees, as it may deem desirable to make reports to the Alumni Council.

9.3 The Alumni Council shall authorize all monies disbursed on behalf of the Association.

9.4 There will be a 60 days transition period after the admission and notice of the new office bearers to the Registrar of Societies Office and after a receipt has been issued confirming the same where the outgoing office bearers will update new officers and provide them with all the necessary documentation.

9.5 Any Alumni Council member who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.

9.6 Alumni Council members may be removed from office in the same way as is laid down for expulsion of members in Article 5 of this Constitution and vacancies thus created shall be filled by persons elected at the Annual General Meeting resolving such removal from office.

9.7 The outgoing Alumni Council shall continue to hold office but only in abeyance after elections and the announcement of the new Alumni Council members is completed and until a proper handover and registration of the new Alumni Council members is completed and signed off.

ARTICLE X: DUTIES OF OFFICE BEARERS

10.1 Chairperson

The Chairperson shall:

- (a) Preside over all meetings of the Council and at all Annual General Meetings.
- (b) Co-ordinate all the functions and activities of the Association Committees.
- (c) Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- (d) Exercise general supervision over the management of the Association.
- (e) Report on the operations of the Association to the members at the annual general meeting.
- (f) Be a signatory in all transactions on behalf of the Association.
- (g) Be expected to act in the best interests of the Association at all times.

10.2 Vice Chairperson

The Vice-Chairperson shall:

- (a) Perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- (b) Perform other official duties as may be assigned by the Chairperson or the Alumni Council.

10.3 Treasurer

The Treasurer shall:

- (a) Receive and disburse under the direction from the Alumni Council, all funds belonging to the Association and shall issue receipts for all moneys received by him and preserve vouchers for all moneys paid by him.
- (b) Maintain all books of accounts and an accurate record of all Association's transactions.
- (c) Draft the Budget for approval by the Association and strive to ensure that the Budget plan is complied with.
- (d) Ensure all financial forms and reports prescribed by USIU are filed as required.

- (e) Be charged with the responsibility of collecting membership fee/dues and maintaining a list of all paid up members.
- (f) Be a signatory in all transactions on behalf of the Association.
- (g) Prepare and present quarterly and annual accounts and reports of the Association.
- (h) Prepare members' statements every quarter.
- (i) Perform any other assignment as may be directed by the Chairperson.

10.4 Head of Alumni Relations

The Head of Alumni Relations shall:

- (a) Be responsible for record maintenance, record archiving and membership data.
- (b) Ensure minutes are taken at Alumni Annual General Meeting, Alumni Council meeting and USIU Management/Alumni meeting.
- (c) Co-ordinate all meetings and event logistics.
- (d) Act as a liaison between the Association and the University.
- (e) Be responsible for the maintenance of the Association's operating budget.
- (f) Be responsible for balloting and elections.
- (g) Be required to submit an Annual Secretariat Report to the Association.
- (h) Attend the Annual General Meeting, Alumni Council and the Association meetings.
- (i) Solicit input from members for meeting agendas and disseminating agendas prior to meetings.
- (j) Serve as an ex-officio member of all Committees.
- (k) Perform other duties as assigned by the Association and the University.

10.5 The Association Secretary

The Association Secretary Shall:

- (a) Ensure that minutes of all the Alumni Meetings are taken and well kept.
- (b) Maintain the Register of Members.
- (c) Together with the Head of Alumni Relations and for the purposes of continuity, ensure that there is a system of record keeping, archiving and preservation of Membership Data.
- (d) Together with the Head of Alumni Relations attend to the logistics of all Association meetings and events.
- (e) Attend Alumni Annual General Meeting, Alumni Council and the Association meetings.
- (f) Perform other duties as assigned by the Association and the University.

ARTICLE XI: COMMITTEES

11.1 The Alumni Council, shall within 30 days of assuming office, establish committees and appoint Chairs of such committees, unless otherwise directed by resolution of the Annual General Meeting or Alumni Council and/or stipulation in this Constitution.

11.2 The Chairpersons of the Committees shall:

11.2.1 Nominate members of their subcommittees under their dockets and ensure facilitation of the subcommittees.

11.2.2 Together with the Head of the Alumni Relations attend to the logistics of all Chapters/subcommittee meetings and events.

11.2.3 Attend Alumni Annual General Meeting, Alumni Council and the Associations' meetings as well as subcommittee meetings as necessary.

11.2.4 Perform other duties as assigned by the Association and the University.

11.2.5 Any other duties as issued by the Association and the University.

11.3 Head of Alumni Relations and the Association Secretary shall be ex-officio members of all committees, unless otherwise provided by this Constitution. The term of office for the appointed positions shall be two years. Such individuals may be reappointed to a second two-year term.

11.4 The following are the existing Standing Committees:

11.5 Fundraising Committee

This Committee will be responsible for co-ordinating the budgeting and fundraising for the Association. It will develop different fundraising initiatives that support Alumni Association activities.

11.6 Membership Committee

This Committee is responsible for reviewing all membership applications for approval, determining and collecting appropriate dues, and designing services and other benefits of membership. The Membership Committee shall consist of the following networks:

- a) Young alumni network
- b) Women's network
- c) Executives network
- d) Entrepreneurs network

The Alumni Council shall appoint the chairpersons of the networks who may be invited from time to time to update the Council members on the update and activities of each network.

11.7 Public Relations Committee

The Public Relations Committee is responsible for all the public relations affairs of the Association which includes all publication activities, social media engagement and collaborates with the Alumni Council concerning needs for communication and promotion.

11.8 Academic Committee

The Academic Committee works with the University academic programs, students, faculty and alumni to build and maintain a lifelong learning relationship between the University and its communities.

ARTICLE XII: NOMINATIONS COMMITTEE

12.1 There shall also be established a Nominations Committee which is responsible for overseeing the process of nominating and electing office bearers to serve in various positions in the Association.

12.2 On calling for Annual General Meeting or Special General Meeting whose agenda includes but not limited to election of office bearers, a Nominations Committee shall be formed.

12.3 There shall be Five (5) members of the Nomination Committee who will include: (a) Two (2) senior University officers proposed by the Vice Chancellor; and (b) Three (3) outgoing Alumni Council members appointed by the Council.

12.4 Members of the Nominations Committee cannot be nominated for office or an award.

12.5 The Nominations Committee shall request recommendations from paid-up members of the Association for Nominations through emails sent to the Alumni relations office, University publications or special notices and through Chapters and Clubs.

12.6 The Members of the Association interested in various electable positions shall complete a Nominations Credential Form and forward it to the Nominations Committee sixty (60) days before the election and further show their skills, experience and commitments to the Association.

12.7 Upon review of the Nominations Credential Forms, the Nominations Committee may reject candidates who they consider unsuitable and shall forward the names of the qualifying candidates for election.

ARTICLE XIII: MEETINGS

13.1 The Alumni Annual General Meeting shall be held annually and not later than 30th June in each year.

13.2 The Annual General Meeting shall be called by Twenty-One (21) days' notice in writing. To the extent permissible by law, the Association may serve any notice to be given to members by publishing such notice either in any daily newspaper with nation-wide circulation; or by sending such notice through the post addressed to such member at their registered postal address; or by electronic mail or by other electronic means not prohibited by law including the publication thereof on the website of the Association. The notice shall specify the place, the day and the hour of meeting, the physical, postal or electronic addresses to which communications may be relayed, and, in case of special business, the general nature of that business shall be given, to such persons as are under the Constitution of the Association, entitled to receive such notices from the Association.

13.3 A Special General Meeting may be called for any specific purpose by the Alumni Council or on requisition by the Members. Notice in writing of such meeting shall be sent to all members not less than Seven (7) days before the date of such meeting.

13.4 A Special General Meeting may also be requisitioned for a specific purpose by order in writing to the secretary of not less than a third of the members and such meetings shall be held within Twenty-One (21) days of the date of the requisition.

13.5 The quorum at any general meeting shall consist of not less than two thirds of the registered members of the Alumni Association.

13.6 If no quorum is present at a general meeting of the members within forty-five (45) minutes from the specified time, the meeting will be adjourned to a date not less than fifteen (15) days later, at the same time and venue, or if that date is not a Business Day, then to the next succeeding Business Day. If at such adjourned meeting a quorum is not present within forty-five (45) minutes from the time of that meeting, the member/s present, by duly authorised representative, will be deemed to constitute a quorum.

13.7 Any member who participates at the commencement and for the duration of a meeting by way of telephone conference or video conference or other audio, audio visual or electronic means shall be deemed to be present at the meeting and counted towards the quorum, provided that the procedures set forth below are followed, in which case the member (or any other person) appointed to exercise the rights of the member who participates at a meeting by way of the above-mentioned means shall act in accordance to the instructions and opinions of the latter.

13.8 Any member who cannot for good reason attend any general meeting may, by notice in writing to the Secretary of the Association signed by the member, appoint another member (or any other person) to represent him/her at any particular general meeting. Such member shall be deemed to be present at the meeting (through his/her representative) and counted towards the quorum. A proxy form shall be signed by both the member and person representing him/her and sent to the Association as official authorization of representation.

13.9 The Agenda for any Annual General Meeting shall consist of but not limited to the following: -

(a) Confirmation of the minutes of the previous Annual General Meeting.

(b) Chairperson's Report.

(c) Consideration of the Association's Audited Financial Statements.

(d) Election of Office Bearers.

(e) Appointment of the Auditors.

(f) Any Other Business as the meeting may decide or as to which a member or members shall have given notice in writing to the Head of Alumni Relations at least four weeks before the date of the meeting.

13.10 Upon implementation of Electronic Voting by the Alumni Council, a Member may exercise his right to vote at any general meeting by electronic means and the Association may pass any resolution by electronic voting system in accordance with the provisions of this provision. For the purposes of this provision:

(i) the expressions "voting by electronic means" or "electronic voting system" means a 'secured system' based process of display of electronic ballots, recording of votes of the members and the

number of votes polled in favour or against, such that the entire voting exercised by way of electronic means gets registered and counted in an electronic registry in a centralized server with adequate 'cyber security';

(ii) the expression "secured system" means computer hardware, software, and procedure that:

- (a) are reasonably secure from unauthorized access and misuse;
- (b) provide with a reasonable level of reliability and correct operation;
- (c) are reasonably suited to performing the intended functions; and
- (d) adhere to generally accepted security procedures.

(iii) the expression "Cyber security" means protecting information, equipment, devices, computer, computer resource, communication device and information stored therein from unauthorised access, use, disclosures, disruption, modification or destruction.

ARTICLE XIV: ANNUAL REPORTS

14.1 The Alumni Council shall prepare an annual report to present at the Annual General Meeting of the Alumni Association. The Chairperson may present the Strategic Plan for the Association and suggested program of activities and goals for the coming year at the Annual General Meeting.

14.2 The Chairperson of each Chapter and Club shall submit a program activity progress report to the Alumni Council by the of each fiscal year. Additionally, each Chairperson of a Chapter and Constituent group shall submit an end-of-the-year financial report, and other program reports requested by the Alumni Council by the end of each fiscal year.

14.3 The Head of Alumni Relations shall prepare an Annual report of USIU programs and Activities to be presented at the Alumni Council.

14.4 The Secretary shall prepare and present a report of the Membership to the Alumni Council.

14.5 The Treasurer shall prepare and present the budget of the Association to the Alumni Council.

14.6 The Treasurer shall submit a year-end report including the Association's Audited Financial Statement and proposed budget for the coming year at the Annual General Meeting of the Alumni Association.

14.7 An Auditor shall be appointed by the Members at the Annual General Meeting and shall be entitled to inspect all the Associations accounts, records and documents at any time. The treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to the end of the financial year. The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Association in what respect they are found to be incorrect, un-vouched or not in accordance with the law.

14.8 A copy of the Auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all Members at the same time as the notice convening the Annual General Meeting is sent out.

14.9 No Auditor shall be an office bearer or a member of the Alumni Council.

ARTICLE XV: DISSOLUTION

15.1 The Alumni Association can only be dissolved in consultation with the University Council.

15.2 The Association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two thirds of the members present. The quorum at the meeting shall be as shown in rule 8 (e) of the Specimen Constitution provided by the Registrar of Societies which states that quorum for general meetings shall be not less than two thirds of the registered members of the society. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

15.3 Provided, however, that no dissolution shall be affected without prior permission in writing from the Registrar of Societies, obtained upon application to him/her made in writing and signed by three members of the Alumni Council with consent of the Vice Chancellor.

15.4 When dissolution of the Association has been approved by the Registrar, no further action shall be taken by the Alumni Council or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all assets of the Association, the balance thereof shall belong to the University and the Treasurer shall promptly deliver the same to the University.

ARTICLE XVI: AMENDMENTS AND PROCEDURES

16.1 This Constitution of the Association shall be amended and adopted upon having been approved and recommended by the Alumni Council, and upon notification to the Vice Chancellor, and the relevant University personnel.

16.2 It may be amended by two – thirds vote of the registered members present at a General Meeting of the Members, provided written notice of the proposed amendment(s) have been circulated with the notice of the meeting or soon thereafter and 14 days before the Annual General Meeting.

16.3 Amendments, however, cannot be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three members of the Alumni Council.

This constitution was adopted on..... day of20..... And we the members of 'UTAMU Alumni Association' whose names and signatures are listed herein below as first promoters approve Constitution of.

We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an organization in pursuance of this Constitution and we accordingly append our signatures of our respective names.

NAMES OF SUBSCRIBERS	SIGNATURES OF SUBSCRIBERS
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Date thisday of2022.

WITNESS TO THE ABOVE SIGNATURES:

Signature: _____

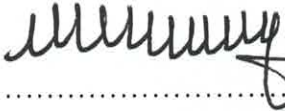
Name in full: _____

Occupation: _____

Postal Address: _____

Signed on this.....27th.....day ofMarch..... 2026

By:


.....

Chairperson, University Council


.....

Vice Chancellor

