

# MOUNTAINS OF THE MOON UNIVERSITY

## TEACHING STAFF ASSOCIATION (MMUTSA)



## CONSTITUTION

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## **PREAMBLE**

We the teaching staff of mountains of the moon university, conscious of the need of a strong, dynamic organization to act as a forum of our opinions; Realizing the necessity of co-operation and in order to create a more healthy friendly relations and mutual understanding among ourselves;

Recognizing the need to associate ourselves with the university authorities, students and other stakeholders related to our needs;

Desirous to elevate our moral Economic, social-cultural activities; ON 3<sup>RD</sup> APRIL 2008 at MMU. Now adopt this document as the binding constitution of Mountains of the Moon University teaching staff Association commonly known as MMUTSA

## **ARTICLE I: INTERPRETATION**

- a. MMUTSA Means Mountains of the Moon University Teaching Staff Association
- b. FTTS Means full time teaching staff
- c. PTTS Means part time teaching staff
- d. FTCTS Means full time on contract teaching staff
- e. AGM Annual general meeting
- f. MMU mountains of the moon university
- g. Co-opted Member is any person granted membership of the association by the general body of the association Honorary member is a person who in the opinion of the association has rendered commendable service to the welfare of staff
- h. Teaching staff member is a person who is directly involved in teaching at mountains of the moon university and these include; Professors, Associate professors, senior lecturers, lecturers, Assistant lecturers and teaching assistants
- i. Non-teaching staff is any member who is involved in rendering support services to smooth teaching and learning process at support of the university, These include: Staff in the registrar Academic office, staff in the registrar Administration, staff in the bursars office, staff in the librarian office, staff in the dean of students office and staff in the ICT office

- j. Top management. This is a person who is directly involved in administering the University and these are The vice chancellor, Deputy vice chancellor, Registrar administration, Registrar Academic, Registrar finance, university Librarian, University Bursar, Dean of students,

#### **ARTICLE II: NAME OF THE ASSOCIATION**

The Association shall be called Mountains of the Moon University Teaching staff Association Acronym (MMUTSA)

#### **ARTICLE III: LOCATION**

The association shall be based at Mountains of the Moon University Main campus

#### **ARTICLE IV: AIMS OF THE ASSOCIATION**

1. To foster fraternal consciousness and mutual understanding among the teaching staff of Mountains of the Moon University
2. To keep staff informed about the University plans and development ventures
3. To serve as an important channel of communication between the university Governing council, Top management and teaching staff
4. To promote the wellbeing and welfare of all the members of the Association
5. To develop and maintain keen interest in the activities and progress of the university
6. To promote the spirit of saving and self-reliance among members of the association
7. To ensure discipline and professional code of conduct by all members of the Association

#### **ARTICLE V: VISION**

To foster the spirit of team work, healthier friendly relations in order to improve the living standards and mutual understanding among our selves

#### **ARTICLE VI: MISSION MIISION**

Promote a highly motivated teaching staff

## **ARTICLE VI: MEMBERSHIP**

A member shall be:

- a. Any person who is employed by the University to teach and has paid membership and subscription fees
- b. Co-opted members
- c. Honorary members
- d. Ex-officials

## **ARTICLE VIII: CESSATION OF MEMBERSHIP FROM THE ASSOCIATION**

One shall cease to be a member if:

- a. One transfers his or her services from MMU
- b. One dies
- c. One is dismissed for gross misconduct
- d. One behaves in such a manner as to damage the reputation/ good image of the Association or manner that is inconsistent with the objectives and aspirations of the Association
- e. One commits such an act/acts that undermines the Association's relationship with the general public
- f. Deliberately violates this constitution

## **ARTICLE IX: PROCEDURE FOR DISMISSAL OF A MEMBER**

- a. Where a member commits any act/acts that make one liable for dismissal, that member shall be given an opportunity to explain or defend him/her self before the executive committee before a decision to suspend him or her is made
- b. The executive committee shall after hearing the members defense decides whether:

- I. To clear him/her of the charges complained against the member
- II. To caution the member
- III. To fine the member
- IV. To suspend the member indefinitely with a recommendation for his/her dismissal by the general assembly of the association

#### **ARTICLE X: OFFICE BEARER**

There shall be executive committee which will be charged with the day to day functions of the association headed by the president. This committee shall be elected by the following office bearers;

1. The president
2. Vice president
3. Speaker
4. Secretary General
5. Assistant secretary general
6. Secretary for finance
7. Committee members representing schools/ faculties elected by members at AGM
8. The patron who will be an Ex-official

#### **Duties of the president**

The president shall be;

- a) Responsible to ensure the functions of the association are carried out properly
- b) The representative of the teaching staff to the university council
- c) The executive head of the association
- d) The accounting officer of the association
- e) The chairperson of all executive meetings of the association
- f) The principal signatory to all association financial transactions and documentations
- g) The custodian of the association seal
- h) The supervisor of all association activities
- i) The co-coordinator of the teaching staff to all university authorities and government
- j) Do any other work that is in line with the association objectives

### **Duties of the vice president**

The vice president shall;

- a) Deputize the president in his absence
- b) Undertake such duties as the president and executive committee may prescribe
- c) In the absence of the president .the vice will act as the president and take all his/her responsibilities

### **Duties of the speaker**

The speaker shall;

- a) Be the spokesperson of the association
- b) Mobilize members of the association for any project(s)
- c) Preside over all general meetings of the association
- d) Head the welfare and the disciplinary committee
- e) Do any assignment as prescribed by the executive committee or the president

### **Duties of the secretary general**

The secretary general shall;

- a) Record the proceedings of all general and executive meetings
- b) Keep a register of all members of the association
- c) Maintain and be responsible of all the records and documents of the association other than financial documents
- d) Gives notices of meetings as directed by president or executive committee
- e) Publicize the activities of the association in all forms and manifestations
- f) Do any other assignment as prescribed by the president or the executive or by the members

### **Duties of the secretary for finance**

The secretary for finance shall;

- a) Be responsible for the finance and accounts of the association
- b) Receive and bank all the association funds

- c) Issue receipts for all funds received by the association
- d) Be one of the signatories of the association's bank accounts
- e) Prepare the association budget together with the finance committee and present it to executive committee
- f) Present the budget to the annual general meeting for approval/passing
- g) Present a statement of audited accounts to the annual general meeting
- h) Be the custodian of the association's property
- i) Accept donations and grant on behalf of the association

### **Duties of committee members**

The association shall have committee members' representing different schools/faculties and their duties shall be;

- a) To attend all executive meetings
- b) Present the views of their respective school/ faculties
- c) Ensure that the decisions of the members are implemented
- d) Assist the executive in planning and implementing of the association programs

### **Duties of a patron**

The patron of the association shall be elected by the members at the annual general meeting and his/her duties shall be;

- a) Advise members on matters of disciplinary and finance
- b) To mediate in case there is misunderstandings among the executive of the association
- c) To mobilize funds for the association where possible
- d) To attend annual general meetings of the association as an Ex-official

## **ARTICLE XI: ORGANS OF THE ASSOCIATION**

The association shall have three organs;

### **Annual General Meeting (AGM)**

There shall be an annual general meeting which shall be the association's supreme organ and its decisions shall be final and it will be preside over by the speaker

The main functions of this organ shall be;

- a) To formulate policies and rules of the association
- b) To advise on the formulation of the university broad policy guidelines
- c) To receive, consider and approve/pass the annual budgets of the association
- d) To elect members of the executive committee
- e) To receive and approve the annual accounts of the association
- f) To receive and consider appeals from members
- g) To make or amend any article/ articles of this constitution

### **General Assembly (GA)**

The association shall have a general assembly of all members of the Staff Mountains of the moon university comprising of both teaching and non-teaching staff in case of any matter arising and it is affecting all parties

The executive of the general assembly shall be formed by the members of the executives of the two associations

The main functions of this assembly

- a. Act as a uniting factor for all members of staff of MMU
- b. Act as a common voice for all workers of the university
- c. To ensure anonymous co-existence between teaching staff and non-teaching staff

### **Executive committee**

There shall be an executive committee headed by the president

Duties of the executive committee

The executive shall;

- a) Carry out day to day affairs of the association
- b) Implement resolutions and decisions made by the general meeting
- c) Implement and execute policies on behalf of the association
- d) Work hand in hand with other standing committee of the association



- e) Engage the services of any other person(s) who in their opinion they deem necessary for their duties

### **STANDING COMMITTEE**

There shall be three standing committees headed by members of the executive and these are;

1. Finance and planning committee
2. Welfare and disciplinary committee
3. Education and staff developing committee

### **Finance and planning committee**

The association shall have finance and planning committee consisting five members headed by the secretary for finance and these members shall be elected by all members at the Annual General Meeting. The president shall be an Ex-official to this committee

The main functions of the finance committee

- a. Prepare and present associations budget to the executive and the general meeting
- b. Ensure that the books of account of the association a properly maintained
- c. To safe guard the property of the association
- d. To ensure that proper accountability of the association funds is made
- e. To procure or dispose off assets of the association on the approval of the executive and AGM
- f. Do any other work assigned to it by the executive committee or the president

### **Welfare and disciplinary committee**

The association shall have welfare and disciplinary committee consisting five members headed by the speaker and these members shall be elected by all members at the annual general meeting. The president shall be Ex-official to this committee

The main functions of the welfare and disciplinary committee

- a. To ensure that members welfare issues are addressed
- b. To provide a channel of communication between teaching staff and top management
- c. To negotiate with the top management for betterment of the staff and top welfare

- d. To ensure that members of the association follow the code of conduct of mmu
- e. To ensure mutual coexistence and healthier friendly relations among members of the association
- f. To recommend disciplinary action (s) on my members of the association to the association
- g. Do any other assignment given it by the executive or by all members

### **Education and development committee**

The association shall have education and staff development committee consisting five members headed by the secretary general and these members shall be elected by all members at the annual general meeting. The president shall be an ex-official to this committee

The main functions of education and staff development committee

- a. To provide information on career opportunist to members of staff
- b. To review the university policy on staff development and give suggestions
- c. to ensure that scholarships to staff are not biased
- d. To ensure staff to research and publish
- e. To encourage members to write commercial proposals
- f. Do any other work assigned to it by members or the executive

### **ARTICLE XII: MEETING**

The association shall have the following meeting:

#### **Annual general meeting**

- a. The association shall have an annual general meeting once every year
- b. Three quarters of the members shall form a quorum for the meeting to take place
- c. At least half of the executive members must be present
- d. The speaker shall have a casting vote in case of a tie in voting
- e. The president shall not vote

### **Extra-Ordinary General Meeting**

- a. The association will hold extra –ordinary meeting as need may arise
- b. A quarter of the members shall form a quorum for the meeting to take place
- c. Five members of the executive must attend for it to take place
- d. The speaker shall have a casting vote in case of a tie in voting
- e. The president shall not vote

### **Executive committee meeting**

- a. The executive committee shall meet at least twice every semester
- b. Half of the members shall form the quorum for the meeting to take place
- c. The executive meeting shall be presided over by the president
- d. The president shall have a casting vote in case of a tie in voting

### **Standing committee meeting**

- a. The standing committee shall sit as many times as the need may arise or as requested by the executive committee
- b. Three members of a standing committee shall form a quorum for the meeting to take place
- c. The decisions of standing committee will be presented to the executive for approval

## **ARTICLE XIII: ELECTIONS**

Office bearers shall hold offices for a period of two calendar years but may be re-elected for another subsequent term if members decides so and the person is willing

### **Election procedures**

- a. Election of the executive shall be held at the annual general meeting(AGM)
- b. Only members who have paid membership and subscription fees for the current year shall be eligible to vote or to be voted for to the executive of the association
- c. Voting shall be on the principles of one man one vote

- d. Vote shall be done by secret ballot or show of hand as members shall decide
- e. Members shall elect the presiding /return officers before voting takes place
- f. For the post of the president candidates will be requested to talk about the themselves before elections

#### **ARTICLE XIV: VACATING OFFICE**

A member may vacate the office in any of the following conditions

- a. Transfer his /her services from MMU
- b. When members dies
- c. When members is given a vote of no 2/3 of the majority
- d. When member resigns and puts it in writing
- e. When members proves to be incompetent for the office

In A situation where the office falls vacant, the president shall call an emergency executive meeting to get a replacement pending the annual general meeting (AGM) and if it is the president s office then the vice president will take over until the next AGM

#### **ARTICLE XV: FINANCE**

##### **A. Source of finance:**

The finances of the association shall be raised from the following sources;

- a. A onetime membership fee of **30,000/=** thirty thousand Ugandan shillings  
For full time teaching staff and **15,000/=** fifteen thousand Ugandan shillings for teaching staff on part time liable to change by members
- b. Subscription fee of **10,000/=** ten thousand Ugandan shilling per year for teaching staff on part time basis .also liable to change by members
- c. Grants and donations from well wishers
- d. Proceeds from undisciplined members
- e. Support funds from the university
- f. Associations projects

## **B .Financial management**

The finances of the association shall be properly managed following these guidelines

- a. All financial transactions must be approved by the executive
- b. Signatories of the association bank account will be :the president as the principle signatory and either the secretary for finance or secretary general
- c. All money spent should pass through the bank and proper accountability shall be made to all members during the AGM
- d. Proper books of account should be maintained and should be annually audited by a reputable audit firm and a report presented to AGM

## **ARTICLE XVI: AMENDMENTS OF THE CONSTITUTION**

This constitution may be amended to suit the situational development and needs of the association from time to time .however the following conditions **MUST** be fulfilled

- a. Any member may propose an amendment(s)to the constitution but should be in writing which should be submitted to the executive committee one month before the sitting of the annual or extra –ordinary general meeting
- b. The executive committee shall discuss the amendment (s)at its committee meeting and may amend the proposed amendment in such a manner as may be found necessary and present it to the general meeting for approval
- c. The executive committee shall place before the annual or extra ordinary general meeting the members proposed amendment together with its opinions recommendation and further amendments
- d. The constitution shall be amended at the annual or extra –ordinary general meeting by the majority of the votes of the members present and where the vote are a tie ,the speaker shall have a casting vote
- e. For any amendments to be adopted it will require 2/3 majority of members to be present

## **ARTICLE XVII: DECLARATION**

We the under signed have read, understood the contents of this constitution and therefore we here by approve and adopt it as the supreme constitution of mountains of the moon university

teaching staff association (MMUTSA) in the meeting held at mountains of the moon university  
campus kabundaire on 3<sup>rd</sup> April 2008