



**BUSITEMA
UNIVERSITY**

Pursuing Excellence

**THE
CONSTITUTION
OF
BUSITEMA UNIVERSITY
STUDENTS' GAMES UNION**

2015

THE CONSTITUTION

OF

BUSITEMA STUDENTS' GAMES UNION

AS APPROVED AND ADOPTED

BY

BUSITEMA UNIVERSITY COUNCIL

2015

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PREAMBLE

Busitema University is a public University under the Universities and Other Tertiary Institutions Act,2001 (Establishment of Busitema University Instrument 2007 No. 22 made on 25th day of May,2007, having been enacted by parliament on the 10th of May,2007).

The University was established as a Multi- Campus model with its main Campus located at Busitema along Jinja-Tororo highway. The Campuses that form Busitema University: Busitema Main Campus, Nagongera Campus, Namasagali Campus, Arapai Campus, Mbale Campus, Kaliro Campus and Pallisa Campus.

Mandate of the University

The mandate of the University is to provide higher education through teaching, research and outreach.

The Vision:

The Vision of the University is “A centre of academic and professional excellence in science, technology and innovation.”

The Mission:

The Mission of the University is “To provide high standard training, engage in quality research and outreach for socio-economic transformation and sustainable development.”

Motto

Pursuing Excellence

Core Values:

The University core values are:

- i. Excellence
- ii. Innovativeness
- iii. Professionalism
- iv. Internationalization

DEFINITIONS

In this Constitution unless the context otherwise requires

- “Club”** means Busitema university sports team that may include commercial players.
- “Colour Awards”** means to certificates with appearance that identifies a certain group or organisation.
- “Committees”** shall mean office bearers and all trustees of the games union and those elected to run the affairs of the association
- “Dean of Students”** Shall mean a person appointed and designated by Council to be responsible for the welfare of students.
- “Executive”** means Games union executive members.
- “Game”** means a recreational activity involving one or more players, defined by a goal that the players try to reach, and some agreed set of rules to play it.
- “Games Union Chairperson”**
Shall mean the student mandated by the Guild Constitution to work with the office of the Dean of students’ office in the administration of Sports and Games at the University.
- “Games Union Council”**
Shall mean and refer to the students’ supreme organ in the management of Sports and Games at the University as established by the Guild Constitution.
- “Main campus”** shall mean Busitema campus

- “Standing Orders”** shall mean guidelines for conducting meetings; they may be rules of order or rules of procedure.
- “Students’ Guild”** means Busitema university students.
- “Sport”** shall mean a physical activity that pertains to only an individual’s skills and performance carried out under an agreed set of rules, with a recreational purpose; for competition or self-enjoyment or a combination of these.
- “Team”** means a group of people who play a particular game or sport against another group of people.
- “University”** Shall mean Busitema University
- “University Council”** Shall mean and refer to Busitema University Council, the supreme policy making organ of the University.
- “Vice- Chancellor”** Shall mean the Vice Chancellor of Busitema University

ARTICLES

ARTICLE 1: NAME AND LOCATION

- 1) The name of the governing body of all sports and games of the students' guild shall be Busitema University Games Union. (Hereinafter referred to as The Games Union.
- 2) The Games Union headquarters shall be at Busitema Main Campus with liaison offices located in each campus.

ARTICLE 2: AIMS AND OBJECTIVES OF THE UNION

The aims and objectives of the Games Union shall be:

- 1) To introduce and promote games and sports in the students guild
- 2) To raise funds through projects and other activities to supplement the University councils annual grant to the Games union.

ARTICLE 3: INTERPRETATION OF THE CONSTITUTION

Interpretation of this Constitution shall rest with the Dean of Students subject to appeal to the Vice Chancellor and final appeal to Council.

ARTICLE 4: MEMBERSHIP

The Games Union shall comprise of the following types of membership

1) Ordinary Membership

All fully registered students of Busitema University shall be full members of the Games Union.

2) Associate Membership

This shall be open to former students of Busitema University and students from other Universities upon payment of an annual subscription as stipulated by the games union.

3) Honorary Membership

The Games Union shall at its discretion confer honorary membership to persons who are not students of the University but who in its opinion have taken keen interest in the Games union activities.

ARTICLE 5: RIGHTS AND PRIVILEGES

Games union members shall have the following rights and privileges;

1) A right to use and enjoy all the Games Union facilities

2) A right to participate in the Games Union activities under the conditions stipulated by the Games Union.

3) Not with standing article 4(1) above, no one shall use or enjoy such facilities if in the thinking and decision of the Games Union officials, it is likely to be at the detriment of other members, or it will prejudice future activities of the Games Union.

The executive shall have free access to all the Games Union facilities on the University provided there is no express refusal from the University Management.

ARTICLE 6: ORGANS OF THE GAMES UNION

The Games Union shall have the following administrative and structural organs:

- 1) The Games Union Council
- 2) The Games Union Executive
- 3) Executive Standing Committees
- 4) Campus Games and Sports Executive
- 5) Team Executive

ARTICLE 7: FUNCTIONS AND POWERS OF THE ORGANS

- 1) *The Games Union council shall:*
 - i) Meet at least twice a semester
 - ii) Approve all games and sports programs initiated by the Executive.
 - iii) Approve the annual budgets presented by the Games Union Executive.
 - iv) Promote games and sports in all campuses of the University.
 - v) Admit new clubs in the Union.
 - vi) In collaboration with the tutor (s), review regulations of the intramural programs
 - vii) Nominates sportsman and woman of the year.
 - viii) Initiate and forward the Sports and Games budget to the Dean of Students for approval by the University Council.

- 2) ***The Games Union Executive shall:***
- i) Meet at least four times a semester
 - ii) Be answerable to the Games Union council.
 - iii) Carry out the decision of the Games Union Council
 - iv) Initiate and implement rules and regulations as approved by the Games Union Council.
 - v) Make and execute the budget as well as approve budget estimates of clubs.
 - vi) Make and implement the Games and sports programs with approval of the Games Union council
 - vii) Coordinate the Team Executives.
 - viii) Collaborate with the sports tutors in acquisition of sports uniforms and equipment
 - ix) Recommends teams to take part in the external engagements.
 - x) Recommend new clubs to affiliate.
 - xi) Allocates sports facilities and equipment to teams.

- 3) ***The Campus Games and Sports Executive shall:***
- i) Meet at least thrice a semester
 - ii) Be answerable to the Games Union Executive.
 - iii) Carry out the decision of the Games Union Executive
 - iv) Implement rules and regulations as approved by the Games Union Executive.
 - v) Implement the Games and sports programs as approved by the Games Union council
 - vi) Collaborate with the sports tutors in acquisition of sports uniforms and equipment

- 4) *The Team Executive shall:*
 - i) Meet at least twice a semester
 - ii) Run all club activities and take care of equipment.
 - iii) Draw and execute club programs.
 - iv) Identify club requirements.
 - v) Recommend appointment of coaches from club member

ARTICLE 8: OFFICE BEARERS OF THE GAMES UNION

- 1) *The Games Union Council shall be comprised of*
 - i) Games Union Executive
 - ii) Campus Games Union and Sports Executive Committee
 - iii) Team Executive

- 2) *The Games Union Executive shall be comprised of:*
 - i) The chairperson Games Union
 - ii) Vice chairperson
 - iii) The General Secretary
 - iv) The Publicity Secretary
 - v) The Finance secretary
 - vi) The equipment secretary
 - vii) A representative of the students with disabilities
 - viii) All campus games and sports secretaries

- 3) *The Principle Sports Tutor shall an ex-officio to the Games Union*
- 4) *The Games Union shall have Standing Committees but for avoidance of doubt the Games Union may establish more Committees as deemed necessary.*

- 5) *There shall be a Campus Games Union and Sports Executive Committee comprised of:*
- i) The Campus Games and Sports Secretary as the chairperson
 - ii) The Campus General Secretary
 - iii) The Campus Publicity Secretary
 - iv) The Campus Finance secretary
 - v) The Campus equipment secretary
 - vi) All Hall sports secretaries
 - vii) The Games Union Chairperson and Campus Sports Tutor as Ex-Officios.
- 6) *There shall be a Team Executive of the Games Union comprised of:*
- i) Team Coach
 - ii) Team Captain
 - iii) Campus Finance Secretary
 - iv) Campus Sports Tutor shall be an Ex-Officio
- 7) *The team captains shall:*
- i) Mobilize all players.
 - ii) Represent the team on the Games Union Council.
 - iii) Be answerable to the Chairperson of the Games Union.
 - iv) Be responsible for the welfare of the team.
 - v) Strive hard to excel in all competitions.

ARTICLE 9: FUNCTIONS AND POWERS

- 1) *The Chairperson of the Games Union shall:*
- i) Be the executive head of the Students' Games Union Council.
 - ii) Have the powers to suspend any Games Union official who fails to carry out his/her duties and responsibilities. Such suspensions shall require a two thirds approval of the Games Union Executive.
 - iii) Have powers to make decisions in collaboration with the

disciplinary committee of the Students Games Union on matters of disputes amongst members of the Games Union.

- iv) Be an ex-official to all the Games Union committee meetings.
- v) Prepare a report to be presented to the Games Union council and Institutional Guild Representative Council.
- vi) Be a signatory to the Games Union account.

2) *The Vice Chairperson shall:*

- i) Deputize for the chair person in his or her absence.
- ii) Assume the office of the chairperson, in case the chair person resigns office for any reason until the term of office of the Executive committee expires.
- iii) Perform such other duty as assigned to him by the Chairperson or Games Union Council.

3) *The General Secretary shall:*

- i) Be the Secretary to all the Games Union meetings and assemblies
- ii) In collaboration with the Chairperson prepare the agenda for the meeting.
- iii) Call all the union meetings except extra-ordinary meetings.
- iv) Keep records of the documents of the games union.
- v) Deal with the general correspondence of the Games Union.

4) *The publicity secretary shall:*

- i) Be the Head publicity of the Games Union.
- ii) Be responsible for publicizing and popularizing the activities of the Games Union.
- iii) Either edit the official publications or appoint an editor or editors from among members of the committee of publicity.
- iv) Allocate to members of the committee various functions pertaining to their areas of interest as may deem fit.
- v) Be the chairperson entertainment committee

- 5) *The finance secretary shall:*
- i) Be the Games Union's Treasurer.
 - ii) Keep an account of petty cash books.
 - iii) Keep an expenditure and income book.
 - iv) Produce a financial statement and balance sheet at the council and General meetings.
 - v) In collaboration with the Chairperson, equipment Secretary and campus sports secretary buy the Games Union's equipment.
 - vi) Be the co signatory to the Games Union account.

- 6) *Equipment Secretary:*
- i) In collaboration of the Games Union's store keeper, keep a record of the equipment distributed and owned by the Games Union.
 - ii) Keep record of the equipment distributed to individuals and brought back by each club.
 - iii) Giving a report regarding the Games Union's equipment at the beginning of each semester to the executive.
 - iv) In collaboration with the Chairperson consent to the borrowing of any sports equipment.

ARTICLE 10: STANDING COMMITTEES

The Games Union shall have the following standing committees

- 1) Entertainment committee which shall be in charge of all entertainment and social functions of the Games Union
- 2) The Entertainment Committee shall be comprised of:
 - i) The General Secretary as its Chairperson
 - ii) Four other members elected by the Games Union Council

- 3) Publicity Committee shall be in charge of all publicity and publication of the Games Union
- 4) The Publicity Committee shall be comprised of:
 - i) The publicity secretary as its Chairperson
 - ii) Campus Sports secretaries
- 5) Finance Committee shall draw up the budget of the Games union and propose allocation of funds for the approval by the Games union council.
- 6) *The Finance Committee shall be comprised of:*
 - i) The finance secretary as its Chairperson.
 - ii) Chair person Games union
 - iii) One other member as elected from the executive
- 7) *Equipment Committee shall:*
 - i) Keep a record of the Games Union's equipment and take appropriate action as it deems necessary.
 - ii) Collect and distribute equipment before matches.
- 8) *The Equipment Committee shall be comprised of:*
 - i) The equipment secretary as its Chairperson
 - ii) Sports secretaries of all campuses
- 9) *Disciplinary Committee shall handle disciplinary issues concerning the Executives of the Games Union, the Games Union Council or any member of the Games Union that relate and arise from games and sports activities*

- 10) *The Disciplinary Committee shall be comprised of:*
- i) Principal Sports Tutor or his or her delegate as its Chairperson
 - ii) Vice Chairperson Games union
 - iii) Campus Sports Secretaries
- 11) *The Games union shall have the powers to appoint adhoc committees as it deems necessary*

ARTICLE 11: MEETINGS

- 1) *Convening of meetings*
- i) General meetings shall be open to all members of the Games Union.
 - ii) All general executive council meetings with the exception of extra ordinary general meetings shall be convened by the General Secretary in consultation with the chairperson.
 - iii) Meetings of the standing committees shall be called by their respective chairperson.
 - iv) Extra ordinary General meetings shall be convened by the Chairperson.
- 2) *Frequency of meetings*
- i) The sports and Games Union Executive shall meet at least twice each semester.
 - ii) Council meetings shall be held at least once a semester.
 - iii) An annual General meeting shall be held once a year.
 - iv) Extra ordinary General meetings shall be called after the Chairperson has been requested by at least two thirds of the members of the sports and Games Union Executive. Such a meeting will be convened not later than 36 hours after such a request has been made.

3) *Notice of meetings*

The Games Union Executive shall be given at least

- i) Five days' notice for ordinary meetings.
 - ii) Twenty four hour notice for an extra-ordinary meeting.
- Members of the Games Union shall be given at least:
- i) Five days' notice for council and general meetings.
 - ii) Twenty four hour notice for an extra-ordinary general meeting.

ARTICLE 12: STANDING ORDERS

1) *Quorum*

- i) The Games Union Executive shall have a quorum of at least two thirds of its members.
- ii) The Games Union Council meetings shall have a quorum of at least two thirds of its members.

2) *Order of Business*

- i) At the beginning of the meeting the chairperson shall read the agenda.
- ii) The Chairperson shall call for amendments to the agenda
- iii) A member shall propose the adoption of agenda and seconded by another member.

3) *Motions and Amendments*

- i) If the first formulation is a motion then all succeeding formulation on the motion shall be called amendments.
- ii) Every amendment or motion must be moved and seconded by members physically present at the meeting and should be sent in writing to the General Secretary for research.
- iii) Amendments of the motion shall first be accepted by the mover of the original motion and once adopted at a meeting shall not be withdrawn without the consent of the members present at the meeting.
- iv) No further discussion shall be allowed once the motion has been put from the Chair.
- v) The motion shall be put to vote immediately.

4) ***Minutes***

- i) Minutes shall be circulated to the members of the Games Union Council at least (7) days before the next meeting.
- ii) Only such motions or discussions which concern the accuracy of the minutes shall be allowed.
- iii) The Chairperson shall assign the minutes after confirmation by the council members certifying them as correct. Members shall then be free to ask questions on matters arising out of them.

5) ***Order of presence***

During any meeting the following points may be accepted by the Chairman in the following order.

- i) Point of order
- ii) Motion
- iii) Point of information (when a member is giving information)
- iv) Information (when a member is seeking information)
- v) Guidance.
- vi) Point of privilege

6) ***Voting***

- i) Voting shall be by show of hands or secret ballot in the house as decided by the chair person.
- ii) Two members appointed by the Chairperson shall act as returning officers
- iii) Only paid up members shall have the right to vote.
- iv) The Chairperson shall have a casting vote.

ARTICLE 13: ELECTIONS

- 1) The elections shall be conducted as clearly stipulated in the Busitema University student's guild constitution.
- 2) For one to qualify as a candidate to apply to the Games Union Council he or she must be a member of the Games Union under article 3(1).
- 3) All fully registered students of the University will be eligible voters.

- 4) Voting shall be by secret ballot on a simple majority system and on the principle of one man one vote.
- 5) Elections of its committee members shall be separate from the guild elections.
- 6) No person shall be eligible to stand for any post after spending two terms in office in the Games Union's Executive.
- 7) Bye-elections shall be held within two weeks of the office falling vacant.
- 8) Assumption of office.
The elected candidates under each of the above article (article 10) shall assume their duties of office at the Annual General Meeting immediately following their elections.

ARTICLE 14: ASSOCIATIONS

- 1) All the games and sports associations wishing to be affiliated to the Games Union shall apply in writing to the General Secretary of the Games Union.
- 2) In all cases the decision as to acceptance of the application shall be referred to the Games Union Council for approval.

ARTICLE 15: FINANCES

- 1) The funds for the Games Union shall come from the following sources;
 - i) *Grants*
The Games Union shall operate on an annual grant budget from the University Council.
 - ii) *Membership subscription*
All members except honorary members shall pay an annual membership fee which shall be decided by the Games Union from time to time as it deems fit.
 - iii) *Fundraising*
The Games Union shall conduct fundraising activities to raise additional revenue from sources it deems fit.

iv) *Hire of facilities*

The Games Union shall generate revenue through the hire of its facilities to people, institutions and other groups at a fee to be determined by the Executive.

ARTICLE 16: AUDITING

- i) The Games Union's financial accounts shall be audited at the end of each year by the University internal auditor.
- ii) The audited books and balance sheet shall be approved and signed by the financial advisor before being presented to the games union.
- iii) The Games Union shall publicize their books of accounts after the auditing exercise.

ARTICLE 17: AWARDS

1) *Awards of Colour:*

- i) A club colour shall be awarded to either Games Union members or any other individual who has made a considerable contribution to the club's activities.
- ii) The executive of each club shall send in writing to the sports and Games Union Executive the names of the members of the club.
- iii) The sports and Games Union Executive reserves the right to know the nominations for the award of club colours and to decide on any new one.
- iv) Club colours shall be represented by the patron of the sports and Games Union at the annual Sports party.

2) *University colour:*

A University colour shall be awarded to the deserving members of the sports and Games Union i.e.

- i) Outgoing captains of every team and club.
 - ii) Outgoing Executive members of the Games Union.
 - iii) Outstanding players of each team.
- 3) A University colour may be awarded to a non-member who has

made positive contribution towards sports and Games Union's activities.

- 4) The decision to award a university colour shall be taken by the sports and Games Union Executive.
- 5) University colours shall be presented by the vice chancellor of the University at the Annual Sports Party.

ARTICLE 18: SPORTSMAN AND SPORTSWOMAN OF THE YEAR

- 1) A sportsman and sportswoman of the year shall be selected by the members of the Games Union Executive.
- 2) Criteria for selection shall be outstanding performance in games and sports at the university.
- 3) The award shall be presented at the annual sports party which shall be held at the end of every academic year.
- 4) For purpose of this award, there shall be only two persons voted for the sports personality of the year. (one female and the other male)

ARTICLE 19: AMENDMENT OF THE CONSTITUTION

Amendment

- 1) Copies of the proposed amendment shall be sent to all members of the sports and Games Union Council at least seven days before the meeting on which they are to be discussed is convened.
- 2) Any proposed amendments or change in the constitution shall first be approved at Games Union Council meeting.
- 3) At the Council meeting with at least Two-thirds attendance, a committee shall be elected to amend the article or revise the constitution as deemed necessary.
- 4) The amendments shall not be effective until they have been approved by the university council.

Busitema University

Office of the University Secretary
P.O. Box 236, Tororo / 226, Busia - Uganda

Gen: +256 414 448842

Dir: +256 454 448864

Fax: +256 454 436517

Email: ar@acadreg.busitema.ac.ug

arbusitema@hotmail.com

Website: www.busitema.ac.ug