

**SOKOINE UNIVERSITY OF AGRICULTURE**

**MOROGORO**



**THE CONSTITUTION OF THE SOKOINE UNIVERSITY  
OF AGRICULTURE ACADEMIC STAFF ASSOCIATION**

**(SUASA)**

**(made under Rule 39(4) of SUA Rules, 2007)**

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>PREAMBLE</b> .....	<b>1</b>
<b>ARTICLE 1</b> .....	<b>2</b>
<b>PRELIMINARY PROVISIONS</b> .....	<b>2</b>
<b>ARTICLE 2</b> .....	<b>2</b>
<b>ESTABLISHMENT</b> .....	<b>2</b>
<b>ARTICLE 3</b> .....	<b>2</b>
<b>SEAT OF THE ASSOCIATION</b> .....	<b>2</b>
<b>ARTICLE 4</b> .....	<b>2</b>
<b>OBJECTIVES AND FUNCTIONS</b> .....	<b>2</b>
<b>ARTICLE 5</b> .....	<b>4</b>
<b>MEMBERSHIP</b> .....	<b>4</b>
<b>ARTICLE 6</b> .....	<b>5</b>
<b>ORGANS OF THE ASSOCIATION</b> .....	<b>5</b>
<b>ARTICLE 7</b> .....	<b>6</b>
<b>ANNUAL GENERAL MEETING</b> .....	<b>6</b>
<b>ARTICLE 8</b> .....	<b>8</b>
<b>GENERAL MEETING:</b> .....	<b>8</b>
<b>ARTICLE 9</b> .....	<b>9</b>
<b>SPECIAL MEETING</b> .....	<b>9</b>

<b>ARTICLE 10.....</b>	<b>9</b>
THE EXECUTIVE COMMITTEE OF THE ASSOCIATION .....	9
<b>ARTICLE 11.....</b>	<b>11</b>
COLLEGE ASSOCIATIONS .....	11
<b>ARTICLE 12.....</b>	<b>11</b>
OFFICERS OF THE ASSOCIATION .....	11
<b>ARTICLE 13.....</b>	<b>13</b>
RESIGNATION FROM THE OFFICE OF THE ASSOCIATION .....	13
<b>ARTICLE 14.....</b>	<b>13</b>
FINANCES OF THE ASSOCIATION .....	13
<b>ARTICLE 15.....</b>	<b>14</b>
DECISION MAKING PROCEDURE.....	14
<b>ARTICLE 16.....</b>	<b>14</b>
RESIGNATION FROM THE ASSOCIATION .....	14
<b>ARTICLE 17.....</b>	<b>14</b>
SUASA NEWSLETTER .....	14
<b>ARTICLE 18.....</b>	<b>14</b>
ASSOCIATION REPRESENTATION IN UNIVERSITY ORGANS .....	14
<b>ARTICLE 19.....</b>	<b>14</b>
MISCELLANEOUS PROVISIONS .....	14
<b>AUTHENTICATION .....</b>	<b>16</b>

## **PREAMBLE**

**WHEREAS** Sokoine University of Agriculture Charter of 2007, provides for the establishment of an Academic Staff Association, representative of all members of the academic staff,

**AND WHEREAS** University academic staff support and value the basic principle relating to academic freedom and social responsibility of academics,

**AND WHEREAS** academic staff of the Sokoine University of Agriculture are interested in supporting and promoting the effective performance of the University mission and functions,

**WE HAVE DECIDED** to establish the Sokoine University of Agriculture Academic Staff Association (SUASA) with objectives aiming at promoting the intellectual, welfare and cultural development of the Academic Staff and the University community in general.

# ARTICLE 1

## PRELIMINARY PROVISIONS

- Citation 1. This constitution may be cited as the Sokoine University of Agriculture Academic Staff Association (herein after referred to as SUASA) Constitution and shall be deemed to have come into operation on the date it is signed by the Chairman of the University Council.
- Interpretation 2. In this constitution unless the context otherwise requires
- "Academic staff" means a tutorial assistant, assistant lecturer, lecturer, senior lecturer, associate professor, professor, assistant research fellow, research fellow, senior research fellow, associate research professor, research professor, assistant librarian trainee, assistant librarian, senior librarian, associate professor librarian or professor librarian.
- "Association" means the Sokoine University of Agriculture Academic Staff association (SUASA)
- "Center" means an organ of the University as provided for under article 16 of the Charter
- "Charter" means the Sokoine University of Agriculture Charter, 2007.
- "Constituent college" means a semi-autonomous institution established in accordance with Article 20 of the Charter and empowered to offer university level education placed under tutelage of the University
- "Council" means the Council of the Sokoine University of Agriculture
- "Directorate" means an organ of the University as provided for under article 16 of the Charter
- "Faculty" means a Faculty of the University established under

Article 21 of the Charter

"Institute" means an Institute of the University established under article 21 of the Charter

"University" means the Sokoine University of Agriculture (SUA)

3. Where the word "person" is used alone or as a suffix, it shall include feminine and masculine gender.

## **ARTICLE 2**

### **ESTABLISHMENT**

Establishment

There is hereby established an Academic Staff Association of the Sokoine University of Agriculture (hereinafter referred to as "the Association" or SUASA) as per section 48 (b) of the Universities Act of 2005 and pursuant to Article 22 (1) of the Sokoine University of Agriculture Charter of 2007

## **ARTICLE 3**

### ***SEAT OF THE ASSOCIATION***

Headquarters and official language

1. The headquarters of the Association shall be at the Main Campus of the Sokoine University of Agriculture.
2. English shall be the medium of communication in meetings of the Association.

## **ARTICLE 4**

### ***OBJECTIVES AND FUNCTIONS***

Objectives and functions

The Objectives and Functions of the Association shall be:-

- (a) to stimulate and promote discussion on matters of academic interest;

- (b) to promote academic functions of the Sokoine University of Agriculture and its Colleges;
- (c) to support and promote the basic principles relating to academic freedom and social responsibility of the academics;
- (d) to encourage and promote social activities for the purposes of enriching the intellectual and cultural development of the Sokoine University of Agriculture;
- (e) to discuss matters relating to the general welfare of the academic members of staff of the Sokoine University of Agriculture;
- (f) to cooperate with other organs of the Sokoine University of Agriculture on matters of general interest to the University Community; and
- (g) to deliberate on any other issue which may from time to time be referred to it by the University Management or stakeholders.

## **ARTICLE 5**

### ***MEMBERSHIP***

- (1) Membership to the Association shall consist of the following:
- Ordinary members
    - (a) Every member of the Academic Staff of the Sokoine University of Agriculture
  - Associate members
    - (b) Part-time, occasional and visiting members of the Academic Staff provided that members under this sub-Article shall be non-voting members of the Association.
  - Honorary members
    - (c) Retired academic staff.
- (2) Ordinary/Associate Membership shall cease upon a member leaving the academic services of the Sokoine University of Agriculture. Honorary Memberships shall cease if in the opinion of the General Meeting the member does not serve

the interest of the Association.

- (3) An ordinary member of the Association shall have the following rights:
  - (a) To attend meetings and functions of the Association and participate fully in the deliberations.
  - (b) To elect and be elected to any of the offices of the Association.
- (4) An Ordinary member of the Association shall have the following obligations:
  - (a) to attend all meetings of the Association;
  - (b) to pay annual subscriptions to the Association as may from time to time be determined by the general meeting;
  - (c) to provide professional services to the association
  - (d) to cooperate with other members for the well being of the Association.
- (5) Associate/Honorary members of the Association shall have the same rights and obligations as stipulated in sub-articles (3) and (4) of this Article, provided that no such member shall elect or be elected to any office of the Association.

## **ARTICLE 6**

### ***ORGANS OF THE ASSOCIATION***

Organs of the  
Association

There shall be the following organs of the Association:

- (a) The Annual General Meeting;
- (b) General meeting
- (c) Special Meeting; and

- (d) Executive Committee Meeting.

## **ARTICLE 7**

Annual General Meeting

### ***ANNUAL GENERAL MEETING***

Functions of the Annual General Meeting

- (1) All members of the Association shall attend the Annual General Meeting;
- (2) The Annual General Meeting shall be the supreme policy making body of the Association;
- (3) The Annual General Meeting shall have the following functions:
  - (a) to fix members' annual subscription;
  - (b) to receive and approve the annual report and the audited accounts of the Association;
  - (c) to approve the programme of activities of the Association for the following year;
  - (d) to elect the Chairperson, Deputy Chairperson, Secretary General, Deputy Secretary General, Treasurer, and Chairpersons of SUASA newsletter and Standing Committee;
  - (e) to supervise and review the activities of the Executive Committee;
  - (f) to amend and adopt the constitution following an approval by two-thirds of members present;
  - (g) to endorse at least one representative from each Faculty, Institute, Directorate or Centre, other than those from Constituent Colleges of the Sokoine University of Agriculture to the Executive Committee;
  - (h) to endorse representatives from the Constituent Colleges of the Sokoine University of Agriculture;
  - (i) to fill vacancies created in the offices of the Chairperson, Deputy Chairperson, Secretary General,

Deputy Secretary General, Treasurer, Chairperson of Standing Committee or representative to University organ as the case may be;

Standing working  
Committees

(j) to establish or de-establish ad hoc committees as the case may be;

(k) to establish or de-establish the following standing or working committees

(i) Academic Affairs Committee

(ii) Social and Welfare Committee

(iii) Planning and Income Generation Committee

(iv) Gender Affairs Committee

(v) Inter-institutional Committee

(vi) SUASA Newsletter Committee

(l) To elect at least four members of each of the standing Committee.

(m) To evaluate the performance of office bearers and take actions such as voting out of non-performers.

(n) The Annual General Meeting may establish or de-establish any committee as need arises; and

(o) The Chairperson elected in accordance with Article 6 (3) (d) of the constitution shall preside over the Annual General Meeting. In his absence the Deputy Chairperson shall preside. In the absence of both a temporary Chairperson shall be elected.

(4) The Chairperson and Secretary of the SUA constituent college academic staff association shall attend the Annual General Meeting by invitation

(5) Notice of the Annual General Meeting of the Association shall be given two weeks in advance,

General meeting

(6) The quorum for any Annual General Meeting shall be at least thirty members.

## **ARTICLE 8**

### ***GENERAL MEETING:***

- (1) All members of the Association shall attend the General meeting.
- (2) The General Meeting shall have the following powers and functions
  - a) to receive and approve quarterly reports of activities of the Association.
  - b) to approve programmes of activities for the coming quarter
  - c) to receive letters of resignation of Chairman, Secretary General, Deputy Secretary General, Treasurer and SUASA Newsletter Editor as the case may be Representative to Senate.
  - d) to fill vacancies created in the offices of the Chairperson, Deputy Chairperson, Secretary General, Deputy Secretary General, Treasurer, Chairperson of Standing Committee or representative to University organ as the case may be;
  - e) To establish or de-establish and hoc, standing or working committees as the case may be.
- (3) The Chairperson of SUASA shall preside over the General Meeting. In his absence the Deputy Chairperson shall

preside. In the absence of both a temporary Chairperson shall be elected from amongst the members present.

- (4) Notice of General Meeting shall be given two weeks in advance.
- (5) The provisions of Article 7 (6) shall apply to the quorum of General Meeting.

Special General Meeting

## **ARTICLE 9**

### ***SPECIAL MEETING***

- (1) The Chairperson of the Association or in his absence the Deputy Chairperson shall cause to be called a Special Meeting of the Association or on written requisition of not less than twenty members of the Association or on the recommendation of the Executive Committee to deliberate on any urgent issue(s).
- (2) The Chairperson shall preside over the Special Meeting and in his absence the Deputy Chairperson shall preside. In the absence of both a temporary Chairperson elected by the members present shall preside.
- (3) The quorum for the Special meeting shall be as that provided in Article 7 (6) of this Constitution.

Executive Committee

## **ARTICLE 10**

### ***THE EXECUTIVE COMMITTEE OF THE ASSOCIATION***

- (1) There shall be a SUASA Executive Committee (SEC) consisting of the following officers:
  - (a) Chairperson;
  - (b) Deputy Chairperson;
  - (c) Secretary General;

- (d) Deputy Secretary General;
- (e) Treasurer;
- (f) Chairpersons of Standing Committees;
- (g) At least one representative from each Faculty, Institute, Directorate or Centre endorsed by the Annual/Special General Meeting of the Association.

(2) The Chairperson and Secretary General of the Association shall be the Chairperson and Secretary of the Executive Committee, respectively.

(3) In the absence of the Chairperson, the Deputy Chairperson shall preside over the meetings of the Executive Committee. In the absence of both a temporary Chairperson elected from amongst the members present shall preside over the meetings of the Executive Committee.

(4) The quorum of the Meetings of the Executive Committee shall be one-third provided that the Chairperson or Vice Chairperson or Secretary General is present.

(5) The functions of the Executive Committee shall be:

Functions of the Executive Committee

- (a) to perform day to day activities of the Association;
- (b) to prepare and present, annual and quarterly reports of the Association;
- (c) to present audited accounts of the Association to the General Meeting;
- (d) to prepare annual and quarterly programmes of the activities of the Association;
- (e) to supervise expenditures; and
- (f) to perform any other function as directed by the Annual/General/Special Meeting of the Association as the case may be.

(6) The Executive Committee shall have the following powers:

Powers of the Executive Committee

- (a) to form any number of sub-committees and/or ad hoc committees with the view to organize activities aimed at

enriching the intellectual and cultural development of the University as well as the promotion of the welfare of the members of the Association;

- (b) to formulate the terms of reference for the smooth operation of any of its sub-committees or ad hoc committees.
- (7) The Executive Committee shall meet quarterly or when deemed necessary.

## **ARTICLE 11**

College  
Associations

### ***COLLEGE ASSOCIATIONS***

- (1) There shall be Association of the Constituent Colleges of the Sokoine University of Agriculture which will be regarded as affiliated bodies.
- (2) The College Association shall be represented in the organs of SUASA by its Chairperson and Secretary.
- (3) The Inter-institutional Committee shall develop a Memorandum of Understanding with College Associations.

## **ARTICLE 12**

Officers

### ***OFFICERS OF THE ASSOCIATION***

- (1) There shall be the following officers of the Association:
  - (a) The Chairperson;
  - (b) The Deputy Chairperson;
  - (c) The Secretary General;
  - (d) The Deputy Secretary General;
  - (e) The Treasurer;
  - (f) Chairpersons of Standing Committees

- (g) Secretaries of Standing Committees
- (2) The Chairperson of the Association shall be the principal executive of the Association, shall be responsible to the Annual General Meeting and for the implementation of decisions of the Association.
  - (a) The Chairperson shall preside over all the Annual/General/Special Meetings and Executive Committee Meetings.
  - (b) If the office of the Chairperson falls vacant, the deputy Chairperson shall take over as acting Chairperson until another Chairperson is elected.
- (3) The Deputy Chairperson shall be the principal assistant to the Chairperson and may at any time be required to perform any of the functions of the office of the chairperson.
- (4) The Secretary General shall have the following functions:
  - (a) to keep an up to date register of the members of the Association;
  - (b) to give notice of all meetings of the Association;
  - (c) to act as Secretary in all meetings of the Association and its organs,
  - (d) to implement decisions of the Association
- (5) The Deputy Secretary General shall be the principal assistant to the Secretary General and may at any time be required to perform any of the functions of the Secretary General as stipulated in Article 12 (4).
- (6) The Treasurer shall have the following functions:
  - (a) to maintain books of accounts of the Association;
  - (b) to prepare quarterly financial statements
  - (c) to prepare audited annual financial statements for consideration by the Executive Committee of the Association;
  - (d) to effect payments on behalf of the Association.

- (7) All Officers of the Association shall hold office for a period of two years at the end of which they may be re-elected. Provided that the same person shall not hold office in a similar position for more than two consecutive terms.
- (8) The officers of the Association are responsible to the Association through the General meeting.

## **ARTICLE 13**

Resignation

### ***RESIGNATION FROM THE OFFICE OF THE ASSOCIATION***

- (1) The Chairperson, Deputy Chairperson, Secretary General and other office bearers may resign.
- (2) The Chairperson shall write his/her letter of resignation to the Secretary General who shall present the letter to the Annual/General/ Special Meeting.
- (3) All other office bearers shall hand in letters of resignation to the Chairperson who shall present to the Annual/General/ Special Meeting.

## **ARTICLE 14**

Finance

### ***FINANCES OF THE ASSOCIATION***

- (1) The sources of income of the Association shall be:
  - (a) Members annual subscription;
  - (b) Subventions from the Sokoine University of Agriculture;
  - (c) Donations and Gifts; and
  - (d) Income from the activities of the Association.
- (2) The Executive Committee shall with the approval of the General Meeting, make rules to regulate the financial

management of funds of the Association and the investment of the same in viable areas.

- (3) The Executive Committee may with the approval of the General Meeting of the Association formulate an incentive scheme to regulate the remuneration for professional services rendered to the Association.

## **ARTICLE 15**

Elections

### ***DECISION MAKING PROCEDURE***

- (1) All elections shall be by secret ballot or electronically as the case may be.
- (2) Members who will not be in campus on the day of election may vote by proxy through a returning officer to be appointed by the Executive Committee of the Association.

## **ARTICLE 16**

### ***RESIGNATION FROM THE ASSOCIATION***

Associate/honorary members may resign from the Association by writing to the Secretary General of the Association.

## **ARTICLE 17**

Newsletter

### ***SUASA NEWSLETTER***

- (1) It is hereby established the SUASA Newsletter to serve the academic and intellectual interests of the members of the Association.
- (2) The SUASA Newsletter shall be published at least once in each academic year.

- (3) The Chairperson of SUASA Newsletter Committee shall be the Chief Editor of the SUASA Newsletter.
- (4) The Chief Editor shall organize, direct and supervise the smooth running and efficient publication of the SUASA Newsletter in hard copy or electronically as the case may be.

## **ARTICLE 18**

Representation of  
SUASA

### ***ASSOCIATION REPRESENTATION IN UNIVERSITY ORGANS***

- (1) The Association shall be represented in the University organs of the Sokoine University of Agriculture as stipulated in the University Charter or when management feels SUASA participation is important or when SUASA requests the need for representation.
- (2) Where representation of SUASA in a University forum is not very specific, the General meeting shall appoint the SUASA representative.

## **ARTICLE 19**

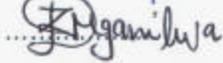
Miscellaneous  
provisions

### ***MISCELLANEOUS PROVISIONS***

- (1) Subject to the provisions of this Constitution, all issues at a meeting of the Association or any of its organs shall be decided by a simple majority of the votes of members present at the meeting.
- (2) Where votes tally, the Chairperson shall have the powers to a casting vote.
- (3) The supreme organ for the purposes of the interpretation of this Constitution shall be the Annual General Meeting of the Association.
- (4) The decision of the Annual General Meeting on any question as to interpretation of this Constitution shall be final and conclusive.

## AUTHENTICATION

This constitution was adopted by the Annual General Meeting of SUASA held on the 14<sup>th</sup> day of December 2007

TITLE	NAME	SIGNATURE
Chairperson	Prof. R. J. Assey	
Secretary General	Dr. Z. M. Mganilwa	

This constitution has been approved by the Council on the 22nd day of April 2008.

TITLE	NAME	SIGNATURE
Chairman	Ambassador N. A. Kuhanga	
Secretary	Professor A. E. Pereka	