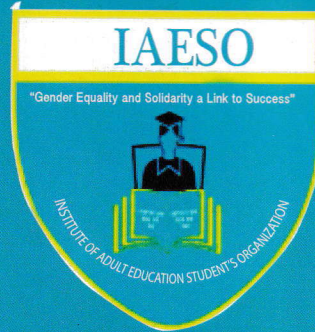


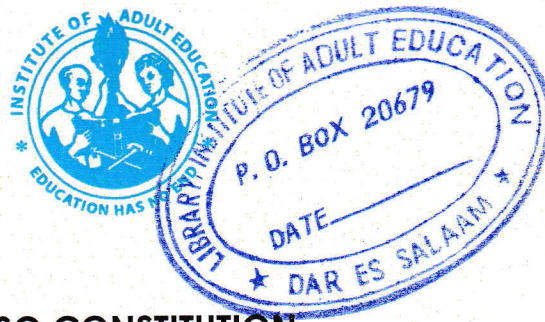
**THE INSTITUTE OF ADULT EDUCATION
STUDENTS ORGANIZATION
(IAESO)**



IAESO CONSTITUTION

2021

**THE INSTITUTE OF ADULT EDUCATION
STUDENTS' ORGANIZATION
(IAESO)**



IAESO CONSTITUTION

**Institute of Adult Education (IAE), Bibi Titi Mohamed Street,
Upanga,**

P. O. Box 20679, Dar es Salaam - Tanzania

Tel: +255 22 2150838/21510448; Fax +255 22 2150836;

Email: info@iae.ac.tz. Website: www.iae.ac.tz

TABLE OF CONTENTS

TABLE OF CONTENTS	ii
PREAMBLE.....	v
ARTICLE 1: NAME OF THE ORGANIZATION	1
ARTICLE 2: LOCATION.....	1
ARTICLE 3: INTERPRETATION AND DEFINITION OF TERMS..	1
ARTICLE 4: OFFICIAL LANGUAGES.....	3
ARTICLE 5: OBJECTIVES OF IAESO.....	3
ARTICLE 6: THE IAESO FUNCTIONS.....	5
ARTICLE 7: MEMBERSHIP AND OBLIGATION OF MEMBERS.....	6
ARTICLE 8: RIGHTS OF MEMBERS.....	6
ARTICLE 9: ORGANS OF IAESO.....	7
ARTICLE 10: THE INSTITUTE STUDENTS' BARAZA.....	7
ARTICLE 11: THE INSTITUTE STUDENTS PARLIAMENT (ISP)....	8
ARTICLE 12: THE EXECUTIVE COMMITTEE (CENTRAL GOVERNMENT).....	12
ARTICLE 13: THE IAESO JUDICIAL AND DISCIPLINARY AFFAIRS COMMITTEE.....	12
ARTICLE 14: THE IAESO GOVERNMENT MINISTRIES.....	13
ARTICLE 15: MINISTRY OF ACADEMIC AFFAIRS.....	14
ARTICLE 16: THE MINISTRY OF FINANCE, ECONOMIC PLANNING, LOANS AND SPONSORSHIPS.....	14
ARTICLE 17: MINISTRY OF HEALTH, FOOD, AND CAMPUS AFFAIRS.....	16

ARTICLE 18: MINISTRY OF CULTURE, SPORTS AND GAMES.	16
ARTICLE 19: MINISTRY OF CONSTITUTION, LEGAL AFFAIRS AND GOOD GOVERNANCE.....	17
ARTICLE 20: MINISTRY OF INFORMATION, PUBLICITY AND PUBLIC RELATIONS.....	17
ARTICLE 21: MINISTRY OF DEFENCE AND SECURITY.....	18
ARTICLE 22: MINISTRY COMMITTEES.....	18
ARTICLE 23: IAESO AT CAMPUS/CENTER LEVEL.....	19
ARTICLE 24: CAMPUS/CENTRE ASSEMBLY.....	19
ARTICLE 25: THE CAMPUS/ODL CENTRE STUDENTS REPRESENTATIVE COUNCIL (CSRC/ODL CSRC).....	21
ARTICLE 26: CENTRE/CAMPUS LOCAL GOVERNMENT.....	23
ARTICLE 27: THE CAMPUS/CENTRE JUDICIAL AND DISCIPLINARY AFFAIRS COMMITTEE.....	24
ARTICLE 28: ODL CENTER DEPARTMENTS.....	25
ARTICLE 29: THE HOSTEL/HALL ASSEMBLY.....	30
ARTICLE 30: STUDENTS LEADERSHIP QUALITIES.....	31
ARTICLE 31: ELECTION AND ELECTORAL COMMITTEE.....	32
ARTICLE 32: ELECTORAL COMMITTEE AT INSTITUTE LEVEL.....	32
ARTICLE 33: QUALITIES OF ELECTORAL COMMITTEE MEMBERS.....	33
ARTICLE 34: THE ELECTORAL COMMITTEE MEETINGS.....	34
ARTICLE 35: FUNCTIONS OF THE ELECTORAL COMMITTEE.....	34
ARTICLE 36: ELECTORAL PROCEDURES.....	35

ARTICLE 37: BY ELECTIONS.....	38
ARTICLE 38: APPELLATE COMMITTEE.....	39
ARTICLE 39: IAESO LEADERS AT THE INSTITUTE LEVEL.....	40
ARTICLE 40: IAESO LEADERS AT THE CAMPUS/CENTRE LEVEL.....	49
ARTICLE 41: POWER OF THE STUDENTS ORGANIZATION...	53
ARTICLE 42: ADMINISTRATION OF STUDENTS AFFAIRS.....	54
ARTICLE 43: REFERENDUM.....	54
ARTICLE 44: TERMINATION FROM OFFICE OF STUDENT ORGANIZATION OFFICIALS.....	54
ARTICLE 45: ADMINISTRATION OF FUNDS AND PROPERTIES OF IAESO.....	56
ARTICLE 46: RENUMERATIONS AND ALLOWANCES.....	61
ARTICLE 47: AMMENDMENTS OF CONSTITUTION.....	62
ARTICLE 48: MISCELLANEOUS PROVISIONS.....	66

THE CONSTITUTION OF THE INSTITUTE OF ADULT EDUCATION STUDENTS' ORGANIZATION (IAESO)

FOUNDATION OF THE CONSTITUTION

PREAMBLE

WHERE AS;

A. The students of the Institute of Adult Education (IAE) understand and believe that, this Institute plays its role for which, Act No. 12 of 1975 established it and that naturally makes it to serve the nation in its own unique environment and system.

B. The students understand and believe that, only a DILIGENT AUTONOMOUS and INDEPENDENT students' organization run democratically by students' themselves and which will be completely responsible to students themselves and hence serve their interests to the best level.

C. The students understand and believe that, it's in the interest of the students to have their AUTONOMOUS ORGANIZATION under the terms of the Act establishing the Institute of Adult Education.

D. The students understand and believe that such organization will improve to the greater extent a cordial relationship based on mutual understanding between the students of this institution and other higher learning institutions inside and outside Tanzania.

E: The students understand and acknowledge the principle upon which their constitution is based to be a broad possibility for an amicable settlement of students' problems without using extra force that may leads to destruction of opportunity, property and life.

F. Without affecting this constitution, the students understand and accept the IAESO to join any umbrella students' organization catering for students' affairs at the national or international level

and shall make sure that it participates effectively in all youth activities, as it deems fit to the interest of IAESO members.

NOW THEREFORE;

We, the students of Institute of Adult Education and members of the Institute of Adult Education Student Organization (IAESO), do hereby establish this constitution in order that the joint purposes of the Institute and our own purposes are realized fully. The IAESO constitution shall govern the functions of Students' Organization in pursuit of the above goals and undertake its social responsibilities and obligation to the Institute authority, and the United Republic of Tanzania.

IAESO Vision

To become a leading world institution that creates a continuously learning society.

IAESO Mission

To facilitate an effective provision and acquisition of quality education in collaboration with all stakeholders through;

1. Insisting the adult and continuing and community development by developing, implementing and evaluating curriculum that promotes efficiency and competitiveness;
2. Promoting discipline, good services and awareness on the rights of IAESO members;
3. Establishing good relationship between the IAESO and all stakeholders through high quality advice and services; and
4. Continuously designing, developing and delivering accessible quality life-long education programmes through blended learning for sustainable social economic development of Tanzania, Africa and the rest of the world.

IAESO Motto

Gender Equality and Solidarity a Link to Success.

ARTICLE 1: NAME OF THE ORGANIZATION

- 1 (1) The name of the organization shall be the Institute of Adult Education Students' Organization herein after referred to as IAESO. This constitution shall be cited as IAESO Constitution of 2020 and shall be for the Institute of Adult Education Students Organisation.

ARTICLE 2: LOCATION

- 2 (1) The IAESO headquarters shall be at any place where all the Institute administration activities shall take place that means and for now the headquarters shall be at Dar es Salaam.

The office shall be open all the time during academic year according to IAESO almanac unless otherwise stated.

ARTICLE 3: INTERPRETATION AND DEFINITION OF TERMS

- 3 (1) The following words shall have the meaning assigned to them as follows:
- i) "By election" means an election held to fill post that fell vacant after the general elections period or several months before due general elections.
 - ii) "Agents" means members appointed by the electoral candidate to oversee on his /her behalf the pooling and counting of votes activities at the polling station and in counting rooms respectively as established under election rules.
 - iii) "Cabinet" means an organ which includes; the President, Vice president, Prime Minister, Secretary General, Ministers and Deputy Ministers.
 - iv) "Meetings" refer to all meetings, which shall be held in accordance with the needs of this constitution.
 - v) "Election officers" means any Institute employee or student appointed by the chief returning officer to supervise the polling and or counting of votes.

- vi) "General Assembly or Student Baraza" means the general meeting of all students in the campuses and/or ODL learning centres.
- vii) "Goods Received Note" refers to the document which prove the purchase and actual receipt of the goods (stationary) in the IAESO office.
- viii) "Government Council" means the council as defined and established by the IAESO.
- ix) "IAESO" means the Institute of Adult Education Students' Organization established under this constitution.
- x) "ISP" means the Institute Students Parliament as established under this constitution composed of Representatives from each campus/learning centre, Prime Minister, and General Secretary.
- xi) "Minister" means a member of the cabinet appointed by the President to run the Ministry.
- xii) "Office Bearer" means the President, Vice President, General Secretary, Prime Minister, Ministers and Deputy Ministers.
- xiii) "Polling station" means a place where IAESO members go to cast election vote during any election as established under this constitution.
- xiv) "President of IAESO" means a person who has been elected by the ISP as a Chief Officer of IAESO.
- xv) "Prime Minister" means a Chief Executive Person of IAESO who has been approved by the ISP after being appointed by the President in collaboration with the Vice President.
- xvi) "Report" means the technical information which are prepared and submitted as established under this constitution, and which contain plans, implementation, success, failure and recommendations.
- xvii) "Resolution" means critical decision of the students or the ISP which is passed by two-thirds (2/3) of the members present and voting and other critical decisions shall be supported by a simple majority, acclamation or consensus.

- xviii) "Rules" refer to regulations, laws, code of discipline and procedures or binding regulations laid down by a government, council or society.
- xix) "Speaker" means the person who shall chair and preside over the meetings of the ISP as the case may be and shall be elected as provided in this constitution.
- xx) "Deputy Speaker" means the Chief Assistant to the Speaker and shall chair and preside over the meeting of the ISP in the absence of the Speaker.
- xxi) "Students' Baraza" means the general Assembly of all students.
- xxii) Chief Returning Officer shall be the Dean of Students or any other Institute officer appointed for that purpose by the coordinator of studies.
- xxiii) The Electoral Committee shall be a committee composed of the following members:-
- a) Election officers,
 - b) Representative from each study class, and
 - c) Ministers of constitution.
- xxiv) Words, phrases, expressions and other grammatical signs not expressly defined herein shall be given an ordinary interpretation depending on the context, and technical or legal expressions shall be given technical or statutory meaning as the technical or legal word importing the masculine shall include the feminine gender.

ARTICLE 4: OFFICIAL LANGUAGES

4 (1) The official languages of the IAESO shall be English and Kiswahili as appropriate. All documentation shall be in English.

ARTICLE 5: OBJECTIVES OF IAESO

5 (1) The following are objectives of IAESO;

- i) To protect and promote members' interests and rights in all aspects of their life time at the Institute of Adult Education.
- ii) To establish a proper organizational basis for the communication among the government, the Institute authority and students as well as maintaining fraternal relations between students and academic members of staff, the Institute administration, and Institute community at large.
- iii) To promote love and respect for learning, the pursuit of truth and to ensure that every student understands himself/herself, to educate oneself at the best one's capability and use such knowledge for the betterment of cherishing and promoting academic freedom as an inalienable right of a student at the Institute.
- iv) To stimulate and promote all desirable aspects of cultural development which inculcate the spiritual and cultural development and love for music, sports and art in order to keep the Institute a fertile ground from which best talents are developed.
- v) To maintain and promote fraternal relations with other students' organizations in other institutions of higher learning in Tanzania, Africa and the world at large.
- vi) To seek advancement of national democratic society based on principles of social equality, human rights, freedom and liberties of the individuals and people, and in doing so advance the cause of the under privileged sections in Tanzania, Africa and the world at large.
- vii) To perform duties and exercise all powers imposed or conferred on students' organization by or under the law of the land.
- viii) To have the audience with the Institute Management and get any required information as soon as practicable by or under the law of the land.
- ix) To do all such other things as may be conducive to the attainment of the foregoing objectives or anyone of them and to resist any other things whatsoever that compromise the status of the IAESO.

ARTICLE 6: THE IAESO FUNCTIONS

- 6 (1) IAESO in pursuit of its objectives stated in Article five (5) here in above shall perform the following functions; -
- i) To initiate, sponsor or undertake activities for the benefit of the students of the Institute.
 - ii) To organize debates, seminars, workshops, conferences, congresses, study tours and symposia to enhance intellectual awareness of the students' community.
 - iii) To mobilize, funding and sponsoring students' study tours in all academic fields in order to promote creativity and awareness of students' community.
 - iv) To publish its own journals, books, newspaper, leaflets, magazines or otherwise through media or any other means electronically or mechanical and present them to the public with adherence to the laws and regulations.
 - v) To invite at any time any distinguished personalities such as government officials, social, academic and cultural leaders to interact with the students' community by the way of lectures. This shall be done in accordance with the IAE laws and regulations.
 - vi) To organize panel discussions, workshops or any means that would promote healthy discussion on contemporary social scientific issues.
 - vii) To correspond and communicate with all students, youth organizations and other organizations which share and promote objectives common to those of the IAESO.
 - viii) To establish committees, secretariats, commissions or any other functional organs for the betterment of carrying out the objectives of the organization.
 - ix) To discipline and even eliminate any misbehaviour of anybody who will harass any of its members
 - x) To ensure the security of its members and their properties within the Institute in collaboration with management.
 - xi) To undertake all any other activity or function in conformity with the IAESO status and objectives.

ARTICLE 7: MEMBERSHIP AND OBLIGATION OF MEMBERS

- 7 (1) Every person admitted to the Institute as a student shall become a member of IAESO.
- (2) At the beginning of each academic year, every member of IAESO shall pay a membership fee and an annual subscription fee as may be prescribed from time to time by rules made by the ISP established under this constitution.
- i) All members of the IAESO shall uphold this constitution and endeavour to educate themselves to the best of their ability and to use education for the benefit of humanity, pay fees and subscription when due, attend meeting regularly, carry out assignments, be an example of self-discipline industriousness, Ethical and academic responsibility, participate in all activities of the IAESO and refrain from influencing the IAESO or its office bearers in any way or manner, which may appear to prejudice the status of the IAESO;
 - ii) Every member shall reflect the will of the IAESO and present the members needs and interest to the institution, Government and the Public;
 - iii) To attend at least 75% of all class sessions in a given semester;
 - iv) To obey the by-laws, rules and regulations of the Institute of Adult Education and those of IAESO; and
 - v) To avoid misuse or appropriation of organization premises, funds or any other property contrary to the interest of the laid down regulations of the students' organization.

ARTICLE 8: RIGHTS OF MEMBERS

- 8 (1) The following are the rights of members of IAESO:
- i) To participate in all general activities of IAESO;
 - ii) To vote or hold office when elected or appointed;
 - iii) To obtain and inspect copies of all documents of the IAESO upon request to the Secretary general;

- iv) To receive all publications of the IAESO on the concession determined by the ISP;
- v) To question any office dealing with matters of interest to students through the IAESO channels;
- vi) The right of audiences and freedom of expression before all organs, the IAESO and its media;
- vii) To use the institute facilities to the maximum advantage of his career; and
- viii) To appear and/or appeal before any organ that may determine the members' vital interest on the IAESO and the Institute.

ARTICLE 9: ORGANS OF IAESO

9 (1) The principal organs of IAESO shall be:

- i) The Institute Students' Baraza;
- ii) The Institute Students' Parliament (ISP);
- iii) The Executive Committee (Central Government); and
- iv) The Students' Judicial and Disciplinary Affairs Committee.

ARTICLE 10: THE INSTITUTE STUDENTS' BARAZA

10 (1) This shall be constituted by all students studying at the Institute of Adult Education as stipulated in this constitution and shall be the supreme organ of the IAESO and the ISP or other organs established under this Constitution shall be subordinate and accountable to it.

- i) The students' Baraza shall assemble once a semester for each academic year
- ii) In every ordinary meeting of the students Baraza a report of revenue and expenditure of the Central Government for that particular time shall be read and discussed; and
- iii) Unless otherwise stipulated in this constitution, all decisions of the Institute students Baraza shall be reached by consensus or acclamation or by simple majority of members present and voting and quorum shall be 2/3 of the students' Baraza.

- (2) The functions of the Institute Students Baraza shall be:
- i) To supervise all its subordinate organs;
 - ii) To discuss all matters related to students;
 - iii) To discuss and make final decisions on the recommendation from the ISP including approving and disapproving confidence to the president or the central government;
 - iv) To take emergency actions where the ISP fails to take appropriate steps for the interest of IAESO members;
 - v) To appoint a caretaker government when occasion warrants;
 - vi) In case of any misuse or theft of the funds or other resources of the IAESO, the students' Baraza through the IAE management shall have power to take the suspected persons before the court of law as it may see it;
 - vii) To endorse IAESO development programme;
 - viii) In case of vacancy of the President or Vice President's office due to resignation, death or postponement of the course student's Baraza shall announce a by-election within 14 days to fill the post as the case may be; and
 - ix) To do all functions in line with the objectives of the IAESO.

ARTICLE 11: THE INSTITUTE STUDENTS PARLIAMENT (ISP)

- 11 (1) The Institute Students' Parliament (ISP) shall be composed of:
- i) The speaker of the ISP who shall preside over the ISP meetings;
 - ii) Deputy speaker;
 - iii) Prime minister (Government activities leader in ISP);
 - iv) Elected representatives from each IAE campus and five ODL Regional centres;
 - v) Members of Parliaments;
 - vi) ISP Secretary;
 - vii) General Secretary;
 - viii) Ministers and deputy ministers; and
 - ix) Head of Judicial and Disciplinary Affairs Committee (JDAC).

(2) The ISP shall assemble twice a year once in each half of the year according to the date set in the Institute Almanac.

(3) The ISP members shall be elected from IAE Campus and ODL Centres. ISP members shall elect the Speaker. The candidate for Speaker shall be either a member of ISP or non-member of the ISP.

(4) General election shall be conducted during the second semester of the academic year, two months before end of semester examinations.

(5) The ISP members shall be elected, after election of Counsellors, and Commissioner. The ISP members shall be elected by counsellors among themselves at their first meeting within seven days after campus or ODL centre election.

(6) The office bearers and members of ISP shall not be entitled to receive any remuneration but may be reimbursed for any expense incurred by them in the performance of their respective duties.

(7) The ISP shall have primary responsibility of ensuring smooth running of the government through cabinet, which shall run the day-to-day affairs of the IAESO under the supervision of the president.

(8) For the ISP to assemble, the speaker issues a thirty (30) days' notice for the meeting unless emergency conditions demand a short notice of two weeks (14 days). The ISP shall be the supreme organ of IAESO. Any other organ established under its authority is subordinate and accountable to it.

(9) Without prejudice to the foregoing the ISP shall assemble at any time for extra ordinary meeting provided that the speaker gives a notice of such meeting as requested by:

- i) President,
- ii) ISP members, upon receiving a petition signed by a half (1/2) of such active ISP members.

(10) The quorum of the ISP shall be not less than a half (1/2) of the members and its decision shall be carried by consensus or by

a simple majority of members attending and voting. In case of voting each member eligible for voting shall have to vote except the speaker who shall have additional or casting vote in case of a tie.

(11) Subject to other provisions under this constitution, all ISP members including office bearers, shall hold office in the ISP for one academic year and shall be eligible for re-election, except the president.

(12) There shall be a common prayer for all ISP meetings.

(13) The speaker shall preside over all meetings of the ISP and in his absence the Deputy Speaker shall preside over that particular meeting.

(14) In the absence of both, the Speaker and Deputy Speaker, the secretary shall assume all the responsibilities after official delegation and shall nominate one member to act as secretary.

(15) Once the IAESO top leadership ceases to be leaders in their positions, all other IAESO leadership positions shall collapse.

(16) The ISP shall have the following functions:

- i) To confirm the Prime Minister, General Secretary and Ministers, and members of ISP appointed by the President;
- ii) To consider various reports and activities of IAESO submitted to it by Central Government office bearers;
- iii) Approve budget estimates presented by the Prime Minister and Ministers of the Central Government at the budget session;
- iv) The ISP shall meet in ordinary session twice during each academic year provided that ISP shall convene a budget session once a year at time when other Institute organs are preparing the Institute annual budget such that the relevant items of the said budget estimates are incorporated in the Institute annual budget.

The ISP shall have the power to discipline any IAESO official including suspension of his/her services, provided two thirds (2/3) of members attending the meeting shall have voted to that effect. The suspension of President and Vice President shall have to be approved by the ISP. However, the President shall dismiss Prime Ministers, Ministers, Deputy Ministers and General Secretary.

- i) Any member of ISP shall be suspended or disciplined by the ISP according to its regulations upon any misbehaving about who elected him/her.
- ii) To perform any such other duties as the ISP deems necessary.
- iii) To elect Speaker, Deputy Speaker, the President, Members of Judicial and Disciplinary Affairs Committee and Chairperson of JDAC.
- iv) Investigate and take appropriate disciplinary and legal measures against any of the office bearers of IAESO malpractice, misuse of power, corruption and any other misconduct;
- v) Oversee all its subordinate organs;
- vi) Discuss all matters concerning students' welfare;
- vii) Supervise IAE elections for the entire IAESO;
- viii) Subject to procedures as shall be provided in the rules including; the President during elections time, take emergency action where the IAESO government has failed to take appropriate steps for the interest of IAESO members;
- ix) Appoint a care taker government where action warrants so and to do any other function in line with the objectives and interests of IAESO;
- x) Discuss and make decision on recommendations from IAESO government including approving or disproving a vote of no confidence to IAESO president and prime minister.

ARTICLE 12: THE EXECUTIVE COMMITTEE (CENTRAL GOVERNMENT)

- 12 (1) There shall be Executive Committee which shall be composed of the President, Vice President, Prime Minister, Campus/ Centre Commissioner, Secretary General, Ministers and Deputy Ministers.
- (2) The President shall observe gender balance in appointing Ministers. Those Ministers and Deputy Ministers shall come from main campus/ODL centres.
- (3) All Ministers shall be accountable to the Prime Minister.
- (4) The cabinet shall be the principal organ for advising the President in all matters regarding the exercise of his powers in accordance with the provisions of this constitution.
- (5) The cabinet shall meet twice a year, each meeting shall be before the ISP Assembly.
- (6) The office of a cabinet member shall fall vacant upon the occurrence of any of the following:
- i) If the incumbent resign or die,
 - ii) Where the President revokes the appointment,
 - iii) Where the President resigns or is impeached or where the CSRC Chairperson's office fall vacant for any other reasons,
 - iv) If he/she is discontinued from his/her studies, and
 - v) If it is a result of disciplinary actions by the Institute of Adult Education.

ARTICLE 13: THE IAESO JUDICIAL AND DISCIPLINARY AFFAIRS COMMITTEE

- 13 (1) There shall be an IAESO Judicial and Disciplinary Affairs Committee, which shall work independently from the Central Government and ISP.
- (2) The Judicial and Disciplinary Affairs Committee shall be

made up of ten (10) members whereby four (4) members shall be female. Five (5) shall come from conventional main campus and the other five (5) shall come from ODL Centre which is within main campus.

- (3) The Judicial and Disciplinary Affairs Committee (JDAC) members shall be elected by the members of the ISP the election shall be supervised by the Speaker.
- (4) The committee members shall come out of the ISP and CG and they shall be answerable to the ISP.
- (5) The Head of JDAC shall be elected from JDAC members by the ISP members.
- (6) The secretary of JDAC shall be appointed by the Head of JDAC.
- (7) The Judicial and Disciplinary Affairs Committee (JDAC) shall perform the following functions:
 - i) To set up a supplementary code of conduct for students in relation to IAESO constitution and to put in place machinery for enforcement of a code;
 - ii) To deal with civil (not criminal) cases of students;
 - iii) To advise the IAESO administration on legal matters relating to student governance and IAE management of student affairs;
 - iv) To advise IAESO on amendments and constitutional reviews;
 - v) To receive, consider and decide on electoral appeals against the functioning and conduct of the IAESO Electoral Committee if any;
 - vi) To determine and settle disputes that may arise from decision by the Executive Committee and the ISP; and
 - vii) To perform any other duties related or assigned to them by ISP.

ARTICLE 14: THE IAESO GOVERNMENT MINISTRIES

- 14 (1) The IAESO Government shall operate under seven (7) Ministries as follows:-

- i) Ministry of Academic Affairs;
- ii) Ministry of Finance, Planning, Loans and Sponsorships;
- iii) Ministry of Health, Food and Campus Affairs.
- iv) Ministry of Culture, Sports and Games.
- v) Ministry of Constitution, Legal Affairs and Good Governance.
- vi) Ministry of Information, Publicity, and Public Relations.
- vii) Ministry of Defence and Security.

ARTICLE 15: MINISTRY OF ACADEMIC AFFAIRS

- 15 (1) This ministry shall consist of a Minister, Deputy Minister, all class representatives as executive members.
- (2) It shall have the following responsibilities:
- i) To deal and seek solution to various academic problems affecting students;
 - ii) To undertake activities related to the search of knowledge;
 - iii) To encourage and ensure that, every student understands his/her responsibilities and educate himself/herself to the best of his/her capabilities;
 - iv) To represent students to any academic committees as directed to by the Institute Management;
 - v) To analyse and suggest improvement to the management of the Institute on the existing teaching and learning methods including the assessment and recommendation on students' general performance in the final examinations results;
 - vi) Ensure the availability of study materials to all ODL centres for the various subjects being studied by ODL students; and
 - vii) Perform any other duties relating to academic matters.

ARTICLE 16: THE MINISTRY OF FINANCE, ECONOMIC PLANNING, LOANS AND SPONSORSHIPS

16 (1) This ministry shall consist of a Minister and a Deputy Minister as executive members and the chairman or heads of the IAESO economic projects and other members not exceeding four appointed by the relevant Ministers from amongst the IAESO members and approved by the General Assembly as non-executive members of the ministry and

(2) It shall have the following responsibilities:

- i) To lay out plans, administer and supervise all economic projects of the IAESO in the Institute;
- ii) To make contracts related to rising of funds with any organ within or outside the Institute provided that such contracts shall have approval of the Institute Management;
- iii) To collect revenue payable to the IAESO Government, keep and maintain accounts and make such other payments out of the funds of the IAESO in the Institute as may be required by the cabinet and approved by the ISP;
- iv) To prepare and present to students through all notice boards and periodical magazines, all financial statements on expenditure and income;
- v) To submit for the approval of the IAESO Government circulars governing the day- to-day financial operations of the IAESO in the Institute;
- vi) To liaise with the Institute bursar to ensure that concerned students are paid in time the required amounts of their allowances prescribed in the Institute prospectus or any others authoritative circular/ documents;
- vii) To prepare and present an annual budget or supplementary budget estimate and an annual balance sheet to the Institute Director of Finance and Accounts, and make their copies available to the IAESO Government provided that it shall receive budget estimates from each Ministry; and
- viii) Perform any other duties relating to financial matters as directed by the ISP.

ARTICLE 17: MINISTRY OF HEALTH, FOOD, AND CAMPUS AFFAIRS.

17 (1) This ministry shall consist of Minister and Deputy Minister as executive members and one non-executive representative member from each class who shall be approved by General Assembly.

(2) It shall have the following responsibilities:

- i) To ensure that the environment of the Institute is at all times in satisfactory clean lines; and
- ii) To ensure that students are provided with satisfactory curative or preventive services by the Institute dispensary.

ARTICLE 18: MINISTRY OF CULTURE, SPORTS AND GAMES

18 (1) This ministry shall consist of a Minister and Deputy Minister as executive members and all game captains and heads of all cultural groups and other members not exceeding four appointed by the Minister from among the IAESO members and approved by the General Assembly as non-executive members.

(2) It shall have the following responsibilities:

- i) To supervise and coordinate all sports, arts and cultural activities in the Institute organised by IAESO;
- ii) To prepare and maintain for each semester a time table showing the date for which various competitions such as games, sports, arts and cultural performances shall be held and revenues that may be collected to offset expenses incurred; and
- iii) To select players from among members and of different sports to form a team which can represent the IAESO in various sports competitions.

ARTICLE 19: MINISTRY OF CONSTITUTION, LEGAL AFFAIRS AND GOOD GOVERNANCE

19 (1) This Ministry shall consist of a Minister and Deputy Minister as executive members and other IAESO members not exceeding four who shall be appointed by Minister and approved by the General Assembly.

(2) It shall have the following responsibilities:

- i) To ensure that all the IAESO members abide by this constitution and all activities related to the organisation;
- ii) To encourage every IAESO members to understand his or her responsibilities in the organisation;
- iii) To advise all IAESO members whose rights are denied;
- iv) To ensure that all IAESO members have access to the IAESO constitution and all students by laws;
- v) To ensure that all the IAESO leaders fulfil their responsibilities accordingly;
- vi) To organize seminars, workshops, public lectures and debate on good governance;
- vii) To collect views on the IAESO leaders from the IAESO members;
- viii) To ensure that students abide by the rules given by the management of institute; and
- ix) To perform any other duties as may be seen fit by the president.

ARTICLE 20: MINISTRY OF INFORMATION, PUBLICITY AND PUBLIC RELATIONS

20 (1) The ministry shall consist of a Minister and Deputy minister executive members and other members not exceeding five to be appointed by Minister from among the IAESO members and approved by the General Assembly.

(2) It shall have the following responsibilities:

- i) Dissemination of information;
- ii) To enhance harmony and understanding among the IAESO and other organs in and outside the Institute; and
- iii) To organize and coordinate the publication of IAESO papers.

ARTICLE 21: MINISTRY OF DEFENCE AND SECURITY

21 (1) This Ministry shall consist of a Minister and Deputy Minister as executive members and other members not exceeding five to be appointed by the Minister from amongst the IAESO members and approved by General Assembly.

(2) It shall have the following responsibilities:

- i) To hold meetings to ascertain security affairs around the campus;
- ii) To report any event to the management of the Institute, which in their opinion is a threat to the security of the students;
- iii) To cooperate with Chief Security officer of the Institute to enhance peace keeping; and
- iv) Work hand in hand with the Ministry of Campus Affairs in all matters that may appear endangering the properties of the Institute.

ARTICLE 22: MINISTRY COMMITTEES

22 (1) There shall be Ministry Committees in each Ministry.

(2) The Ministry Committee shall have the following functions:

- i) To assist in drafting of Ministry annual plans;
- ii) To attend all ministry meetings;
- iii) To advice the Minister in all matters relating to that particular Ministry; and
- iv) To perform any other duties as shall be assigned to them by the Minister.

ARTICLE 23: IAESO AT CAMPUS/CENTER LEVEL

23 (1) At campus/ centre level, the IAESO shall operate under four (4) organs:

- i) Campus/Centre Assembly;
- ii) Campus/Centre/Students Representative Council (CSRC);
- iii) Campus/Centre Local Government; and
- iv) Campus/Centre Judicial and Disciplinary Affairs Council.

ARTICLE 24: CAMPUS/CENTRE ASSEMBLY

24 (1) There shall be Campus/Centre Assembly, which shall be constituted by all IAESO members at the Campus/Centre. Any IAESO member from another Campus or ODL Centre who happen to be in the Campus/Centre where assembly is convening shall be eligible to attend the meeting as an observer, after presenting identity card for justification or certified by Dean of Students.

(2) Campus/Centre Assembly shall be the supreme organ of IAESO in the Campus/Centre and all other organs shall be subordinate and accountable to it.

(3) Campus /Centre Assembly shall meet in an ordinary session at least once during each half of the academic year and the attending members shall elect a Chairperson/Speaker or confirm the CSRC Chairperson to preside the meeting.

(4) Without prejudice to the foregoing the CA shall assemble any time for extra ordinary meeting provided the Campus/ Centre Assistant Secretary gives a notice of such meeting as requested by CA members, upon receiving a petition signed by 50% of such active members.

(5) The CA shall issue a fourteen days (14) notice for the meeting unless emergency conditions demand a short notice of seven days (7).

(6) In every ordinary meeting of the Campus/Centre Assembly a

report of revenue and expenditure of the local government for that particular time shall be read and discussed.

- (7) Unless otherwise stipulated in this constitution, all discussions of the Campus/Centre Assembly shall be reached by consensus or acclamation or by simple majority of members present and voting and the quorum shall be 2/3 of the Campus/Centre Assembly.
- (8) The following shall be the functions of the CA:
- i) To supervise and give directive to its subordinates organs;
 - ii) Implementing all directives of the ISP provided that it shall be responsible and accountable to the ISP;
 - iii) Being competent to discuss matters of interest to the Campus/Centre and may make recommendations thereupon to the ISP or as the case may be to the appropriate organ of IAESO;
 - iv) Considering and adopting the activities of IAE or IAESO within the
 - v) Campus/Centre Government;
 - vi) Electing the Centre/Campus Commissioner, Councillor, and Judicial and Disciplinary Affairs members;
 - vii) To take emergency actions where the CSRC fails to take appropriate steps for the interest to IAESO members;
 - viii) In the case of any misuse or theft of the funds or other resources of IAESO at the Campus/Centre level, the Campus/Centre Assembly through the IAE management shall have power to take the suspected persons before the court of law as it may see it;
 - ix) To endorse IAESO development programme at the Campus/ Centre;
 - x) In the case of vacancy of the Campus/Centre Commissioner office due to resignation, death or postponement of the course Campus/Centre Assembly shall announce by-elections within one month (30 days) to fill the post as the case may be;

- xi) To do all functions in line with the objectives of the IAESO in Campus/Centre level; and
- xii) Performing any other duties assigned to it by the ISP.

**ARTICLE 25: THE CAMPUS/ODL CENTRE STUDENTS
REPRESENTATIVE COUNCIL (CSRC/ODL CSRC)**

25 (1) There shall be the CSRC in each Campus or ODL Centre made up of the following:

- i) The Chairperson of the Council who shall preside over all meeting. The Chairperson of CSRC shall not necessary come from the CSRC members;
- ii) The Vice Chairperson of the Council who shall be elected by the counsellors among themselves;
- iii) The Centre/Campus Assistant Secretary, who shall be the Head of Organization's Business in the Campus/ODL Centre (Government activities leader in the CSRC).
- iv) Head of departments;
- v) Assistant Head of Department;
- vi) Two class representatives from each class (CRs);
- vii) One representative from every hostel elected by his/her fellow members of the hostel;
- viii) One representative from each off campus hostel elected by his/her fellow members of the hostel. The hostel shall be known and approved by IAESO. The number of students to that hostel should not be less than fifty (50);
- ix) Five members appointed by the Campus/Centre Commissioner from different classes and year of study by considering gender; and
- x) Chairperson of Judicial and Disciplinary Affairs Committee in the Campus/ Centre;

(2) The CSRC shall assemble twice a year once in each a half of the year according to the date set in the Institute almanac and shall be convened by the CSRC Chairperson upon giving

fourteen (14) days public notice unless emergency conditions demand a short notice of one week (7 days).

- (3) Without prejudice to the foregoing the CSRC shall assemble for any time for extra ordinary meeting provided the chairperson gives a notice of such meeting as requested by:
 - i) Commissioner; and
 - ii) CSRC members upon receiving a petition signed by a half ($\frac{1}{2}$) of such active CSRC members.
- (4) The quorum of CSRC shall be not less than two third ($\frac{2}{3}$) of members and its decision shall be carried by consensus or by a simple majority vote of members attended. In case of voting, each member eligible for voting shall have one vote except the Chairperson who shall have the additional or casting vote in case of a tie.
- (5) The Chairperson shall preside over all meetings of the CSRC and in his/her absence the Vice Chairperson shall preside over that particular meeting. And in the absence of both the Chairperson and the Vice Chairperson, the CSRC Secretary shall assume all the responsibilities after official delegation and shall nominate one member to act as Secretary.
- (6) Subject to other provisions under this constitution all CSRC members including office bearers, shall hold office for one academic year and shall be eligible for re-election except the Commissioner.
- (7) Once the CSRC top leadership ceases to be leaders in their positions, all other CSRC leadership positions shall collapse.
- (8) There shall be common prayer for all CSRC meetings.
- (9) The CSRC shall have the following functions:
 - i) To elect the CSRC chairperson from among the members of the CSRC or Non CSRC member and who is not a member of the Executive Committee;
 - ii) To elect permanent members of ISP from among active members of CSRC;

- iii) To endorse the appointment of the Campus/Centre Assistant Secretary (CAS) within three days after Campus/Centre Commissioner (CC) swearing in;
 - iv) To approve budget estimate and financial regulation prepared by the IAESO administration in Campus/Centre level;
 - v) To review and discuss the annual general report on activities of IAESO in Campus/ Centre level;
 - vi) To make provision in any appropriate manner for regular auditing of books of all organs of IAESO;
 - vii) To investigate, propose and take appropriate disciplinary and regal measures against any of the office bears of IAESO found guilty of corruption malpractice and other misconduct in Campus/Centre level;
 - viii) To establish committees as may be found necessary for execution of its function;
 - ix) To perform any other duties as the ISP may direct; and
 - x) To be answerable to the Campus/Centre Assembly (CA).
- (10) When the CSRC and another organs of IAESO are in conflict a special committee of students who do not hold office shall be elected from within the Campus/Centre Assembly so that to handle the matter and present its funding to the Campus/ Centre Assembly (CA) for final and binding discussion.

ARTICLE 26: CENTRE/CAMPUS LOCAL GOVERNMENT

26 (1) There shall be the Centre/Campus Local Government constituted by the Commissioner, Governor, Assistant Secretary, Heads of Departments and Assistant Head of Department.

Commissioner will be from campus of the Institute of Adult Education and Governor from each Regional centres for ODL.

- (2) There shall be the following departments at Campus/Centre level:
- i) Department of Academic Affairs;
 - ii) Department of Finance, Planning, Loans and Sponsorships;
 - iii) Department of Health, Food and Campus Affairs;
 - iv) Department of Culture, Sports and Games;
 - v) Department of Constitution, Legal Affairs and Good Governance;
 - vi) Department of Information Publicity, and Public Relation; and
 - vii) Department of Defence and Security.
- 3) These departments shall work according to the functions from ministry in central government.
- (4) The CLG shall have the following functions:
- i) To ensure that the objectives of IAESO are achieved in their respective Campus/ Centre;
 - ii) To implement policies laid down by ISP, CSRC and directives issued by Campus/ Centre Assembly;
 - iii) All Campus/Centre Assistant Secretaries shall prepare and submit to the Prime Minister brief reports at the end of February each year indicating the number of members and the total fees and subscriptions paid in their respective Campus/Centres;
 - iv) To recommend proposals or actions to the CSRC; and
 - v) Perform any other duties as assigned to it by the Campus/ Centre Assembly.

ARTICLE 27: THE CAMPUS/CENTRE JUDICIAL AND DISCIPLINARY AFFAIRS COMMITTEE

- 27 (1) There shall be a Campus/Centre Judicial and Disciplinary Affairs Committee which shall work independently from CSRC and CLG.

- (2) The Judicial and Disciplinary Affairs Committee in the Campus/Centre shall be made up of five member where two (02) of them shall be female. The members shall come from different classes.
- (3) The Judicial and Disciplinary Affairs Committee members in the Campus/Centre shall be elected by the Campus/Centre Assembly.
- (4) Committee members shall come out of the CSRC and CLG members.
- (5) The Campus/Centre Judicial and Disciplinary Affairs Committee shall be answerable to the CA.
- (6) The Chairperson of JDAC in the Campus/Centre shall be elected by JDAC members from among themselves.
- (7) The clerk of JDAC shall be appointed by the Chairperson of JDAC in the Campus/ Centre.
- (8) The following shall be the functions of JDAC in the Campus/ Centre:
 - i) To deal with civil (not criminal) cases of students according to code of conduct of IAESO;
 - ii) To advice the Campus/Centre administration on legal matters relating to students, governance and IAE management of students affairs in the Campus/Centre;
 - iii) To advice IAESO on amendments and constitutional review at the Campus/Centre level;
 - iv) To receive, consider and decide on electoral appeals against the functioning and conduct of the IAESO Electoral Committee in Campus/Centre level if any;
 - v) To determine and settle disputes that may arise from decisions by the CLG and the CSR; and
 - vi) To perform any other duties related or assigned to them by the CA or JDAC at Institute level.

ARTICLE 28: ODL CENTER DEPARTMENTS

Department of Academic Affairs

28 (1) There shall be the Department of academic affairs in each Campus/Centre

This Department shall consist of a Head of Department, Assistant Head of Department all Class Representative (CR'S) and two Counsellors who shall be appointed by the CSRC Chairperson in consultation with the Campus/Centre Assistant secretary.

(2) Department of academic affairs shall have the following functions:

- i) To deal and seek solution to various academic problems affecting students;
- ii) To encourage and ensure that every student understands his/her responsibilities and educate him/her self to the best of his/her capabilities;
- iii) To represent students to any academic committees as directed to by the Institute management;
- iv) To analyse and suggest improvement to the management of the Institute on the existing teaching and learning methods including assessment and recommendation on student's general performance in the final examination results;
- v) To ensure the availability of study materials in the study centre for various subjects being studied by ODL students; and
- vi) To perform any other duties relating to academic matters.

Department of Finance, Planning, Loans and Sponsorship

(3) There shall be the Department of Finance, Planning, Loans and Sponsorship in each Campus/Centre.

(4) This department shall consist of Head of Department, Assistant Head of Department, and two (02) Counsellors who shall be appointed by CSRC Chairperson in consultation with the Campus/Centre Assistant Secretary.



- (5) The Department of Finance, Planning, Loans and Sponsorships shall perform the following functions:
- i) To lay out plans, administer and supervise all economic projects of the IAESO in the Campus/Centre;
 - ii) To make contracts related to raising of funds with any organ within, or outside the Institute provided that contracts shall have approval of CSRC and the Institute's management at the Campus/Centre level;
 - iii) To collect revenues payable to the IAESO Government, keep and maintain account and make such other payments out of the IAESO funds at the Campus/Centre as may be required by the Centre Executive and approved by the CSRC;
 - iv) To prepare and present to students through notice boards and periodical magazines, all financial statements on expenditure and income in the Campus/Centre;
 - v) To submit for approval to the IAESO Local Government circulars governing the day to day financial operations of the IAESO in the Campus/Centre;
 - vi) To ensure that all students in the Campus/Centre are paid in time the required amounts of their allowances prescribed in the Institute Prospectus or any other authoritative circular/documents;
 - vii) To prepare and present an annual budget or supplementary budget estimate and an annual balance sheet to the Assistant Secretary provided that it shall receive budget estimates from each department; and
 - viii) To perform any other duties relating to financial matters, as directed by the Campus/Centre Assembly or the Assistant Secretary.

Department of Information, Publicity and Public Relations

- (6) There shall be Department of Information, Publicity and Public Relations in each Campus/Centre of Institute of Adult Education. This department shall consist of Head

of Department, Assistant Head of Department and two Counsellors who shall be appointed by CSRC Chairperson in consultation with the CAS.

(7) The following shall be the functions of this department:

- i) Initiate and release publication, records, or disseminate information on matters of general concern in a manner conducive to the promotion of IAESO objective, provided that the release of the said publication shall have the consent of the CAS and the Assistant Dean of Students;
- ii) To enhance harmony and understanding amongst the IAESO and other organs within and outside the Campus/Centre;
- iii) Call for articles from all students at the Campus/Centre for publication of IAESO Newspaper, Magazine, Journals;
- iv) Assist and facilitate communications among IAESO leaders, students and IAE management in the Campus/Centre;
- v) Establish IAESO documentation facility for the custody of information published by IAESO in the Campus/Centre and those received from the Central Cabinet and individuals; and
- vi) Perform any other duties relating to the department.

Department of Culture, Sports and Games

(8) There shall be department of Culture, Sports and Games. The department shall consist of Head of Department, Assistant Head of Department, and two Counsellors who shall be appointed by CSRC Chairperson in consultation with the Campus/Centre Assistant Secretary.

(9) Department of Culture, Sports and Games shall perform the following functions:

- i) To supervise and coordinate all Arts, Cultural Affairs, Sports and Games in the Campus/Centre organized by the IAESO;
- ii) To prepare and maintain for each semester a timetable

showing the dates for which various competitions such as games, sports, arts and cultural performances shall be for entertainment and that revenues may be collected to the offset some expenses incurred;

- iii) To prepare after each cultural performance organized by this department a financial statement of expenses incurred and revenue collected;
- iv) To ensure that all necessary sports facilities and coaching services at the Campus/Centre are available;
- v) To encourage students to join and participate in different sports, games, arts and cultural events in the Campus/Centre;
- vi) To select the players among members of different Sports, Arts, Cultural groups to form a Campus/Centre team which shall participate in the IAE games so as to get a team which will represent IAESO in different National and International exhibitions and performance pertaining to Art, Cultural Affairs, Sports and Games; and
- vii) To perform any other duties related to Arts, Cultural Affairs, Sports and Games as may be directed by the Campus/Centre commissioner.

Department of Health, Food and Campus/Centre Affairs

(10) It shall have the following responsibilities:

- i) To ensure that the environment of the campus/Centre is at all times in satisfactory clean lines; and
- ii) To ensure that students are provided with satisfactory curative or preventive services by the Institute

Department of Constitution, Legal Affairs and Good Governance

(11) It shall have the following responsibilities:

- i) To ensure that all the IAESO members abide by this constitution and all activities related to the organisation;

- ii) To encourage every IAESO members to understand his or her responsibilities in the organisation;
- iii) To advise all IAESO members whose rights are denied;
- iv) To ensure that all IAESO members have access to the IAESO constitution and all students by laws;
- v) To ensure that all the IAESO leaders fulfil their responsibilities accordingly;
- vi) To organize seminars, workshops, public lectures and debate on good governance;
- vii) To collect views on the IAESO leaders from the IAESO members;
- viii) To ensure that students abide by the rules given by the management of institute; and
- ix) To perform any other duties as may be seen fit by the president.

Department of Defence and Security

- (12) This department shall have the following responsibilities:
- i) To hold meetings to ascertain security affairs around the campus/Centre
 - ii) To report any event to the management of the Institute, which in their opinion is a threat to the security of the students;
 - iii) To cooperate with Chief Security officer of the Institute to enhance peace keeping

ARTICLE 29: THE HOSTEL/HALL ASSEMBLY

- 29 (1) There shall be Hostel Assembly. The Hostel Assembly shall comprise the Hall CSRC members (Hall Chairperson), Secretary elected by the Hostel Assembly, and all members residing in that Hostel.
- (2) The Hostel Assembly shall meet in an ordinary meeting twice during the academic semester.
- (3) An emergency meeting may be convened at any time if need arises.

- (4) The chair of the hostel assembly: In the absence of the Hostel Representative, any member of the Hostel shall be elected by simple majority to chair the meeting.
- (5) The quorum for the meeting shall be two third (2/3) of the Hostel resident members.
- (6) The Hostel/Hall Assembly shall have the following functions:
 - i) To elect the Hostel Chairperson and Hostel Secretary whereby the Hostel Chairperson shall be the representative to the CSRC;
 - ii) To discuss matters of interest to the Hostel and make recommendations there upon to the CSRC or CLG; and
 - iii) To consider and adopt the activities of the CLG within the Hostel submitted to it by the Hostel Secretary.

ARTICLE 30: STUDENTS LEADERSHIP QUALITIES

- 30 (1) Any person aspiring for leadership in the IAESO shall meet the following qualities and conditions:
- i) Must be full registered student of the IAE;
 - ii) Must be of a sound mind and physically able to discharge leadership obligations demand by the students community;
 - iii) Must have a credible character, trustworthy and supporter of aims and objectives of IAESO;
 - iv) Must be a person of respectable quality and exemplary behaviour who is able to command the respect of the IAESO students' community;
 - v) A person who can inspire harmony, unity, peace, stability and solidarity among students;
 - vi) A person who has never been convicted of any crime by the IAE or court of law;
 - vii) A person who is academically fit in his/her programme of study and has not been subjected to more than one module supplementary;
 - viii) She/he must have a stable academic background which shall

prove that she/he has the ability to handle both academic and administrative activities, and she/he must have at least upper second class (B+) pass and above of the previous results;

- ix) She/he is fluent in English and Kiswahili;
- x) She/he is a bona fide active member of IAESO and he has paid the annual IAESO subscription upon registration as a student;
- xi) She/he has paid the IAESO application form's fee for election;
- xii) Be a Tanzanian citizen by nationality; and
- xiii) She/he must at least possess leadership experience in his/her life history.

ARTICLE 31: ELECTION AND ELECTORAL COMMITTEE

31 (1) There shall be election and Electoral Committee at all IAE Campus/Centres.

- (2) The election period shall start approximately in two month before starting the second semester examination. The election shall start from Campus/Centre level and complete at Institute level.

ARTICLE 32: ELECTORAL COMMITTEE AT INSTITUTE LEVEL

32 (1) There shall be an Electoral Committee at IAESO Institute level, which shall be responsible to oversee, advertise, post, distribute and receive dully-filled application forms and supervise the general election at national level.

- (2) The Electoral Committee members shall be appointed by the ISP among the IAESO members and the appointment shall be effected within fourteen days prior to the scheduled elections. It shall compose the following members:

- i) Electoral Committee shall consist of two members from each year of the study at main campus and one from ODL Centre at main campus, female members must be not less than two;

- ii) Power to form the electoral committee shall be vested to the Ministry of Constitution, Legal Affairs and Good Government in collaboration with Dean of Students and General Secretary of IAESO; and
- iii) The Dean of Students shall be a member and the Chief Returning Officer of the Committee with no voting powers.
- (3) There shall be an Electoral Committee at Campus/Centre level, which shall be formed by the Campus/Centre Local Government.
- (4) The Chairperson and Secretary shall have the power to fill up any vacant post in the Electoral Committee.
- (5) The Electoral Committee shall consist of five (5) members from different classes and years of study.
- (6) The Campus/Centre Dean of Students shall be a Returning Officer with no voting powers.
- (7) Members of Electoral Committee (EC) shall not be eligible to contest IAESO posts.

ARTICLE 33: QUALITIES OF ELECTORAL COMMITTEE MEMBERS

- 33 (1) The electoral committee members should have the following qualifications:
- i) The Chairperson and Secretary of Electoral Committee shall be strong academically, capable in decision making, self-confident, trustful and in final year of their programme;
 - ii) The secretary of Electoral Committee shall be female if the Chairperson is male and vice versa;
 - iii) To qualify for appointment to the Electoral committee, a candidate shall not be holding any position of IAESO leadership;
 - iv) Any member of the Electoral Committee shall not quantify to be a candidate in or for the current IAESO leadership election;
 - v) The Electoral Committee's tenure shall be one academic year, which shall wind up its business before the next IAESO election.

- (2) The Electoral Committee must be solely independent and autonomous in discharging its responsibilities without any influence from any other organ.
- (3) The Electoral Committee shall take oath before it starts to discharge its obligations. Any member of Electoral Committee, who will be involved in fraud before and during the election process, will face stern measures such as discontinuation from studies as well as to legal action in the court of law.

ARTICLE 34: THE ELECTORAL COMMITTEE MEETINGS

- 34 (1) The Electoral Committee shall meet following a call by the Chief Returning Officer.
- (2) The Electoral Committee shall conduct their meetings in the following manner:
- i) *It shall meet one week before the proposed opening of the nominations subject to the Electoral Committee by-laws;*
 - ii) *Forty eight (48) hours' notice must be given to all committee meetings and all persons required;*
 - iii) *The quorum for any meeting shall be at least half (½) of the members and the decision shall be made by simple majority of the members present and voting at meeting;*
 - iv) *All minutes of the meetings shall be kept as further supporting evidence in the future; and*
 - v) *The Electoral Committee shall have powers to make by-laws governing the conduct of elections subject to the ISP's ratifications.*

ARTICLE 35: FUNCTIONS OF THE ELECTORAL COMMITTEE

- 35 (1) The Electoral Committee shall have the following functions:
- i) *Prepare nomination forms at Institute level/campus level at least one month before the Campus/Centre or national elections;*
 - ii) *Announce to IAESO members the posts to be contested at*

National level/Campus/Centre level one month before the elections;

- iii) Receive duly filled in nomination forms two weeks before elections provided that the filled forms shall be returned to the Chief Returning Officer in the case of election at the national level and Returning Officer at Campus/Centre level;
- iv) Prepare and implement the elections time table at national level/Campus or Centre level;
- v) Scrutinize interview and approve the candidates who have qualified to contest for the respective posts;
- vi) Receive, hear and make judgement on all appeals from any party aggrieved;
- vii) Supervise the entire election;
- viii) Introduce the approved candidates to entire ISP/CA on the campaign meeting;
- ix) Announce election results within three hours after the election at National level and eighteen (18) hours at Campus/Centre level;
- x) Ratify election results within three days after they were announced at national level and seven days at Campus/Centre level;
- xi) Supervise all by elections, if any; and
- xii) Perform any such other functions as may be required in order to further the successful running of the elections.

ARTICLE 36: ELECTORAL PROCEDURES

36 (1) The following shall be the electoral procedures:

- i) The post to be contested shall be announced by the Electoral Committee;
- ii) Candidates contesting for any of the prescribed post shall duly fill in forms in the manner articulated by the electoral by-laws;
- iii) All nominations and manifestos shall be submitted to the

- Chief Returning Officer/ Returning Officer according to the time set by the Electoral Committee;
- iv) The interview and screening process of the prospective candidates shall start within twenty four (24) hours after closure of submission of contestant nomination forms to the Chief Returning Officer;
 - v) The Electoral Committee shall pick the best two pairs of contestants each pair being made up of a principal contestants and his/her running mate except for Campus and Centre the commissioner shall contest alone;
 - vi) Selection of the pairs of contestants shall be based on a point's merit;
 - vii) Both the principal contestant and his/her running mate shall be screened and awarded points the same to commissioner of each campus/centre;
 - viii) All nomination forms, ballot papers and manifestos shall contain no name of any incumbent IAESO leaders;
 - ix) One week/one month before the elections, the Electoral Committee shall meet following a call by the Chief Returning Officer/Returning Officer in consultation with the Committee Chairperson to check if the applicants and supporters are bona fide (registered) members of IAESO. Nominate candidates who qualify to be voted and disqualify the rest. Assess and decide on the unfilled posts and set the exact time for campaigns. The Chairperson of the Electoral Committee shall also announce names of candidates on the same date of meeting;
 - x) All Electoral Committee members and candidates shall attend the opening campaign meeting. After inauguration of the campaigns candidates shall be allowed by the Chairperson to carry out their own campaigns provided that no candidates shall make use of money or use of abusive or scandalous language against any of his/her adverse candidate and no candidate or campaigner shall be allowed to destroy another candidate's posters;

- xi) After the closure of ordinary ISP/CA on the day of ISP/CA meeting, candidates shall be given time for campaign speeches then attend questions and answers sessions and that will be the end of their campaigns;
- xii) Every candidate shall be required to accept to maximum of three questions asked by any of the IAESO members attending campaigns;
- xiii) The candidates shall attend the campaign sessions provided that all the candidates shall be outside the hall where the campaigns are taking place and shall be called in turn to present their manifestos and announce their agents;
- xiv) The Electoral Committee members shall not be eligible to ask any candidate question during the campaign meeting;
- xv) The Chairman shall have the power to object to any question which she/he considers unnecessary, vexatious, scandalous, indecent, indent, offensive, abusive or endangering the personality of the candidate;
- xvi) The Chairman shall have power to ask any member of IAESO to stop attending campaign sessions after a warning for persistent interruptions;
- xvii) No candidates whatsoever shall be allowed to withdraw from elections after the delivery of his campaign speech unless she/he advances sufficient grounds for his/her withdrawal to the satisfaction of the Electoral Committee;
- xviii) All elections shall be by secret ballot and shall be printed by the Chief Returning Officer/Returning Officer in a manner and design decided by the Electoral Committee; Ballot boxes shall, during polling, be located at the previously determined polling stations unless otherwise stated by the Electoral Committee and the EC shall stipulate voting procedures to be observed by voters but should not support or advice voters to vote against any candidate;
- xix) Candidates or their supporters or observers may be present at the time of starting voting at a station to satisfy themselves that no forgery or any irregularity has taken place in any manner;

- xx) A candidate shall be disqualified by the electoral committee from the contesting if proved campaigning using religious sentiments, tribalism, defamation, gender discrimination, and such other methods, against other candidates or whole IAESO members;
- xxi) The case for disqualification shall be presented to the Electoral Committee meeting by the Chief Returning Officer/Returning Officer in which case the Electoral Committee shall determine its proceedings to the point of making a ruling provided that the petitioner and the respondent shall be called to give their explanations;
- xxii) Witnesses may be called and cross examined by the Electoral Committee, the respondent or the petitioner. The decision to disqualify a candidate shall be taken by a secret ballot and the majority votes of members present and voting shall be used;
- xxiii) Any IAESO member, candidate or IAE staff who in the opinion of Electoral Committee or ISP has negatively affected elections in any irregular manner shall be reported to IAE organs for disciplinary action on ground of bringing IAESO into disrepute; and
- xxiv) The Chief Returning Officer/Returning Officer shall examine the results of all candidates for every post, and if there is a candidate who polled the highest number of votes and exceeding one third (1/3) of the total vote cast, such a candidate shall be declared a winner.

ARTICLE 37: BY ELECTIONS

- 37 (1) If under any circumstances a post remains unfilled or becomes vacant under any circumstance by-elections shall be called.
- (2) The legal and disciplinary committee shall appoint a competent member from ISP or CSRC to fill in that post in acting capacity until such a time when by elections shall be made.

(3) By-elections shall be announced seven days (7) from the day the post falls vacant and prior to the nomination of the new candidate to fill the post.

(4) The Electoral Committee shall supervise all by elections.

ARTICLE 38: APPELLATE COMMITTEE

38 (1) There shall be an Appellate Committee, which shall settle electoral disputes.

(2) The Electoral Committee shall sit as an Appeals Committee to hear and settle disputes and cases relating to complaints about election irregularity between candidates or voters save that the complaints shall not be against the Electoral Committee per se.

(3) Any part aggrieved by the election results and not by the conduct of the Electoral Committee, shall appeal to the Appeal Committee Chairperson not more than three days before the Electoral Committee Chairperson ratifies the election result:

- i) For the purpose of IAESO elections, appeals may be directed to Electoral Committee;
- ii) An appeal against a candidate shall be dealt with, by the Electoral Committee sitting as an Appeal Committee;
- iii) An appeal which touches on the functioning and conduct of the Electoral Committee during the election process shall be lodged with the Judicial and Disciplinary Affairs Committee for consideration and judgement;
- iv) The Judicial and Disciplinary Affairs Committee shall be the final resort for election cases directed to the Electoral Committee; and
- v) Any candidate, IAESO member or Institute staff who shall in the opinion of the Electoral Committee or ISP/CSRC, negatively affect the elections in any irregular manner shall be subjected to disciplinary action in accordance with the disciplinary rules she/he is subjected to.

ARTICLE 39: IAESO LEADERS AT THE INSTITUTE LEVEL

39 (1) The following shall be the IAESO leaders at the Institute level:

The President of Institute level.

- (2) There shall be President of IAESO who shall be elected by IAESO members and shall come from Bachelor Degree second year of study. The president shall hold office for one year.
- (3) Commissioner from any Centre/Campus shall not be eligible to be a Presidential candidate.
- (4) All Presidential candidates shall be required during nomination to obtain five (5) supporters from ODL and five (5) supporters from conventional IAESO members to qualify as candidates.
- (5) The President shall have the following functions:
 - i) The President shall be the Head and chief spokesperson of IAESO;
 - ii) The President of the IAESO in consultation with Vice President shall have the powers to appoint Ministers, Deputy Ministers and the General Secretary to the cabinet, and the Prime Minister who shall be approved by the ISP;
 - iii) The president shall, in consultation with and the advice of the Vice President have powers to make and terminate appointments of any member of the Cabinet/office bearer of the IAESO. If this happens to the Prime Minister, ratification of the ISP shall be sought;
 - iv) The President, shall defend IAESO Government resolutions and proposals when questioned by any or all of the members attending at any ISP meeting, provided that nothing shall be construed as preventing any of his Government Office bearers from assisting the President in giving such a defence and that there shall be collective ministerial responsibility by such office bearers on resolutions and proposals made;

- v) The President shall, in consultation with and the advice of the Vice President have powers to establish boards, committees dealing with IAESO Government, provided that boards or committee heads or directors/chairpersons and all members are appointed by the President and confirmed by ISP, and that the IAESO Government shall prepare a policy proposal establishing the functions of each of such boards and committees, otherwise such organs so established shall be considered null and void;
 - vi) The President shall represent students in relevant organs within and outside the Institute;
 - vii) She/he is the head of the cabinet and in-charge of all day-to-day activities of IAESO;
 - viii) The President is the Executive power of the IAESO Government and Chairperson of all Cabinet Meetings;
 - ix) The President shall approve all the payments made by the IAESO;
 - x) The president shall be a communication link between the students and the Institute Management;
 - xi) The President shall swear in top officials of IAESO including the Prime Minister, General Secretary and Ministers;
 - xii) The President's tenure of office shall not exceed one term of office and shall not be re-elected;
 - xiii) The President shall have such other functions as conferred upon or assigned to him by the ISP.
- (6) The post of the IAESO President shall follow vacant on the following grounds:
- i) Resignation of the president;
 - ii) Death of the president;
 - iii) Impeachment of the president by the ISP in accordance with provisions of this constitution;
 - iv) Postponement of studies of the president;

- v) Discontinuation from studies; and
 - vi) Any other event or occurrence that may lead to the office of President falling vacant permanently.
- (7) In the event that the office of the President falls vacant, the duties and functions of the office of the president shall discharge by one of the following until the vacancy is filled:-
- i) The vice president or if his or her office is vacant then;
 - ii) The prime minister, if his or her office is vacant then; and
 - iii) The Speaker of the ISP.
- (8) The ISP may pass a resolution to remove the President from office if any motion to impeach him/her is moved and passed in accordance with provisions of this constitutions.
- (9) The ISP shall not pass a motion to impeach the President save that:
- i) A written notice specifying the wrong committed and signed by a two third (2/3) majority of the ISP members is saved to the Speaker seven (7) days prior to the sitting at which such motion is intended to be moved;
 - ii) Up on to the receipt of the notice by the Speaker, a special committee of inquiry shall be formed and the names of committee members shall be approved by two third (2/3) majority of ISP members;
 - iii) The committee shall carry out investigations and shall submit its findings in writing to the Speaker within fourteen (14) days;
 - iv) The Speaker shall inform the President on the allegations against him/her and the President shall be given an opportunity to self-defence after which a special committee of inquiry shall submit the final report to the Speaker;
 - v) After the Speaker receives the reports he shall table it before the ISP which shall debate and vote; and
 - vi) If the decision is for impeachment attains 2/3 majority, the President shall immediately cease to hold office and shall be obliged to resign.

The Vice President

- (10) There shall be the Vice President of IAESO who shall come from Diploma first year of study and shall attain office by virtue of being a running mate of the elected President.
- (11) The Vice President shall have the following functions:
- i) He shall be responsible to the President and shall perform his/her duties under his/her direction;
 - ii) Shall in the absence of the President Act and carry out all duties and functions of the President and shall be the chief advisor to the President of IAESO in appointing or terminating members of IAESO executive arm, establishing board/committees;
 - iii) The Vice President shall assume office of President of IAESO if the President for any reasons, resigns get removed from office in accordance with the constitution and when the President for any reasons cases to be a student of IAESO provided that the ISP shall have approved his/her capacity to carry out responsibilities of the President; and
 - iv) Any person holding the office of President shall not be eligible for re-nominations as a running mate.

The Prime Minister

- (12) There shall be a Prime Minister who shall head the IAESO Executive.
- (13) The Prime Minister shall be appointed by the President amongst the IAESO members and shall not be eligible for re-appointment
- (14) The Prime Minister shall have the following functions:
- i) To assist the President and Vice President in making follow ups of the day to day implementation of IAESO plans and programmers;
 - ii) To perform all the duties and functions assigned to him by the President and the Vice President;

- iii) To deputize the office of IAESO President when both the President and the Vice President are out of work;
 - iv) To coordinate the activities of ministries and other IAESO organs and organize all national holidays and anniversaries to the President;
 - v) He shall be answerable to the President on the duties assigned to him;
 - vi) For auditing purpose, the Prime Minister shall be the final financial accounting officer of all IAESO funds, provided that all Campus/Centre Assistant Secretaries (CA) shall assist him in fulfilling this responsibility by or under the financial provisions of these rules;
 - vii) The Prime Minister shall in his/her absence, appoint from amongst the Main Campus/Centre Assistance Secretary (CAS) person to act on his/her behalf;
 - viii) The Prime Minister shall cause to be prepared and maintained an annual time table of meetings of IAESO Executive Committee at Institute level and for this purpose he/she shall convene the IAESO Government meetings and write and circulate minutes to the responsible members within the reasonable time, provided that he/she shall cause to be published in the Institute Almanac the dates of all meetings of IAESO Executive Committee;
 - ix) He shall prepare and submit before ISP a brief report of the events that occurred during the representation of the IAESO to any tour, symposium, seminar, workshop, conference or congress; and
 - x) In collaboration with the IAESO Head of Ministry for Finance and Planning, shall prepare an annual budget for IAESO.
- (15) The Prime Minister shall hold office for a period of one year (1) from the day of his/her appointment unless:
- i) His/her tenure of office expires;
 - ii) He/she dies while he/she is still in the office; and

- iii) He/she resigns or he/she is removed from office by the ISP in accordance with the provisions of this constitution.
- (16) The ISP shall have the powers to remove the Prime Minister from office when any motion to impeach the Prime Minister shall be moved before the IAESO Executive Committee and ISP only if it is alleged that:
- i) He/she has committed an act which goes contrary to the article of this constitution,
 - ii) He/she has conducted himself in such a manner that lowers the esteem of his/her office; and
 - iii) He/she has failed to discharge the function and duties of the office of the Prime Minister.
- (17) When the office of the Prime Minister falls vacant the President shall appoint a new prime minister that shall be approved by the ISP save the appointment shall not exceed a period of seven days from when the office fell vacant.

Secretary General

- (18) There shall be a Secretary General of IAESO who shall be appointed by the President not from among ISP members in accordance with provisions of this constitution, and approved by the ISP.
- (19) The Secretary General shall perform the following functions:
- i) Shall be the Secretary to the Executive Committee of IAESO;
 - ii) Shall be a link between president/vice president office and prime minister office;
 - iii) Shall be the one announcing appointment of leadership positions made by the President;
 - iv) Shall be the Chief executive person in president/vice president office;
 - v) Shall arrange and call meetings after consulting with the President and Prime Minister;

- vi) Shall keep minutes and other records of the meetings to which he/she is secretary;
- vii) Shall keep all IAESO records, reports, and documents; and
- viii) Shall receive and host guests, letters and any other duties as may be assigned to him/her by President or the Prime Minister.

Ministers and Deputy Ministers.

- (20) There shall be Ministers and Deputy Ministers who shall be members of the cabinet appointed by the President in collaboration with Vice President. The appointed Ministers are expected to possess all students' leadership qualities and shall be responsible for such offices as the President may from time to time establish. The duties and responsibilities will be according to their Ministries and IAESO directives through the cabinet.
- (21) Ministers and Deputy Ministers should have the following powers and duties:
 - i) Ministers and Deputy Ministers should carry out such duties and instructions as may be described from time to time by the President in relation to the discharge of the IAESO;
 - ii) A minister shall be the executive officer of the ministry and shall convene ministerial meetings, write and circulate minutes to all relevant persons and prepare all documents required by the cabinet including letters, reports, and budgets; and
 - iii) The Deputy Minister shall be the executive officer of the ministry to convene ministerial meetings, write and circulate minutes to all relevant persons and prepare all documents required by the cabinet including letters, reports and budget estimates, timetables and other related matters.
- (22) The tenure of the office of the Minister and Deputy Minister shall fall vacant upon the occurrence of any of the following events:-
 - i) If the incumbent dies or resigns;

- ii) When the President revokes the appointment by removing the incumbent from the office; and
- iii) When the President resigns or is impeached.

The ISP Speaker

- (23) There shall be an ISP Speaker who shall be elected by the ISP members at their first meeting.
- (24) The ISP Speaker shall come from Bachelor Degree second year of study.
- (25) The Speaker of ISP shall not necessarily come from ISP members and an office bearer of IAESO shall not be eligible to be elected Speaker.
- (26) The Speaker must be:
 - i) Fluent in English;
 - ii) A person of good credibility and conduct;
 - iii) A non-finalist student;
 - iv) Of a good personality; and
 - v) Knowledgeable about the IAESO constitution and ISP regulations.
- (27) The Speaker shall have the following functions:
 - i) He/she shall chair all the ISP meetings;
 - ii) He/she shall perform the role of mediator between conflicting interest of the students as the group and the students' organization;
 - iii) He/she will be responsible to receive complaints from students' community relating to violation of this constitution by the President and his cabinet for discussion and resolution;
 - iv) He/she shall be responsible for preparing the schedule covering all proposed meetings in specific academic year according to the constitutional demand the exercise which must be completed soon and made public to the responsible parties;

- v) He/she shall have to call for emergency meeting of ISP as far as he received a petition signed by minimum of two third (2/3) of ISP members subject to the issues on a short public notice;
 - vi) The Speaker shall receive any private motion of any sort from the IAESO members as far as the motion is supported by at least two third (1/3) of members of the IAESO and table the motion before the responsible organ for discussion. The founder of the private motion shall be required to attach the list of the names and signature of the supporters of such motion upon the submission of the same to the Speaker;
 - vii) The Speaker shall organize and execute the preparation of both interim report of ISP audit of the IAESO;
 - viii) The Speaker shall provide copies of the IAESO constitutions to all members of ISP within two (2) weeks after the first ISP session; and
 - ix) The Speaker shall commence the ISP meeting by a common prayer.
- (28) The Speaker shall cease to hold office if he or she is removed from office by a resolution of the ISP of not less than two third (2/3) of all ISP members, serious violation of any relevant article of this constitution.

The Deputy Speaker

- (29) There shall be the ISP Deputy Speaker who shall come from Diploma first year of study and be elected from amongst ISP members in the first meeting. Any office bearer shall not be eligible to be elected to the post of Deputy Speaker.
- (30) The Deputy Speaker shall have the following functions:
- i) To assist the Speaker of ISP in performing daily activities of ISP;
 - ii) Perform all duties assigned by the Speaker when he/she is out of the campus; and

- iii) To Perform all duties of Speaker when he/she is out of the campus
- d) He/ she shall be the principal advisor to the Speaker.

The ISP Secretary

- (31) There shall be an ISP Secretary who shall be elected from non-ISP members. The ISP Secretary shall apply for the post and shall be elected by ISP members through a secret ballot.
- (32) The ISP Secretary shall perform the following functions:
 - i) He/she shall be secretary to the ISP;
 - ii) He/she shall report the day to day activities in the ISP;
 - iii) He/she shall coordinate all matters in the ISP meetings;
 - iv) He/she shall keep all ISP documents and properties;
 - v) He/she shall assist the Speaker in all clerical works including preparation of agenda for all proposed meetings;
 - vi) He/she shall do any other work assigned to him/her by the Speaker of ISP; and
 - vii) He/she shall be responsible to the Speaker.

ARTICLE 40: IAESO LEADERS AT THE CAMPUS/CENTRE LEVEL

The Commissioner

- 40 (1) There shall be a Commissioner in each Campus/Centre of IAE.
- (2) The Campus/Centre Commissioner shall apply for the post and shall be elected by IAESO members in the Campus/Centre.
- (3) The Campus/Centre Commissioner shall be elected by at least more than a half ($1/2$) members of IAESO in that Campus/Centre during General Assembly.
- (4) All candidates of Commissioner's post shall be required during nominations to obtain twenty (20) supporters to qualify as candidates.

- (5) The Commissioner shall be the Campus/Centre Head of IAESO, Chief Spokesperson and shall preside over Campus/Centre Government meeting.
- (6) The Campus/Centre Commissioner shall perform the following functions:
- i) He/she shall have power to make and terminate appointments of IAESO leaders in the Campus/ Centre;
 - ii) He/she shall appoint Heads of Departments and Department Secretaries from among IAESO members provided that a person is registered as a member of IAESO in the Centre;
 - iii) The Commissioner, with the advice of Campus/Centre Assistant Secretary and Campus/Centre members shall have the powers to establish boards or committees for the purpose of carrying out effectively IAESO Campus/Centre social and economic projects or any other special duties of the Government provided that the boards or committees or directors or chairperson and all members are *appointed* by the Commissioner and approved by Campus/Centre Assembly and that the Campus/Centre Government shall prepare a policy proposal establishing the functioning of each of such boards or committees for endorsement by Campus/Centre Assembly without which the board or Committee so established shall be considered null and void;
 - iv) The Commissioner shall represent students in relevant organs within the Campus/Centre and outside the Campus/Centre when asked by the President to do so;
 - v) He/she is Chairperson of all Campus/Centre cabinet meetings and in charge of all day to day activities of the IAESO in the Campus/Centre;
 - vi) The Commissioner shall submit an annual report to the Campus/Centre Assembly covering activities carried out by his/her Government one month before the campus election;
 - vii) He/she shall be accountable to the Government budget

and shall approve all the payments made by the IAESO in the Campus/Centre; and

viii) He/she shall attend all IAESO Cabinet meetings as a member.

↗ Campus/Centre Assistance Secretary

(7) There shall be Assistant Secretary in the Campus/Centre who shall be appointed by the Commissioner amongst the IAESO members and shall not be eligible for re-appointment.

He/she shall perform his/her duties according to the job description and directives from the Secretary.

(8) The Campus/Centre Assistant Secretary shall perform the following functions:

- i) He/she shall be the Chief Executive Officer of the IAESO in the particular Campus/Centre;
- ii) To prepare and maintain an annual timetable for meetings, write and circulate minutes to responsible members within a time not exceeding (7) days before respective meetings provided that he/she shall notify the Student Assembly the date of all meetings of the IAESO organs;
- iii) To assist the Commissioner in making follow-ups on the day to day implementation of IAESO plans and programmes;
- iv) To deputize the office of IAESO Commissioner when he/she is out of the station of work;
- v) He/she shall in collaboration with the IAESO Head of Department for Finance and Planning prepare an annual budget for IAESO Campus/Centre;
- vi) For auditing purposes, the Assistant Secretary shall be the final financial accounting officer of all IAESO funds in the Campus/Centre;
- vii) He/she shall prepare and submit different reports needed by the Prime Minister;
- viii) He shall perform any other work as directed by the Commissioner or Prime Minister; and
- ix) To attend all ISP meetings

CSRC Chairperson

- (9) There shall be a CSRC Chairperson who shall be elected by the CSRC from amongst its members. An office bearer of IAESO shall not be eligible to be elected as CSRC Chairperson.
- (10) The CSRC chairperson shall have the following functions:
- i) Shall chair all the CSRC meetings; and
 - ii) To perform roles of mediator between conflicting interests of the students as a group and the students' organization.
- (11) The CSRC chairperson shall be elected by the CSRC within three (3) days after the Commissioner's swearing in.
- (12) The CSRC Chairperson shall be elected among the CSRC members; the election shall be supervised by the Assistant Chairperson of Electoral Committee.
- (13) The CSRC Chairperson must be:
- i) Fluent in English;
 - ii) A person of good credibility and conduct;
 - iii) A non-finalist student;
 - iv) A good personality; and
 - v) Knowledgeable about the IAESO constitution and CSRC regulations.
- (14) The CSRC Chairperson shall cease to hold office if he/she is removed from office by a resolution of the CSRC members, serious violation of any relevant article of this constitution.
- (15) The CSRC Chairperson shall commence the CSRC meeting by a common prayer.

The Vice Chairperson of CSRC

- (16) There shall be the CSRC Vice Chairperson who shall be elected from amongst members.
- (17) Any office bearer shall not be eligible to be elected to the post of Vice CSRC chairperson.

(18) The CSRC Vice Chairperson shall have the following functions:

- i) He/she shall perform all duties as assigned to him/her by the CSRC Chairperson;
- ii) He/she shall in the absence of the chairpersons on perform all duties of CSRC chairperson; and
- iii) He/she shall perform the duties of the CSRC secretary.

CSRC Clerk

(19) There shall be CSRC Clerk who shall be elected from non-CSRC members.

(20) The CSRC Clerk shall apply for the post and shall be elected by the CSRC members through a secret ballot.

(21) The CSRC Clerk shall perform the following functions:

- i) Shall be clerk to the CSRC;
- ii) To report a day to day activities in the CSRC;
- iii) To coordinate all matters in the CSRC meetings, and
- iv) To keep all CSRC documents, and properties.

(22) The CSRC Clerk shall hold the office until the new CSRC Clerk is appointed.

ARTICLE 41: POWER OF THE STUDENTS ORGANIZATION

41 (1) The Students Organization (IAESO) in consultation with the Dean of Students shall have the following powers:

- i) To prepare the constitution of the organization;
- ii) To prepare financial regulations;
- iii) To prepare election rules;
- iv) To prepare rules governing peer support services; and
- v) To organize and implement outreach programmes.

ARTICLE 42: ADMINISTRATION OF STUDENTS AFFAIRS

42 (1) The Dean of Students shall be the Administrative Head of Student Affairs.

- (2) That IAESO in its own motto or by advice from the Dean of Students may review the constitution in every three (3) years.
- (3) IAESO shall at the end of every academic year submit its performance report to the Dean of Student affairs who shall submit the same to the Institute Council or Government Board.

ARTICLE 43: REFERENDUM

- 43 (1) The following matters affecting students shall not be decided upon by any organ of IAESO save that they shall be restricted to a decision by students by way of a referendum:
- i) Any decision likely to affect the delivery of students services;
 - ii) Any decision likely to interrupt academic programmes; and
 - iii) Any decision likely to cause breach of peace.

Note that, the Dean of Students shall make sure that the referendum referred to under sub-regulation one (1) is conducted in a manner that guarantees every student the right of free expression.

ARTICLE 44: TERMINATION FROM OFFICE OF STUDENT ORGANIZATION OFFICIALS

Suspension

- 44 (1) The Assembly or ISP or CSRC may decide to temporary remove from office an office bearer because of any dubious circumstances surrounding his integrity in service.
- (2) An emergency general meeting of ISP or CSRC may be called specifically to hear the matter and the office bearer shall be given an opportunity to defend him/herself;
- (3) The meeting of ISP or CSRC shall then set up a commission of inquiry to probe into the subject of the suspension and report back to the ISP or CSRC. The recommendation of the commission shall not necessarily be binding on the ISP or CSRC;

- (4) The commission shall be composed of not less than three members and none of them shall be an office bearer. Acting on the findings of the commission, the ISP or CSRC shall decide whether to reinstate or expel the suspended office bearer.

Vote of No Confidence

- (5) If the members feel dissatisfied with the services of any elected office bearer or appointed office bearer they can move a motion of a vote of no confidence against him/her before the ISP /CSRC.
- (6) The decree to move a vote of no confidence may be necessitated by a gross misconduct on the part of the office bearer.
- (7) For the purpose of this subsection, misconduct means:
- i) Violation of the provisions of financial impropriety this Constitution;
 - ii) Sexual harassment or abuse; and
 - iii) Any action or omission that severely contravenes, diminishes or prejudices the status of IAESO and/or its members.
- (8) For the purpose such of a vote of no confidence in the Campus/Centre the Student Baraza shall be duly constituted by at least two-thirds majority of all IAESO members.
- (9) Out of the members present, two-thirds ($\frac{2}{3}$) shall support the vote of no confidence for the decision to take effect and that the voting shall be by secret ballot.
- (10) In the case of Centre/Campus the Chairman of Council shall be responsible for convening the Centre/Campus Student Baraza for the purpose of a vote of no confidence in the Commissioner's services.
- (11) Failure to do so within three (3) days after the CSRC vote, shall entitle one third of CSRC to convene a CSRC meeting and elect a new Chairperson who shall convene the said Baraza.

- (12) If a vote of no confidence in the IAESO President is affirmative, the President with his entire office, including the Vice President shall cease the office.
- (13) If there is a vote of no confidence to the Commissioner at Campus/ Centre, the President shall be informed by the CSRC Chairperson to attend the Student Baraza. Moreover, they shall follow all the procedures, which are undertaken under this section.
- (14) The Campus/Centre Assistance Secretary shall go out with the Commissioner.
- (15) The resignation of the President shall not affect the leadership of Campus/ Centre.

Interim IAESO Administration

- (16) There shall be an Interim IAESO Administration where the President or Commissioner for Campus/Centre and his entire leadership have been removed because of vote of no confidence. The interim governance of IAESO administration shall be under the caretaker of the Speaker of the ISP or the CSRC Chairperson.
- (17) The Interim IAESO Administration's tenure shall not exceed a period of six months; The Interim IAESO Administration shall have the mandate to plan for the holding of the general election for regular governance.

ARTICLE 45: ADMINISTRATION OF FUNDS AND PROPERTIES OF IAESO

- 45 (1) The Minister for Finance will govern all matters of Finance in the case of Institute level and Assistance Secretary at the Campus/Centre level, provided that, the Prime Minister in the case of Institute level shall be the Accounting Officer on behalf of the IAESO government without prejudice to the provisions of the rules in this regard.

The IAESO Finances

(2) The fund of IAESO shall be collected from: Student contributions, gifts, fund-raising, and any money appropriated by the IAE to the main campus accounts. The Student Organization shall establish and maintain a proper financial system related to the collection and disbursement of revenue. The Students Organization shall maintain records and books of accounts to be audited by the auditor appointed or employed by the IAE.

Financial Provisions

(3) Finance and Planning Committee of the IAE Council present all IAESO financial provisions in line with the Institute Financial Regulations and shall in addition to ratification by ISP for discussion.

The main sources of revenue shall be:

- i) IAE grants and donations;
- ii) Students' fees and subscriptions;
- iii) IAESO projects; and
- iv) Fund-raising.

Payment of IAESO Money

(4) All such revenue of the IAE grant including IAESO subscriptions shall be paid to IAESO through the IAESO Prime Minister or Minister of Finance and Planning

- i) The IAE grant to IAESO shall be paid to the Prime Minister, provided that the said grant shall be paid directly to the single IAESO Bank A/C as soon as the student's subscriptions have been paid;
- ii) The Prime Minister or Campus/Centre Assistant Secretary shall account for all receipt books, tickets, accounting documents including voucher requisitions, on behalf of IAESO as the

case may be. All such revenues shall be deposited with the Bank on the following working day upon receipt provided that a deposit slip shall be kept and recorded in the cash book and an amount not exceeding two hundred thousand (200,000/=) Tanzania shillings shall be maintained in cash by the Government of IAESO to meet day to day transactions; and

- iii) The IAESO fees will be paid by all students admitted to the Institute of Adult Education. Each student should pay a total amount that is identified by IAESO and approved by Institute of Adult Education Board that will be paid per each year of the study.

Finance and Development

- (5) The Prime Minister shall maintain one main cash-book showing all deposits and withdrawals provided that; the balance in the cash-book shall be reconciled with the bank balance by comparing with bank statements; and

Separate ledger – books shall be opened for various IAESO projects so as to show financial position at any given time and the Prime Minister or Assistant Secretaries shall inspect these books every three months and present a summary of the findings on the projects to the internal auditor.

Expenditure

- (6) i) The Minister for Finance and Economic Planning in consultation with the Prime minister shall prepare budget estimates for the following year and present them at the ISP for approval during the same time other Institute organs shall prepare their budget estimates;
- ii) Shall include budget estimates prepared by each Ministry;
- iii) IAESO shall submit its budget estimates to the IAE Council through its committee responsible for Planning and Finance;
- iv) There shall be strictly adherence to incurring any IAESO

expenditure and those variances from projected expenditure shall be presented for approval by ISP;

- v) Projected income and expenditure statements for every IAESO project, shall be made yearly, and may be split into quarterly components for implementation and IAESO purposes provided that these income and expenditure statements shall form part of budget estimates;
- vi) All payments shall be supported by vouchers, which are written in indelible ink or type written form; and
- vii) All payment requests shall be made in writing to the Prime Minister in the case of IAESO central Government funds and to the Assistant Secretaries in the case of Campus/Centre Local Government.

Inventory of Office Stationery

- (7) i) There shall be a "Goods Received Note" to prove the purchase and actual receipt of the goods (stationery) in the office;
- ii) In every half of the academic year the Prime Minister shall cause to hold an inspection to ensure that all equipment and inventory are present as stated in the ledger, provided that, a report of the findings shall be presented for discussion to ISP and a copy shall be made available to the Dean of Students for information.

Imprest and Loans to Office Bearers and Members

- (8) Office bearers shall be provided with imprest funds to meet IAESO activities at their Campus/ Centres;
- (9) i) Application for imprest shall be made on a special form prepared by the IAE accounting system;
- ii) The office bearer shall carry direct responsibility of the imprest payment paid to him/her and shall be required to account for this imprest to the Prime Minister and the Minister

- for Finance and Planning or Assistant Secretary and Head of Finance and Planning depending on the Government level in writing by using special form titled Retirement of Imprest Requisition Form;
- iii) A loan to any IAESO member shall have to be supported by written agreement, which shall stipulate the reason(s) for the loan, the security bond and the date for repayment;
 - iv) The IAESO Prime Minister shall approve any loan or grant provided that; a loan agreement exceeding TZS. 100,000 shall have the approval of the IAESO President;
 - v) iv) Donations to institutions other than IAESO organs shall be approved and ratified in the same manner as Loans or Grants; and
 - vi) v) The Director of Finance and Accounting of the Institute shall deal with loan and imprest recovery in accordance with the IAE regulations and guidelines.

Auditing

An Auditor (CIA) approved by the ISP shall do regular three months audits of IAESO accounts;

The Chief Internal Auditor of the Institute of Adult Education shall do auditing of accounts twice a year;

The IAESO audited report shall be forwarded to the Finance Committee through the Students' Affairs Committee. The Finance Committee shall further forward it to the IAE Council.

Disciplinary Actions

(10) Disciplinary actions for defaulters of these regulations shall at a minimum take the following pattern:

- i) Upon occurrence of any discrepancy or loss of IAESO funds or property for whatever cause, the user of equipment shall immediately report to the Prime Minister within twenty four (24) hours who shall in turn inform the Dean of Student who shall then report the matter to the Police Station and the Prime Minister shall convene an emergency IAESO Government

- meeting to discuss the matter;
- ii) The IAESO Government shall have powers to make a ruling requiring the defaulter to refund the money or to pay the replacement cost of the property;
 - iii) The penalty shall also be applicable when any IAESO member fails to pay back a loan given to him/her by IAESO;

Notwithstanding the above provisions, if the defaulter is found to be a student and that the nature of the loss arises from theft, the IAE By-Laws on student's General Conduct, Disciplinary Proceedings and Penalties shall be used against the defaulter; and if the culprit is not a student, other relevant disciplinary actions shall be taken.

Signatories

- (11) i) There shall be signatories to financial agreements between IAESO and other financial institutions such as banks;
- ii) The President and Prime Minister shall be group A, the ISP Speaker in group B and shall be approved by the Dean of students in case of IAESO government funds at the Institute level; and
- iii) The Commissioner and Assistant Secretary shall be in group A and one Accountant assignee shall be group B and approved by Dean of students of the campus or Resident Tutor of Regional Centre in case of IAESO in Campus/ Centre Local Government funds.

ARTICLE 46: RENUMERATIONS AND ALLOWANCES

- 46 (1) All IAESO office bearers and other members of ISP/CSRC shall be entitled to allowances and reimbursement of any expenses incurred by them in the performance of their respective duties as provided by the financial by-laws, the allowances shall differ according to the position.
- (2) It shall be realized however, that student leadership, is not

a gainful employment but a training ground for student leaders.

- (3) Remuneration in terms of allowances shall be minimal and shall be based on a rate relative to agreed percentages of the total IAESO budget for the year and for each ministry, which the IAE administration shall approve and disburse.
- (4) Retirement benefit allowance shall be paid to all IAESO leaders and members of the ISP or CSRC based on the capacity of the annual budget.
- (5) The President, Vice President, ISP Speaker and Deputy Speaker, Commissioners, Prime Minister, General secretary, Assistant Secretaries, Ministers and Deputy Ministers, Heads of Department and Assistant Heads of Department shall have communication costs as stipulated in IAESO budget whereby the cost will differ according to the post.

Monthly Allowances for Leaders

- (6) There shall be a graduated token monthly allowance for top leadership of IAESO as shall be established by IAESO through ISP. For the purpose of this section and subject to availability of funds, top leaders shall include: President; Vice President; Prime Minister; Commissioners; General Secretary, Assistant Secretaries; Speaker and Deputy Speaker.

ARTICLE 47: AMMENDMENTS OF CONSTITUTION

- 47 (1) The Constitution is binding on all members of IAESO but not onto itself.
- (2) The Constitution may be amended by two third (2/3) majority of the ISP members present.
- (3) The ISP General Secretary shall take a note of the proposed amendments for the Prime Minister.
- (4) The Prime Minister shall take them to the Legal Practitioner

for expert advice before the amendments are taken back to the ISP for debate and approval.

Constitutional Reviews

(5) IAESO shall where necessary review this Constitution and after approval of the reviewed Constitution by the Council of the IAE. The Constitutional Review shall observe the following procedures:

Requirement to review existing Constitution Upon the entry into force of the regulation IAESO must initiate measures to obtain their approval by the IAE Council. This shall be by way of applying for the approval of a reviewed Constitution in accordance with the following procedures:

- i) Notification of Intention to review a Constitution. The IAESO shall issue to the Dean of Students a "Notice of matters requiring review". The notice shall set forth the various areas of the Constitutional review in order to align it with the regulations;
- ii) Notice of Satisfaction. The Dean of Students in consultation with the Corporate Counsel and the IAE legal officers shall satisfy themselves that the submitted list of the areas requiring review is exhaustive and shall align the Constitution with the regulations. Upon being so satisfied, the Dean of Students shall within seven (7) days issue a "Notice of Satisfaction as to the exhaustiveness of the matters to be reviewed";
- iii) If it is found that the matters to be reviewed are not exhaustive, the Dean of Students shall issue directions to the Students' Organization on such additional matters to be included in the proposed Constitutional review or any such other appropriate direction.
- iv) Notice of proposed Constitutional Amendments
The IAESO shall immediately after receipt of the notice of satisfaction cause to be drafted the proposed Constitutional Amendments. The organization shall issue to the Dean of

Students a "Notice of Proposed Constitutional Amendments" for certification of compliance with the regulations.

(6) Proceedings after submission of drafted amendments:

Publication of draft Constitution Amendment for review by students;

The Dean of Students shall issue instructions to the organization on how to place the draft Constitutional Amendments for review by the students;

The Dean of Students may require the draft Constitutional Amendments to be published to all students through internet and other media, as well as through class representatives, representatives in halls of residence and any other for that are capable of coordinating and informed examination of the draft Constitutional Amendments.

Submission of comments, criticisms or proposition:

- v After the consultation with the Assistant Secretary, the Chairperson shall table the proposed Constitution Review to the Students' Baraza for debate and he shall chair the Students' Baraza. The Students' Baraza shall debate the proposed review;
- vi) The comments, criticisms or propositions must be in writing addressed to the IAESO Judicial and Disciplinary Affairs Committee. The JDAC shall issue a "Notice of approval to present the draft Constitutional Amendments to the Institute Students' Parliament.

Presentation of the draft Constitutional Amendments to ISP

- i) The JDAC shall cause the draft Constitutional Amendments to be presented to the ISP for deliberations, amendments, criticisms, propositions and acceptance.

Notice of acceptance by ISP

- i) The ISP shall after deliberations make further amendments, additions or omission o the submitted draft Constitutional Amendments; and
- ii) At the mean time a notice of acceptance of the Draft Constitutional Review by ISP is addressed to the IAESO members by the Prime Minister through the notice boards/ internet.

Submission of the recommended Constitutional Amendments for approval by the IAE Council:

- i) The Dean of Students shall submit the Draft Constitutional Amendments to the Deputy Director-PFA who will submit it to the Director and management team
- ii) The IAE management may make such constructive suggestions and other comments for consideration by the Council but may not reject the said Constitutional Amendments.

Approval by the IAE Council

- (7) i) The IAE Council has the sole powers and discretion to approve or reject the recommended Constitutional Amendments; issue a "Notice of approval" through the Head of Studies who shall then pass it to Dean of Students;
- ii) The Dean of Students who shall also be the person responsible to certify the authenticity of any copy of such an updated Constitution shall register the approved copy of the Constitution containing the Approved Constitutional Amendments.

Notice of the Reviewed Constitution

- (8) The Commissioner shall be the person responsible through the Students' Baraza to announce the Reviewed Constitution after being registered. And the same is posted to the notice boards/internet.

ARTICLE 48: MISCELLANEOUS PROVISIONS


- 48 (1) A record of past office bearers of IAESO shall be kept in IAESO official documents for future reference.
- (2) members of IAESO or group of students may use the title of IAESO without the consent in writing of the Prime Minister.
- (3) If any subject or matter is not covered by the provisions of this Constitution such matter shall be put before ISP for decision or for forwarding to IAE Management through the Dean of Students.
- (4) There shall be a seal of office for IAESO Organization which shall be in the custody of the President. The use of which shall be the prerogative of the IAESO President. Disciplinary action shall be taken against any student or group of students who shall contravene the provisions of this Constitution.

Procedure for Resignation from Office

- (5) Any person who holds office under any of the provisions of this Constitution may, by giving sufficient reasons, resign by submitting a written notice to that effect to the organ of IAESO, which elected or appointed him, provided that such resignation shall take effect from the date on which the notice is received and accepted by the addressee within 30 days.

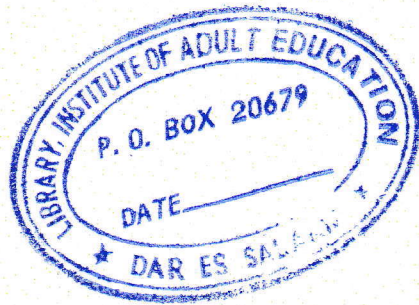
Authentication

1. This Constitution was made by Representatives of IAESO at Dar es Salaam this**31st**..... day of**August**..... 2021.

Title	Name	Signature
President MR. MSAFIRI M. ALPHONCE 

2. This Constitution has been approved by the Council
on.....**31st**..... day of**August**..... 2021.

Title	Name	Signature
Chairperson	<u>DR. NAOMI B. KATUNZI</u>	<u><i>Naomi B. Katunzi</i></u>
Secretary	<u>DR. MICHAEL W. NG'UMBI</u>	<u><i>Michael W. Ng'umbi</i></u>



Printed By:

Institute of Adult Education

P.O. BOX 20679, Dar es Salaam-Tanzania

Tel:+255 22 2150838, Fax: +255 22 2150836

Website:www.iae.tz Email:info@iae.ac.tz