



SIAYA INSTITUTE OF TECHNOLOGY

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STUDENTS ORGANIZATION CONSTITUTION REVISED EDITION 2021

SIT/DOS/SOC

Document Approval

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ABBREVIATIONS/ DEFINITION OF TERMS

C. S.	Cabinet Secretary
E.C	Electoral commission of the student council
SITSO	Siaya Institute of Technology Student Organization.
D/P APD	Deputy Principal Administration
D/P ASA	Deputy Principal Academics and Student Affairs
Student	Any person registered by the institution as a trainee
Patron	Male person in-charge of a particular club or an association
Senator	A student leader representing the academic department
Governor	A student leader in-charge of hostels
Trainer	Instructor or a teacher in the institute
Trainee	Student registered by the institute
Aspirant	Student contesting in the election
Special needs	Any person with disability
By-Election	an impromptu election done when an elective post remains vacant before end of term.
Council	body of student leaders
Suspension	in writing, a disciplinary action of two or more weeks against a student leader not to engage in the official duties of the post or in any capacity for the period.
Impeachment	forced removal from office by majority votes of class reps, council or cabinet.

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DOCUMENT CHANGE RECORD

DATE	CLAUSE REVISED	REVISION DETAILS
2/ 2021	LOGO, TABLE OF CONTENTS, INCLUDED MISSION, VISION AND CORE VALUES, AND ABBREVIATIONS INSERTED.	NEW LOGO INSERTED ON ALL THE DOC.
"	CHAPT 2-SITSO COUNCIL	A) EXECUTIVE INCREASED FROM 4 TO 7 TO INCLUDE THE SENATE SPEAKER, CS EDUCATION AND FINANCE B) ROLES OF THE SENATORS REDEFINED
"	CHAPT. 5-REMUNERATION	DISTRIBUTION REWORKED TO INCLUDE THE SENATORS AND SPEAKER
"		FORMS, RULES AND REGULATIONS ATTACHED

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VISION

A MARKET LEADER IN THE PROVISION OF TOP-NOTCH TRAINING RESEARCH AND INNOVATION

MISSION

TO PRODUCE COMPETENT HUMAN RESOURCE FOR SUSTAINABLE DEVELOPMENT

CORE VALUES

Creativity

Integrity

Professionalism

Social Responsibility

Team Work

Equity

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FOREWORD

Siaya institute of Technology is a Technical and Vocational Institution operating under TVET Act No (29 of 2013). The Institution is determined to ensure optimum academic satisfaction and welfare of all the registered students irrespective of ethnic, religious, or economic background.

One way to obtain this is to, put in place mechanism and guidelines under which the student leadership should be governed i.e the SITSO constitution.

This constitution shall be used in total adherence to Siaya Institute academic policy, rules and regulations established by the Institution as well as statutory and mandatory Government policies governing the Technical and Vocational Training in Kenya.

Principal -----

Secretary BOG

signature

Date/ stamp

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ACKNOWLEDGEMENT

The SITSO leadership 2020/2021 and the Office of the Dean wish to thank the Board of Governors, the Principal, the entire Institute Management, Trainers, Non-Trainers and Trainee for the cooperation, guidance and support that has enabled the achievement of this Constitution.

SITSO President -----

Signature

Date/Stamp

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CHAPTER ONE

INTRODUCTION

ARTICLE 1: NAME AND ADDRESS

Siaya Institute of Technology Students Organization (SITSO) shall be called so and is found on principles of good governance and leadership through democracy, participation, transparency, accountability, separation of powers, respect of human rights, fundamental freedoms, independence of SITSO council and in consistence with the regulations status Acts of the college.

Siaya Institute of Technology Students Organization shall have its own office at the college main campus with the following address.

SIAYA INSTITUTE OF TECHNOLOGY STUDENTS ORGANIZATION

P.O BOX 1087-40600

SIAYA

E-mail: sitso@gmail.com

ARTICLE 2.1: SCOPE

The SITSO shall cover all the departments, SITSO Finance, classes of various courses, Clubs and Societies, Discipline of Students, Code of Dressing and the Student's welfare in general.

ARTICLE 2.2 : STATUS AND NATURE

The organization shall determine its own interim organ and develop in each case: A constitution stating out clearly;

- i. The officials of the Union
- ii. Duties and powers of the Officials
- iii. The frequencies and regulations of meetings
- iv. The purpose to which funds of the Union are to be applied
- v. The manner and from in which the academic progress of the college and students
- vi. The students code of dressing

The organization shall be internal and non-political organization in nature aimed at serving Siaya Institute of Technology Students and the Community.

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ARTICLE 3: AIMS AND OBJECTIVES OF SITSO COUNCIL

- (i) Promote academic excellence and social welfare of the students.
- (ii) Unite the entire students' body and create a sense of belonging among the students.
- (iii) Liaise and foster the cooperation between members, staff and college administration.
- (iv) Ensure students participation in formation and review of the college rules and regulations.
The students where necessary shall air their opinions.
- (v) Promote national unity and embrace diversity of culture, race and religion.
- (vi) Provide a forum for participation and opinion airing in collaboration with SITSO authority.
- (vii) Encourage scientific, technological and educational plans for Siaya Institute of Technology.
- (viii) Ensure that there is equal participation in decision making without discriminating the disabled or the less fortunate.

ARTICLE 4: GENERAL FUNCTIONS OF SITSO COUNCIL

They shall;

- a) Encourage members to participate in local and national functions hence creating awareness and exposure among the members in various fields of study.
- b) Encourage and promote the development of leadership qualities among the members, coordinate and utilize the creative abilities of the future industrialists, educationalists, societies and schools by forming clubs and societies.
- c) Ensure utilization of the union funds to the best interest of the student body. Funds shall be raised in a lawful and reasonable manner as authorized by Siaya Institute of Technology administration.
- d) Enhance communication and coordination between the members and those charged with the dissemination of knowledge, by provision of class representatives and governing council members.
- e) Make sure that all the college procedures are followed while handling the various issues.
- f) in consultation with the dean of students, organize a well-structured welfare organization for students in case of any eventualities

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ARTICLE 5: MEMBERSHIP

SECTION 1: FULL MEMBERSHIP/ONGOING STUDENTS

- a) All students of Siaya Institute of Technology are bonafide members of SITSO.
- b) Each student pays Ksh 200/= inclusive in the school fees per term during the period she/he is in school. The amount will be subject to verification by the council with permission from the administration through the Dean's Office.

SECTION 2: ASSOCIATE MEMBERSHIP

- a) Shall be meant for students who have completed their course in the Institution.
- b) Shall register at a fee of Ksh 500/= to the associate executive.

ARTICLE 6: RIGHTS AND DUTIES OF MEMBERS

- a) Every student duly registered by the college and meet the institution requirements has the right to;
 - i. Access all learning facilities within the institution and within the reach of the college.
 - ii. Undertake all examinations due to them.
 - iii. Attend academic trips once a year as organized by their respective departments.
 - iv. Fair hearing and trial in case of any disciplinary issues
 - v. Peacefully presentation of their issues and grievances to the administration and be heard.
 - vi. Access basic needs required during their stay in the institution i.e.
 - Clean water
 - Clean and well cooked food
 - Beds and chairs in good conditions
 - Good health care and affordable medication.
 - Various forms of entertainment offered by the college.
 - Participate in club and co-curricular activities offered by the institution.
 - Vie and or elect council leaders of their choice.
 - Freedom of worship.

CHAPTER TWO: SITSO COUNCIL

ARTICLE 1: GENERAL DUTIES AND RESPONSIBILITY OF THE SITSO COUNCIL

- i. To promote cohesion and unity of purpose irrespective of background, status, region, culture and gender.
- ii. To protect and uphold the constitution of the organization.
- iii. To protect, maintain and conserve the environment.
- iv. To protect and take good care of the Institution's property
- v. Take part in SITSO elections.

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ARTICLE 2: COMPOSITION OF SITSO COUNCIL

The council shall consist of;

SECTION 1: THE EXECUTIVE

- i. The President.
- ii. The Deputy President.
- iii. Secretary General.
- iv. Women representative
- v. Cabinet secretary finance
- vi. Cabinet secretary education
- vii. Senate speaker

SECTION 2: CABINET SECRETARIES

- i. Cabinet Secretary for Transport Information & Communication.
- ii. Cabinet Secretary for Environment, Health and Nutrition.
- iii. Cabinet Secretary for Power, Natural Resource and Accommodation.
- iv. Cabinet Secretary for Sports and Games
- v. Cabinet Secretary for Entertainment and Social Affairs.

SECTION 3: DEPARTMENTAL SENATORS

SECTION 4: HOSTEL GOVERNORS

- i. Governor male hostel
- ii. Governor female hostel

SECTION 5: CLASS REPRESENTATIVES

NOTE;- There shall be two nominated members, Male and Female to represent people with disability. Must be persons with disability.

- There shall be elected senators elected by trainees from their various departments who will later elect the speaker to the senate

ARTICLE 3: ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

SECTION 1: EXECUTIVE

1A: PRESIDENT

He/ She shall;

- i. Be a symbol of unity of the student body in and out of the institution.
- ii. Be the spokesman of SITSO in consultation with the chief secretary.
- iii. Link the students and the administration.

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- v. Coordinate student's activities through the council.
- vi. Chair the executive and council meetings.
- vii. Call emergency meetings if and when necessary in consultation with the college administration.
- viii. Promote safety and security of all the students.
- ix. Represent students in disciplinary committee when called upon.
- x. Signatory to the Union's account.

SECTION 1B: THE DEPUTY PRESIDENT

He/ She shall;

- i. Carry out duties of the president in his absence.
- ii. Be the chairperson of the Student's Disciplinary committee
- iii. Chair constitutional reforms committee
- iv. Be in charge of the sitso constitution (chief justice)
- v. Work with administration to ensure the discipline and good morals of the students.
- vi. Shall ensure that the constitution is updated accordingly.

SECTION 1C: LADIES REPRESENTATIVE

She shall;

- i. Represent ladies issues in the council and the administration.
- ii. Champion gender equality among all students.
- iii. Perform any other duty as assigned by the council.
- iv. Work hand in hand with the hostel governors to ensure the welfare of the boarders.
- v. Be the head of the Advisory committee.

SECTION 1D: THE SECRETARY GENERAL

He/ She shall;

- i. Take minutes at meetings
- ii. Keep and maintain records of minutes, assets and items of the council .
- iii. Print notice of meetings after consulting with the president.
- iv. Deal with general matters of the Council
- v. Maintain the council office and be the custodian of the key and all items in the office.
- vi. Identify and prepare venue for council meetings
- vii. Liaise with the president in setting of dates for meetings.
- viii. Shall act as the chief advisor of the council

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- ix. Be the spokesperson of the SITSO members
- x. Shall be the Union's interpreter of the Constitution.
- xi. Shall be a co-signatory to the Union's account.

SECTION 1E: CABINET SECRETARY FOR FINANCE

He/ She shall;

- i. Be a co-signatory to the unions accounts
- ii. Be responsible and mandated to give financial reports at every meeting/forum
- iii. Be financial manager hence control the expenditures and revenues of the union
- iv. Ensure safe keeping of union funds and books of accounts
- v. Prepare council budget
- vi. Advice council on financial matters
- vii. Plan council activities

SECTION 1F: CABINET SECRETARY FOR EDUCATION

He/she shall;

- i. Be fully responsible to represent all academic affairs to the administration
- ii. Be a link between students and administration on issues pertaining to academics
- iii. Be the chairperson of academic committee.
- iv. Channel and take part in solving all problems pertaining to academic welfare of SITSO members.
- v. Collect and forward all weekly academic reports from class representatives to the deputy principal in charge of academics
- vi. Be a member of library committee.
- vii. Work closely with HODs to organize and coordinate academic programmes including excursions.
- viii. Secretary to the senate

SECTION 2: CABINET SECRETARIES

2:A CABINET SECRETARY FOR ENVIRONMENT HEALTH AND NUTRITION

He/She shall;

- i. Work with the cateress to ensure that both food and beverages are of good quality and are provided on good time.
- ii. Bring to the attention of the administration any emergency concerning medical and health issues.
- iii. Ensure proper handling of food and cleanliness in the kitchen.
- iv. Work closely with the dean of students and health officer to sensitize student on health risk and make sure that preventive measures are taken.
- v. Collaborate with the governors to ensure high hygiene standards are maintained in hostels and its environs

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- vi. Liaise with the dean to ensure that the clinic is well equipped and clinic nurse is available when needed.

- vii. Respond to all environmental issues affecting the college.

2B: CABINET SECRETARY FOR TRANSPORT, INFORMATION AND COMMUNICATION

He/She Shall;

- i. Act as center of communication to all students.
- ii. Relay information from administration to students on time.
- iii. Keep records of names of students who have to go out by school bus.
- iv. Liaise with the dean’s office to know trips that are to be made by students on bus.
- v. Co-ordinate all students’ travels within the college to avoid clash.

2C: CABINET SECRETARY FOR SPORTS AND GAMES

He/She Shall

- i. Be in charge of all sporting and games activities.
- ii. Ensure proper accommodation of students while out for games in conjunction with the sports office
- iii. Be responsible for organizing the co curriculum activities including friendly matches with the help of sports office
- iv. Be responsible for all equipment and material for sports

2D: CABINET SECRETARY FOR ENTERTAINMENT AND SOCIAL AFFAIRS

He/She Shall

- i. Be responsible for entertainment facilities and equipment.
- ii. Organized and co-ordinate various entertainment for the students as programmed by the dean’s office
- iii. Ensure peace and discipline during the entertainments
- iv. Promote clubs and societies activities within the college
- v. Ensure equal privilege for all registered club members
- vi. Liaise with the administration to organize events for the culture week.

2E: CABINET SECRETARY FOR POWER, NATURAL RESOURCES AND ACCOMODATION

He/ She shall

- i. Ensure that all school facilities like beds and chairs are in good condition for use by students
- ii. Ensure that there is adequate and reliable lighting within the institution
- iii. Ensure that there is power back up during electricity black out
- iv. Respond to health issues with the collaboration of cabinet secretary for health

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- v. Work with the foreman to ensure all taps are in a good working condition, enough water in the school and benches outside for resting are adequate and the general cleanliness of the institution.

- vi. Work with the security to ensure the safety of all facilities and infrastructure of the college.

SECTION 3 THE SENATE

The senate consist of the speaker (who is elected by the senators) and all the departmental senators.

SECTION 3A The senate house shall have the following duties;

- i. Act as a watchdog to the council operations including funds and advice accordingly.
- ii. Summon any member of the council on disciplinary grounds
- iii. Investigate cases of corruption within the council
- iv. Institute a vote of no confidence against any member of the council on sufficient grounds of indiscipline
- v. Conduct elections of the speaker

SECTION 3B: SPEAKER OF THE SENATE

Without prejudice to the above, functions of the speaker shall include;

- i. Chair senate meetings/ debates
- ii. Member of the council executive-represent senators in the meetings
- iii. Ensuring the observance of standing orders in the senate
- iv. Maintain law and order in the house and of the senators
- v. Supervise/ reprimand senators to ensure they are discharging their duties responsibly.
- vi. Oversee vote of no confidence of any member of the house or the council
- vii. Putting matters to vote and announcing the results of the votes
- viii. Disseminate to the council matters needing their attention.

SECTION 3C: SENATORS

- i. Shall co-ordinate academic and social welfare of the students in the departments
- ii. Shall present departmental grievances to the head of department.
- iii. Shall represent the department in the council meetings
- iv. Shall work with class representatives and trainers to ensure class attendance are adhered by the students and trainers
- v. Shall ensure students issues in the department are addressed accordingly
- vi. Shall help instill accountability in taking care of tuition rooms and facilities in their departments

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SECTION 4: GOVERNORS

- i. Shall be responsible for cleanliness at the hostel level
- ii. Must be residing within the said hostel

- iii. Shall be in charge of the hostels and its environs
- iv. Shall respond to safety issues within the hostels
- v. Shall submit boarding reports/needs to the dean and the council every week/ at meetings
- vi. Shall forward boarders Indiscipline cases to the disciplinary committee
- vii. Shall enforce boarding rules and regulation to all students

SECTION 5: ROLES OF CLASS REPRESENTATIVES

- i. Shall coordinate lectures and class attendance
- ii. Shall make sure the class and the attendance registers are well marked and submitted to the deputy principal academics as required
- iii. Chair class meetings and submit the matters to the departmental senators
- iv. Consult with the head of department on issues concerning their classes.

NOTE: Class representatives are not members of the council, however they are entitled to airtime allowances on a monthly basis depending on the availability of funds in the students account.

CHAPTER THREE: ELECTIONS

ARTICLE 1: GENERAL PRINCIPLES

- i. The electoral system is based on the right of all qualified students to vote and vie for the elections of executive, ministerial and other positions in the organization, clubs and societies.
- ii. General elections for office bearers for the Students Council shall be held once in a year within the first 30 days after opening in January or beginning of term one of the academic calender year
- iii. The council to be dissolved 2 weeks before elections by the Dean of Students in consultation with the Deputy President. However, the Cabinet Secretaries are to carry on with their duties until the formal handing over procedure shall be carried out.
- iv. Voting shall be by secret ballot.
- v. Elections shall be free and fair.
- vi. Ensure fair representation of all Students
- vii. An independent body free from external interference conducts elections.
- viii. External body to monitor the voting process for free and fair elections.
- ix. Authority card/document from the administration and National IDs to be produced for verification before casting votes.

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ARTICLE 2: ELECTORAL COMMISSION

SECTION 1: COMPOSITION OF ELECTORAL COMMISSION (E.C)

- i. Chair - (elected from the members or if need be appointed by the principal)
- ii. Dean – Secretary
- iii. Deputy Principal APD – Returning Officer
- iv. Deputy Principal ASA – Presiding Officer
- v. Six Lecturers and Five Support Staff – Election Officials and Clerks.(appointed by the principal)
- vi. Student Representatives to the Electoral Commission.
- vii. For Observers from an External Body.

NOTE: The student representatives and observers shall be appointed by the commission upon verification by the dean of students.

SECTION 2: FUNCTIONS OF THE ELECTORAL COMMISSION

The commission shall be responsible for;

- i. Registration of voters
- ii. Conducting and supervising Elections process and Referendums
- iii. Provision of free and fair elections
- iv. Management of election funds
- v. Settlement of Election Disputes.
- vi. Facilitation of Observers.

The Electoral Commission shall be an independent body that conducts its work in accordance with the institutional policy and the constitution.

ARTICLE 3: ELECTION RULES

- i. The casting of votes shall be by secret ballot.
- ii. Various SITSO posts shall be applied for in writing by eligible students who have shown interest and should not be influenced by outside forces to vie.
- iii. For executive posts, the interested trainees must be taking a diploma course within the institution.
- iv. Eligible candidates must have stayed in the college for at least one term and has two terms to the National Exams.
- v. Electoral commission in consultation with the principal and student council may incorporate measures in the rules and regulations of Elections to enhance competitiveness and provide enabling environment for obtaining quality leadership after the elections.
- vi. There shall be live debate for cleared candidates.
- vii. The contesting trainees shall be vetted for any indiscipline case or criminal matters.
- viii. The contesting trainee must not be holding any other post in the clubs or societies.

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ARTICLE 4: CLEARANCE, CAMPAIGNS AND DISQUALIFICATION OF CANDIDATES.

SECTION 1: CLEARANCE

- i. On receipt of the application, a candidate is to be issued with a form for departmental clearance from the Dean's Office. The form is to be returned to the Dean's Office after its completion on a date stipulated by the commission. (Article 4, Section 1(iii))
- ii. Clearance certificates for qualified candidates to be issued by Electoral Commission on a stipulated date by the Dean's Office. Only cleared candidates can source for votes to support their candidacy.
- iii. Electoral Commission shall clear the candidates following the laid down regulations and may rely on reports from the H.O.Ds where the candidates belong and the Disciplinary committee/Academic reports/ Recommendations on the individual candidates to reach an acceptable decisions.

SECTION 2: CAMPAIGNS

- i. Any form of campaigns must not interfere with the lecture time
- ii. No campaigning after 9PM within the school premises.
- iii. All campaigning sessions must be peaceful.
- iv. "Kamukunji" Rally (open campaign) be conducted as time tabled only once under the supervision of Electoral Commission and all aspirants are expected to address the Commission.
- v. Each contestant must submit to the commission names of two agents who are students, both the agents and the contestants must manage their campaigners to observe the election rules.

SECTION 3: DISQUALIFICATION

- i. An aspirant maybe disqualified when He/ She uses abusive words or gets violent during campaign.
- ii. Indecent behavior such as being drunk, smoking of intoxicating substances, bringing outsiders to campaign for a candidate or bribing of voters can lead to automatic disqualification.
- iii. When a candidate is time barred i.e. not going/following the election time table.
- iv. Campaigning on the voting day

ARTICLE 5: ELECTIVE POSTS

In the elections, candidates to be elected shall be;

- i. Executives
- ii. Cabinet Secretaries
- iii. Senators
- iv. Governors whom will be elected at hostel levels

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ARTICLE 6: PETITIONS

Any candidate who, during the election, is dissatisfied with the manner in which the elections were conducted may file for a petition to the Electoral Commission.

The application done in such effect must satisfy the following conditions;

- i. Be released within three days from the day of elections.
- ii. Contain the date of application.
- iii. Must state the grounds of petition.
- iv. The application shall be addressed to the Secretary of the Electoral Committee. The committee shall give due consideration to the grounds stated by the applicant therein and give ruling on whether to declare the post vacant and pass a by-election after a fair hearing.

ARTICLE 7: SWEARING- IN OF THE ELECTED COUNCIL

- i. Elected cabinets should be sworn in a public open ceremony.
- ii. Cabinet should pledge their loyalty to the Institute Administration, The President and the Student Body.
- iii. The elected cabinet member shall take oath of office.
- iv. The official shall invite their friends and photographers on permission from the principal.
- v. The event shall be held within 7 days after the general election.
- vi. In case of a dispute the event shall not proceed as planned until heard and determined.

ARTICLE 8: BY-ELECTIONS

- i. To be done where a petition is successful.
- ii. Where there is a tie in the number of votes cast for any given position, only those tying in votes qualify for the by-election
- iii. To be done within one week from the time the decision is reached by the electoral commission.
- iv. To be carried out when over 2/3 of the total students population present pass a vote of no confidence in the whole council.
- v. When a cabinet secretary resigns or is disqualified from holding office due to gross misconduct, then a by-election is held to replace the cabinet secretary.

CHAPTER FOUR : MEETINGS

ARTICLE 1: STUDENTS COUNCIL MEETINGS

- i. Shall be convened when necessary and must attain a quorum of 2/3 of the bonafide members.
- ii. All meetings shall be conducted in an orderly manner and using the national official language. No use of abusive language.
- iii. Any member contravening ARTICLE 1(ii) shall be asked to withdraw and apologize, failure to which he/she may be forced out of the meeting.
- iv. All cabinet and executive meetings shall be chaired by the President. His/ Her Deputy may act in His/ Her absence.

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- v. Any member who misses three consecutive meetings without valid reason or official notice to the **Ladies Representative** may automatically lose his or her seat.
- vi. In case the President's seat falls vacant, the Vice President may assume the position in an acting position before re-election.

ARTICLE 2: PROCEDURE TO BE FOLLOWED IN THE COUNCIL MEETING

- i. The secretary general shall read items off the agenda for meetings and the President shall lead Council in the deliberations.
- ii. The Secretary General shall circulate minutes of the previous meeting for confirmation. Once seconded, the minutes shall be signed by the President and the Secretary General and shall become official documents.
- iii. In matters arising from the previous minutes, members expected to take action shall report back actions taken and any findings.
- iv. The President shall use his discretion to limit the number of speakers debating on a motion and shall force the procedure according to council standing orders.
- v. Resolutions of any meeting shall be taken by majority votes. Any ties shall be broken by the President whose vote will be the deciding vote.
- vi. The President shall ask the Secretary General to read the summary of the most important points before the end of the meeting.

ARTICLE 3: GENERAL RULES ABOUT THE MEETING

- i. Any resolutions passed in a properly constituted manner shall be binding on the entire student's body.
- ii. If there is no quorum an hour after the set time, The President in consultation with the present members shall convene a meeting at an appropriate time. If lack of quorum still persists in the re-scheduled meeting, then the meeting shall proceed.
- iii. If notice of the meeting is not properly given two days before the meeting, then the meeting shall be null and void.

ARTICLE 4: LIAISON MEETINGS

- i. There shall be consultative meetings between the council and the Members of the Administration to exchange views on the welfare of the students and general development of the college.
- ii. All matters taken to the Liaison meeting shall be as a result of discussion at either council or general meetings.
- iii. The council shall report to the students any matters discussed and resolutions made at such meetings

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CHAPTER FIVE: FINANCES OF THE UNION

ARTICLE 1: SOURCES

The union finances shall be derived from the following sources;

- i. Termly subscription of 200/= per student. Any charges or amendment relating to this shall be adjusted according to the council with consultation with the student body
- ii. Any donation from well wishers and grants directed to SITSO student union
- iii. The union shall be entitled to funds received from income generating activity
- iv. Any other legal sources associated with the above that may generate income to the union
- v. All financial transaction shall be entered into books and be kept by financial control who shall produce them upon request
- vi. After approval by the executive, on the absentia their deputies shall be signatories. The money withdrawn shall be under the custody of Cs finance

ARTICLE 2: MANAGEMENT AND USE

SECTION 1: EXPENDITURE

The union fund shall be used on the approved budget plans on the following areas

- i. Clubs and societies activities
- ii. Documentation
- iii. Entertainment
- iv. Allowances
- v. Airtime
- vi. Elections
- vii. Culture festivals
- viii. SITSO project as decided upon by the council

SECTION 2: FINANCIAL BOOKS OF ACCOUNTS

There shall be

- i. Petty cash book
- ii. Voucher
- iii. Cashbook

Any transaction on the above shall have supportive documents i.e receipts and the CS finance should authenticate this while the petty cash shall not exceed the amount subscribed by the executive.

SECTION 3: RESERVED FUNDS/CONSOLIDATED FUNDS

- i. The fund shall be carried forward to the following financial period if available
- ii. Reserved funds shall not be withdrawn unless otherwise decided or debated that demand for more funds (from reserved funds) is justified, subject to this article through signatories as named in section 5.

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SECTION 4: SIGNATORIES TO THE UNION ACCOUNT

- i. The principal/deputy principal
- ii. Dean of students
- iii. SITSO president/deputy president
- iv. Cabinet secretary finance

SECTION 5: MODALITIES OF PAYMENT

- i. Council members shall be paid in the 9th week of the term.
- ii. Electoral commission/.committee shall be paid after the date of election.

SECTION 6: ALLOWANCES AND REMUNERATION FOR COUNCIL MEMBERS

- i. All council members are entitled to payment of allowances based on the terms collection.
- ii. Every member is entitled to an airtime allowance on a monthly basis upon approval and is to be paid on or before the last Friday of the month.
- iii. The cabinet secretary finance will coordinate with the finance office through the dean of students to provide refreshment in every official and scheduled meeting. This will be done prior to the meetings.
- iv. Allowances and the end of term are to be paid as listed below in percentages;

DISTRIBUTION OF ALLOWANCES AND REMUNERATION	
POST	PERCENTAGE
President	7.1%
Deputy President	6.5%
Women representative	5.0%
Chief Secretary	5.8 %
Cabinet secretary finance	5.5%
Cabinet secretary education	5.3%
Cabinet secretary environment, health and nutrition	4.9%
Cabinet secretary power, natural resources and accommodation	4.9%
Cabinet secretary sports and games	4.9%
Cabinet secretary transport information and communication	4.9%
Cabinet secretary entertainment and social affairs	4.9%
Senators	9 @ 3.2%

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Governors	2 @	3.0%
Speaker of the senate		2.0%
Representatives of persons with disability		3.5%

CHAPTER SIX : STANDING ORDER

ARTICLE 1: DISCIPLINE OF THE COUNCIL

- i. Every member of the council is expected to be disciplined and be the role model of the rest of the students.
- ii. He or she should adhere to the rules and regulation of the institute and the sitso constitution.
- iii. Headed by the deputy president, the council should help in ensuring the discipline of all the student registered by the college.

ARTICLE 2: DISCIPLINARY COMMITTEE

- i. It shall have a maximum number of 5 members
- ii. It shall be appointed by the deputy president and approved by the dean of student
- iii. It shall be chaired by the deputy president

SECTION 1: FUNCTIONS

- i. Hear matters brought before it and make appropriate recommendation to the deputy president
- ii. Fine, order for compensation and also order ban from using the union facilities shall they find it necessary
- iii. Forward cases to the relevant bodies outside their jurisdiction
- iv. Shall deal with cases like theft, fighting and abusive languages where no serious injuries are involved
- v. Shall also deal with disagreements among members

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SECTION 2: COMPOSITION

Disciplinary committee shall comprise of;

- i. Deputy president as the chair
- ii. President
- iii. Chief secretary
- iv. Two other members appointed by the deputy president

SECTION 3: RED CARD/FLAG ON UNETHICAL PRACTICE

- i. Corruption
- ii. Fraud
- iii. Conflict of interest
- iv. Embezzlement of union funds
- v. Wrong invoicing
- vi. Theft and pilfering
- vii. Misuse and misappropriation of students resources
- viii. Abuse of office

NOTE: Any member found culpable to the above practices stands suspended and may vacate office upon verification by the council.

SECTION 4: VOTE OF NO CONFIDENCE

A vote of no confidence may be initiated against an official due to the following reasons;

- i . Gross misconduct and indecent behavior.
- ii . Absence of three consecutive meetings without proper explanation.
- iii Nonperformance of duties assigned.
- vi Persistent violation of the rules and the constitution,
- v. Absenteeism from place of duty for more than two weeks without permission.
- Vi When his or her validity in the institution is terminated or one ceases to be a student.

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SECTION 5: PROCEDURE FOR DISMISSAL OF EXECUTIVE AND NON-EXECUTIVE OFFICIALS

Upon confirmation of any misconduct or failure to abide by the rules by any member, the executive shall call the person concerned;

Summon and question him or her, he or she will be given a chance to defend him or herself. Deliberations and further consultation will be done and if found guilty he or she may face the following judgement;

- a) Suspension to receive 1/3 of the remuneration
- b) Impeachment/ dismissal from the council
- c) Fined
- d) Forwarded to the college disciplinary committee

NB When 2/3 of the students certify the offence, then the member is dismissed.

Notice pertaining such issues shall be communicated to all students in MEMOS and any other form.

CHAPTER 7: CLUBS, SOCIETIES AND ASSOCIATION

ARTICLE 1: REGISTRATION

- i. Need to come up with the club be done as request to the dean of student for onward discussion with the administration. The quest if approved then the following will be done
- ii. Except for **Christian** clubs, all other clubs, societies and associations within the institution shall be registered with the ministry of social and cultural services within 28 days from the date of formation.
- iii. The registration application must be in writing, signed by the patron and the chairperson and treasurer of the club.
- iv. A copy of registration certificate must be submitted to the dean's office within the two weeks from the date of issue.
- v. List of members and officials must be handed to the dean.
- vi) Every club must have a **patron/matron** who is a bonafide staff of the institute

Note;

- a) Clubs, societies and associations are entitled to a percentage share of the total amount of the unions money
- b) Name of clubs, societies or association shall not resemble that of other clubs.
- c) There shall be no duplication of functions.
- d) Date of formation must be declared

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ARTICLE 2: MEMBERSHIP

- i. Any member shall be required to pay a registration fee before joining a club
- ii. Members shall be bonafide students of the institution

ARTICLE 3: RULES GORVENING COMMITTEE, CLUBS AND ASSOCIATIONS

- i. Members are expected to carry out their duties according to the ministries responsibility
- ii. Members must be responsible and ready to serve at all time
- iii. Their constitution must not be in any way contradicting the union’s constitution or the institute’s academic policy.
- iv. Must submit their copy of their constitution to the dean’s office and relevant government department.
- v. Each member is expected to attend the meetings

SECTION 1: VOTE OF NO CONFIDENCE

A vote of no confidence maybe against the official due to the following reasons

- i. Absence from meeting in three consecutive meetings
- ii. Gross misconduct and indecent behavior
- iii. Non competence
- iv. When his or her validity in the institution is terminated

SECTION 2: DISMISSAL OF CLUB/SOCIETY OR MEMBER

When a club or society or association engages in unlawful activity, the management committee shall have powers to dissolve the club, society or the association.

When a club, society or association was formed on certain objectives upon realization it shall then be disbanded.

When the club is engaged in activities of personal interest or contrary to the objective, mission vision or rules of the institution.

A member in the club or the society can also be dismissed on the following grounds;

- a) When found contradicting the rules/constitution of the club.

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ARTICLE 4: FUNDING

SOURCES

Funds for the clubs will come from ;

- a) members contribution and registration amount.
- b) donations from other organizations
- c) sitso fund termly allocation
- d) any approved project run by the clubs

NB the funds should be used accountably in line with the club's constitution and policy regulating the use of funds.

CHAPTER 8: REVIEW OF THE CONSTITUTION

Like any other document of Siaya Institute, this constitution to be ammended, shall follow the same document change process.

A clause or the entire phrase, section or chapter can be changed when need be. Below are the steps in the change;

SECTION 1: RVIEW OF PART, CLAUSE, PHRASE OF THE CONSTITUTION

- a) A member or the entire council can suggest the areas to be changed in the constitution in writing with valid reasons.
- b) A meeting of the council shall be held, to endorse the changes. The endorsement to be forwarded to the office of the dean for the principal to approve.
- c) After approval by the head of the institution, the deputy president shall form a committee to discuss the changes.
- d) Changes together with the minutes shall be discussed in the meeting of the council executive and administration for onward approval either through referendum or by the chair of the meeting.

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SECTION 2: REVIEW OF THE WHOLE CONSTITUTION

Through proposals, the council can pass a resolution or by the vote of simple majority for the whole constitution to be reviewed. This shall be communicated to the students. The review committee shall be appointed by the dean of students through the deputy president.

Upon completion of the process, the new constitution shall be presented to the council.

The council shall by a vote of not less than 2/3 majority give an adoption and accept the reviewed constitution for implementation.

Immediately after voting, the old constitution becomes null and void, therefore it becomes automatically replaced by the new constitution.

Upon adoption of the new constitution for implementation, the Deputy President in consultation with the dean of students shall dissolve the review committee within a period of seven days from the date of implementation.

GENERAL POINTS

SECTION 1:

1. Members of the council, upon successful end of their term, are not eligible for reelection as per the academic policy to pave way for new and fresh student leadership.
2. Student's issues and suggestions shall be forwarded in writing either to the Secretary General or the Cabinet Secretary concerned.
3. The suggestion may form an item on an agenda for the general meeting or a question directed to the council or administration. Signatures are recommended for reference.
4. Students may use the designated notice board to organize activities for their welfare and to popularize ideas after approval from the Secretary General.
5. Peaceful means such as negotiation and arbitration shall be the only tool used by the council to settle disputes. There shall be a high degree of non-interference in personal affairs to safeguard the equality of all students. A student is free to choose his/her roommate where there is vacancy and where clearance is obtained from the dean.

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6. Members of the Student's body may demand for General Meeting in a petition to the President bearing names and signatures of at least 50% of the enrolled SIT Students. The meeting shall be held within seven days of the president receipt of the petition.

7. Where need be i.e there is total vacancy in the council, the dean of student shall appoint student leaders (interim) to hold the offices shortly until the elections are done.

SECTION 2: PRIVILEGES OF UNION LEADERS

1. All officials and class representatives, upon completion of their terms of service should be issued with Responsibility Certificates stating clearly the position which they were holding and any other privileges deemed necessary by the executive committee of the Union.
2. All council members who have worked well will also enjoy a retreat trip to a designated place as will be approved by the principal.

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SIAYA INSTITUTE OF TECHNOLOGY

P.O. BOX 1087 - 40600 SIAYA. TEL: 0703564522

Email: info@siyainstitute.ac.ke

SITSO OATH OF OFFICE 2021

I *Duke Masese*, Admission Number: *AGR600/0043/19*

Course: *Diploma in Agriculture* in the Department of *Agriculture* in Siaya Institute of Technology, hereby do swear that I shall execute my duties as the *Governor Men Hostel* and that I shall respect all legal authorities established, the Administration, the Non-teaching staff, Teaching and all Students.

I promise to defend the Siaya Institute Students Organization Constitution, to apply it faithfully and interpret it honestly.

So help me God.

Signed:Date:
Councilor

Witness 1:Date:
Oath Administrator

Witness 2:Date:
Dean of Students

Witness 3:Date:
Principal/Deputy Principal

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Email: info@siayainstitute.ac.ke

ELECTION CLEARANCE FORM 2021 (SITSO)

POST:

NAME OF CANDIDATE:

ADMISSION NUMBER:DEPARTMENT:

COURSE: YEAR OF ADMISSION:

DATE OF COURSE COMPLETION:

SIGNATURE OF CANDIDATE:

H.O.Ds REMARKS

.....

.....

ACADEMIC PERFORMANCE:

CHARACTER OF STUDENT:

ANY OTHER REMARKS:

:

SIGN-----DATE-----STAMP

DEPUTY PRINCIPAL APD REMARKS -----

OFFICIAL STAMP:

DATE:

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OFFICIAL USE ONLY (ELECTORAL COMMISSION)

RECEIVED BY:

TIME OF RETURN:

DATE OF SUBMISSION:

COMMISSIONS REMARKS ON CLEARANCE

CHAIR

SIGN

DATE

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SIT/DOS/ELC/ F3 **SITSO ELECTION RESULTS**

POST: PRESIDENT

- 1.
- 2.

VOTES

SPOILT:.....
TOTAL CAST:.....

Agent 1.

Agent 2

POST: DEPUTY PRESIDENT

- 1.
- 2.

VOTES

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: CHIEF SECRETARY

- 1.
- 2.

VOTES

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: CHIEF SECRETARY

- 1.
- 2.

VOTES

SPOILT:.....
TOTAL CAST:.....

ISSUE NO	REV NO 001	DATE
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Agent 1

Agent 2

POST: LADIES REPRESENTATIVE

VOTES

1.

2.

SPOILT
TOTAL CAST:.....

Agent 1

Agent 2

POST: CABINET SEC. FINANCE

VOTES

1.

2.

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: CABINET SEC. EDUCATION

VOTES

1.

2.

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: CABINET SECRETARY GAMES AND SPORTS

VOTES

1.

2.

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: CABINET SECRETY HEALTH AND NUTRITION

1.

2.

SPOILT.....
TOTAL CAST.....

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Agent 1
Agent 2

POST: CABINET SECRETARY POWER & LOCAL AUTHORITY

VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agent 1
Agent 2

POST: CABINET SECRETARY ENTERTAINMENT & SOCIAL AFFAIRS

VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agent 1
Agent 2

POST: CABINET SECRETARY TRANSPORT, INFORMATICS AND COMMUNICATION VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agent 1
Agent 2

POST: SENATOR REPRESENTATIVE PERSONS WITH DSPECIAL NEEDS

VOTES

- 1.
- 2.

SPOILT:.....

TOTAL CAST:.....

Agent 1

Agent 2

ISSUE NO	REV 001	DATE
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POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – BUILDING & CIVIL ENG. VOTES

- 1.
- 2.

SPOILT.....
TOTAL CAST.....

Agent 1

Agent 2

POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – BUSINESS VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – AUTOMOTIVE VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – AGRICULTURE VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agent 1

Agent 2

POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – COMPUTING & INFORMATICS

VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agents 1
Agents 2

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POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – APPLIED SCIENCE VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agents 1
Agents 2

POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – LIBERAL STUDIES VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agents 1
Agents 2

POST: SENATOR/DEPARTMENTAL REPRESENTATIVE – ELECTRICAL ENGINEERING - VOTES

- 1.
- 2.

SPOILT:.....
TOTAL CAST:.....

Agents 1
Agents 2

POST: GOVERNOR- FEMALE HOSTEL VOTES

- 1.
- 2.

SPOILT:.....

TOTAL CAST:.....

Agent 1

Agent 2

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POST: GOVERNOR- MALE

HOSTEL

VOTES

1.

2.

SPOILT:.....

TOTAL CAST:.....

Agent 1

Agent 2

SPEAKER OF THE SENATE

VOTES

1.

2.

SPOILT:.....

TOTAL CAST:.....

Agent 1

Agent 2

PRESIDING OFFICER

.....

DATE:.....

RETURNING OFFICER:

.....

DATE:.....

SITSO ELECTION COMMISSION CHAIRMAN:

.....

DATE.....



Apendix iv

SIAYA INSTITUTE OF TECHNOLOGY

P.O. BOX 1087 - 40600 SIAYA. TEL: 0703564522

Email: info@siayainstitute.ac.ke

CLUBS/ SOCIETIES PROPERTY/FUNDS DECLARATION FORM

To be done in Triplicate (1). Copy original Dean

(2). Copy club file

(3). Copy retained by the students file

To be filed every year 30th July or when new office gets in.

A. Name of club.....

Name of officials:

No.	Name	Adm no	Post

Membership at the time of declaration in number.....

B. Assets/ Property

No	Name of assets	Model	No of item	Condition	Remarks

C. Finances (in Kshs)

Termly collection	Amount	Amount spent	Balance
Term one			
Term two			
Term three			

Remarks from the

Patron.....

.....

.....

Name.....Sign:..... Stamp & Date:.....

Chairperson: Name:.....Sign:.....Date:.....

Secretary: Name:.....Sign:.....Date:.....

Dean of Students: Name.....Sign:.....Date:.....



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CLUBS AND SOCIETIES LIST FORM

Period / Term:..... to:.....

Name of Club:.....

Name of Patron:..... P/F No:.....

Sign:.....

List of Officials

No	Name	Adm no	Post	Sign

List of members

No	Name	Adm no	Post	Sign

Cabinet Secretary /Entertainment..... Sign:.....Date.....

Patron:.....Sign:.....Date:.....

Dean of Students..... Sign:.....Date:.....

ISSUE NO	REV NO 001	DATE
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RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF TRAINEES (ABRIDGED VERSION).

Preamble

- i. These rules and regulations are in accordance with chapter 7 of the Academic Policy as per the Board of Governors resolution on August 10, 2018. All trainees must acquaint themselves with the Academic Policy that provides all details and procedures regarding Rules and Regulations of the conduct of trainees at Siaya Institute of Technology.
- ii. These rules and regulations are meant to bring order and harmony in the Institute and make the life and stay of trainees enjoyable. They are meant to enable the Institute function effectively for ALL its trainees, staff, residents and the community. Trainees are required to sign the form in appendix 1 to confirm that they have read and understood, and will abide by the rules and regulations as stipulated.
- iii. We consider our trainees to be mature and responsible adults who have sense of maturity. Decent behaviour, decent dressing, commitment to work, respect to self and to others and obedience to authority are to be displayed by all without supervision. However, minority of trainees may lack these traits and may need to be guided along a set of rules.
- iv. All trainees must obey, respect and follow instructions from members of staff.
- v. These rules and regulation are made by the Academic Committee and the Institute BoG in accordance with the provisions of the TVET Act whose objective and purpose are among others; to provide for the control governance and administration of the Institute.
- vi. The Principal as per the Act shall be responsible to the BoG for the general conduct and discipline of the trainees.
- vii. These regulations shall apply to ALL trainees of the Institute subject to any necessary changes therein. All trainees shall be required to read and abide by these regulations as well as with regulations in general.

- viii. These regulations shall not preclude the Institute from requiring any student to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Institute.
- ix. Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these regulations.

The Conduct of Trainees

The following provisions shall apply with respect to the conduct of trainees within and outside the Institute precincts.

General Conduct

- i. Respect and adhere to the administrative and academic rules, procedures and structures established by the TVET Act 29 of 2013 and SIT legal order for the control governance and operations of the Institute.
- ii. Respect the rights and privileges of the members of the Institute community at all times.
- iii. Refrain from any conduct that might bring the Institute or any section or programme thereof into disrepute or public odium.
- iv. Carry themselves in all public places or forum with such humility and dignity as befits their status as mature and responsible citizens.
- v. Wear acceptable and appropriate attire as prescribed in the dress code at all times and in particular while attending lectures, practical sessions or at any other Institute functions.
- vi. In particular trainees are advised to groom appropriately at all times and should treat their presence in class, laboratories or workshops during training or learning or private study as official functions and present themselves formally with untoward dressing or hairstyle and excessive ornaments.
- vii. Note that food must only be eaten in the dining hall or at designated restaurants and canteens.
- viii. All trainees should maintain cleanliness in the Institute by keeping hostels, laboratories, workshops and hostels clean and tidy. Litter should not be thrown anyhow except in strategically positioned waste dustbins
- ix. All trainees are encouraged to participate in various games and sports activities during games times. Institute rules and regulations are to be observed when teams go out to represent the Institute.
- x. The Institute is a DRUGS FREE ZONE. There shall be no tobacco smoking or alcohol drinking or use of illicit drugs within the premises in the Institute such as Dining hall, Dormitories, Classrooms, Laboratories, Workshops and Drawing rooms.
- xi. Trainees should respect other's freedom of worship. Where certain religious beliefs and rites conflict with these regulations, the rules of the Institute shall prevail as long as they do not contradict any laws of the

Republic of Kenya.

- xii. Extreme religious inclination such as radicalization is not permitted.
- xiii. Staff washrooms, non-teaching and teaching staff compounds or any other designated are out of bounds to all trainees.
- xiv. Fighting, use of abusive language, possession of drugs (such as bhang, marijuana, shisha, kuber, mirraa (khat)), changaa, busaa, being drunk and disorderly in the Institute premises and stealing are prohibited.

Criminal Offences

- i. The Institute has no right of exclusive jurisdiction over its trainees in criminal matters and other offences covered by law.
- ii. All crimes and other offences under the laws of Kenya, (THE PENAL CODECAP 63) shall be reported to police. These shall include the following:
 - Offensive SMS and Cyber crimes
 - Being drunk and disorderly
 - Drug abuse/possession of illegal brew
 - Drug trafficking
 - Fighting (Affray)
 - Possessions of dangerous weapons e.g. daggers, arrows, guns etc.
 - Assault causing bodily harm
 - Arson, attempt to commit arson or attempt to destroy or damage property
 - Theft and other related offences e.g. robbery and extortion
 - Unauthorized picketing, rioting. Obstruction to perform duty
 - Organizing unlawful demonstrations/processions/incitement
 - Rape or attempted rape
 - Kidnapping/abduction, detentions
 - Sexual harassment, indecent assaults, defilement
 - Impersonation and false pretenses
 - Forgery, fraud, counterfeiting
 - Illegal/unlicensed trade e.g. hawking
 - Trespass
 - Aiding suicide and attempting suicide
 - Concealing birth, killing of unborn child and abortion
 - Subversion/treason
 - Murder, manslaughter
 - Notwithstanding any action that may be taken by the police under the forgoing paragraph, the Institute may take independent disciplinary measures for both in and outside campus.

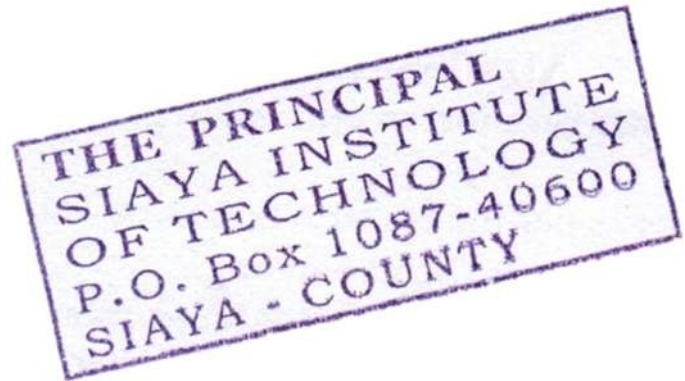
Enforcement

- i. These Rules and Regulations Governing the Conduct and Discipline of Trainees are applicable to all trainees registered in the Institute for all programmes of Study as determined by the Academic Committee.
- ii. All trainees are required to read and sign the Declaration of Undertaking provided with the rules and regulations in the joining instructions as in form SIT/



REG/OOA.

Principal/Secretary, Board of



ISSUE NO	REV NO	DATE
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