



KYAMBOGO UNIVERSITY COUNCIL CHARTER

RULES OF PROCEDURE FOR KYAMBOGO UNIVERSITY COUNCIL

JULY, 2016

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PART ONE-GENERAL

1.0. Preamble

Kyambogo University is a Public University established in 2003 by the Universities and Other Tertiary Institutions Act 2001, as amended in 2003 and 2006. It was specifically established under Statutory Instrument, Number 37 of 2003.

Kyambogo University is a body corporate that arose out of the merger of the Institute of Teacher Education Kyambogo (ITEK), the Uganda Polytechnic Kyambogo, (UPK) and the Uganda National Institute of Special Education (UNISE).

Section 38 of the Universities and Other Tertiary Institutions Act, 2001 (as amended), creates a University Council. Section 40 (1) makes the University Council the supreme organ of the Public University and as such responsible for the overall administration of the objects and functions of the University. In addition, section 72 empowers the University Council to make statutes consistent with the Act to govern its membership, functions, privileges and procedures.

This Charter therefore sets out the standard, procedures and guidelines under which the University Council and its Committees shall perform their duties. The Kyambogo University Council Charter is established to guide the conduct of activities in the Council so that the University's operations can be managed sensitively and responsibly, whilst giving due consideration to its impact on the environment and society; balancing growth with sustainability. The Charter repeals the Kyambogo University Council Guidelines 2011.

1.2. Citation

This Charter shall be cited as the Kyambogo University Council Charter, 2016.

1.3. Definitions

In this Charter, unless the context otherwise requires:-

“Act” means the University and Other Tertiary Institutions Act, 2001, as amended in 2003 and 2006.

“Chairperson” means a member of Council presiding over a meeting of Council or Committee established by the University Council.

“Committee of Council” means a committee established and responsible to Council.

“Convocation”: means graduates of the University and members of staff and such other persons as the University Council may authorize.

“Council” means Kyambogo University Council as and when duly constituted under the relevant laws.

“Council Charter” means a document approved by Council outlining the conditions under which Council or Committee business is organized, and defining rights and privileges of its members.

“External member” means a member who is not an executive or employee of the University, or any of its controlled entities, or a student and has not been employed by the University or related Universities in the last five years; is not affiliated with the University as advisor or consultant; is not affiliated with a significant supplier of the University, has no personal service contracts with the University or its senior management, is not a member of the immediate family of an individual who has in the past five years been employed by the University, is not or has not been in the past five years employed by a present or former auditor of the University.

“Meeting” means a duly constituted meeting of the University Council and / or all its Committees.

“Petition” means a written prayer or plea presented to Council and includes all similar submissions relating to staff or students’ matters of general policy or to redress staff or students’ grievances;

“Secretary” means the Secretary to Council or the Secretary of a Committee designated by law; the Council; University Management or the Secretary to Council.

“Staff of Kyambogo University”: The staff and officers of the University as specified in Sections 30-37, Part VIII of the Act. Section 51 provides for Academic Staff, administrative Staff and Support Staff

“Students’ Union”: means the students Guild or the entire students body of the University.

“University” means Kyambogo University.

1.4. The University Governance

The University is governed under the following legal and policy framework:

- a) The Constitution of the Republic of Uganda
- b) The Universities and Other Tertiary Institutions Act of 2001 as amended in 2003 and 2006.
- c) The Statutory Instrument No. 37 of 2003 that established Kyambogo University.
- d) The Public Service Act of 2006
- e) Other government legislative and policies approved from time to time
- f) Kyambogo University Council Charter of 2016
- g) All policies approved by the University Council.

1.5. Specifications of Governance

Within the legal framework stated above the governance of the University is specified as follows:

- a) **The Visitor:** The Visitor for the University is the President of the Republic of Uganda as provided for in Section 26 of the Act.
- b) **The Chancellor:** The Chancellor of the University is appointed by the President on the recommendation of the University Council. The appointment, role and powers of the Chancellor are specified in Section 30 of the Act.
- c) **University Council:** This is the supreme governing organ of the University. The composition, powers and functions of the Council are specified in Sections 38 to 41 of the Act and are stated as well in Statutory Instrument No. 37 of 2003.
- d) **University Senate:** This is the top Academic organ of the University. The composition, powers and functions of the Senate are specified in Sections 44 and 45 of the Act. Sections 48 and 49 of the Act provides for School, Faculty, University and Departmental Boards.

- e) **Top Management:** This is the top administrative organ of the University to manage the academic, financial and administrative matters of the University. It is composed of the following officers:-
- a) Officers of a public University as defined under section 30,31, 32, 33, 34, 35, 36 and 37 of the Act.
 - b) Heads of administrative Directorates
 - c) Head Legal Unit
 - d) Any other University staff co-opted.

1.6. Vision and Mission of Kyambogo University

- a) The Vision of the University is: *“To be a center of academic and professional excellence.”*
- b) The mission of the University is: *“To advance and promote knowledge and development of skills in science, technology and education and in other fields, having regard to quality, equity and progress of society.”*
- c) The core values of the University are:-
 - i. *Quality: Ensuring high quality of output and service delivery.*
 - ii. *Equity: Ensuring equal opportunity for all in all its programmes.*
 - iii. *Integrity: Promotion of a high sense of moral and ethical standards in all its dealings with stakeholders and the public.*
 - iv. *Professionalism: Professionalism is to be observed in all dealings and execution of the University’s mandate.*

1.7. Functions of the University

- a) The objects and functions of a Public University shall be those set out in the instrument and the Act establishing the University.
- b) Under Section 24 of the Act, the objects and functions of a Public University shall be those set out in the instrument establishing the University. Additionally the functions of a University shall include:-
 - i. The provision of higher education, promotion of research and advancement of learning;

- ii. Dissemination of knowledge and giving opportunity of acquiring higher education to all persons including persons with disabilities wishing to do so regardless of race, political opinion, colour, creed, or sex; and
- iii. The provision of accessible physical facilities to the users of the Public University.

PART TWO: THE UNIVERSITY COUNCIL

2.1. Composition of the University Council

a) Section 38 of the Universities and Other Tertiary Institutions Act 2001 as amended in 2003 and 2006 provides for membership of the Council to include:-

- i. the Chairperson of the University Council;
- ii. the Vice-Chairperson of the University Council;
- iii. the Vice-Chancellor of the Public University;
- iv. the Deputy Vice-Chancellors;
- v. a representative of a sector relevant to the University depending on its objectives and mission, appointed by the relevant body in that sector;
- vi. one member of the District Council elected by the District Council in whose jurisdiction the Public University is situated;
- vii. a member of the Convocation elected by the Convocation;
- viii. two members of the University Senate elected by Senate;
- ix. two members of the Academic staff elected by the Academic Staff Association of the Public University;
- x. a Senior member of the Administrative Staff elected by Senior Administrative Staff;
- xi. a member of the National Union of Education Institutions; Support Staff elected by the branch in that University
- xii. two students of the University, one of whom shall be a woman appointed by the Students Union;
- xiii. three members appointed by a Minister from the public;
- xiv. three members appointed by the University Council from the

public;

- xv. a representative of the Ministry responsible for Finance;
- xvi. a representative of the Ministry responsible for Higher Education;
- xvii. two representatives of the constituent colleges, schools and University's elected by the Chairpersons of the governing councils from among themselves; and
- xviii. two representatives of persons with disabilities , one elected by members of Staff who are persons with disabilities and another by National Organizations of persons with disabilities;

2.2. Functions of Council

Section 40 (1) of the Act stipulates the functions of the Council as the supreme organ of the Public University and as such shall be responsible for the overall administration of the objects and functions of the University. In that regard and without prejudice to the generality of subsection (1), the University Council shall: –

- a) Be responsible for the direction of the administrative, financial and academic affairs of the University.
- b) Formulate the general policy of the Public University;
- c) Give general guidelines to the administration and academic staff of the University on matters relating to the operations of the University;
- d) Do any other thing and take all necessary decisions conducive to the fulfillment of the objects and functions of the University.

2.3. Powers of Council

Section 41 of the Act provides for powers of Council in relation to its functions as to:

- a) represent the University in all legal suits by and against the Public University;
- b) receive gifts, donations, grants or other moneys and make disbursements as may be required, on behalf of the University;
- c) fix scales of fees and boarding charges;
- d) make statutes under this Act;
- e) establish faculties, departments, boards and courses of study and approve proposals for the creation or establishment of constituent colleges;
- f) provide for the welfare and discipline of the students;
- g) approve the University budget proposals and the final accounts submitted by the management;
- h) approve the appointment of Deans and Deputy Deans of faculties.

2.4. Appointment of members from the Public

- a) Section 38 (1)(n) of the Universities and Other Tertiary Institutions Act empowers the University Council to appoint three members of the University Council from the public;
- b) Subject to paragraph (a) above, members of the University Council shall at its first meeting be requested to nominate persons to be elected from the public;
- c) The nominators shall submit the names and their CVs to the University Secretary;
- d) The University Secretary shall compile the list of nominated persons and circulate it to the members.
- e) At the second meeting of the University Council, members shall elect the three members through a secret ballot.

- f) The votes shall be counted and the first three nominated persons with the highest votes shall be announced and declared as duly elected persons from the public.

2.5. Term of Tenure for Council membership

- a) Section 38 (3) and (4) of the Act stipulates the term of tenure for Council membership as four years for both elected and appointed members except for students' representatives which is one year subject to re-election.
- b) Under section 38(5) of the Act, the office of a member of the Council shall become vacant:
 - i. upon death;
 - ii. upon ceasing to be a representative of the particular office or body by virtue of which that person became a member of the Council.
 - iii. upon resignation of member; or
 - iv. upon being adjudged bankrupt or of unsound mind.
- c) Subject to paragraph (b) above, the University Secretary shall within two weeks notify the concerned organization/constituency to nominate another member for replacement.
- d) The University Secretary shall within two months before the end of the term of tenure of the University Council notify the concerned organizations/constituencies to nominate other members.
- e) A member of Council shall take an oath which shall be administered by the Magistrate Grade one or Chief Magistrate.

2.6. Duties of Council Members

The primary duty of Council members is to act as trustees on behalf of the University through the strategic direction and control of the University and its controlled entities. In particular, Council members are responsible oversight in all University activities and shall therefore do the following:

- a) regularly attending and contributing to all Council meetings including Council Committees on which they serve;
- b) keeping themselves informed on matters affecting the higher education sector and the governance of the University;
- c) complying with the relevant laws, University rules and regulations, policies and procedures;
- d) reading, understanding and contributing on debates on written materials, academic, administrative and financial matters submitted to Council;
- e) participating in the formulation of University policies, guidelines, rules and manuals;
- f) keeping confidential information and deliberations as declared by the Chairperson;
- g) maintaining solidarity with respect to the decisions of the Council;
- h) participating in the Council's self-evaluation process and the evaluation of senior management;

2.7 Vacancy of a Council member

- a) The office of a member of the University Council shall become vacant:-
 - i. upon death;
 - ii. Upon ceasing to be a representative of the particular office or body by virtue of which that person became a member of the University Council;
 - iii. Upon resignation of a member; or
 - iv. Upon being adjudged Bankrupt or of unsound mind.
- b) Subject to paragraph (a) above, the University Secretary shall notify

the concerned constituency within a period of ten working days.

2.8. Chairperson and Vice Chairperson

Pursuant to section 39 of the Act,

- a) The Chairperson and Vice-chairperson shall hold office for a period of four years and shall be eligible for re-election for one more term.
- b) Whenever the office of Chairperson is vacant or the Chairperson is absent for any cause the Vice-Chairperson shall discharge the functions of the Chairperson and in the absence of both the Chairperson and Vice-Chairperson such other member elected by the University Council, not being an employee or student of the University, Public Service employee or member of the District Council or Parliament, shall discharge the functions of the Chairperson.

2.9. Duties of Chairperson

The Chairperson shall ensure that the Council is effective in exercising its responsibility and authority for setting the University's direction and strategy and overseeing its implementation by management.

The main responsibility of the Chairperson is to provide leadership to the Council, including:

- a) presiding over meetings of the Council and ensuring that the Council is fully informed and receives proper information;
- b) ensuring that Council members receive accurate, timely and clear information;
- c) taking decisions as delegated by Council and ensuring the Council focuses on its key tasks;
- d) ensuring an appropriate separation of governance and management

responsibilities;

- e) keeping track of the contribution of individual members and ensuring that they are all involved in discussions and decision making;
- f) directing discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed;
- g) controlling the meeting without dominating the debate itself;
- h) allocating requisite amount of time to each item, and ensuring that any violations from the order of the agenda are explained at the start;
- i) directing the meeting in a way which stimulates open debate on each of the issues on the agenda;
- j) ensuring that meetings neither get distracted by intricate arguments, nor leap to hasty conclusions without due consideration;
- k) advising and supporting members in the performance of their responsibilities;
- l) preserving order and decorum in the meeting and shall decide questions of order or practice with reason.
- m) ensuring that there are processes and procedures in place to evaluate the performance of the Council, its Committees and individual members;
- n) playing a leading role in determining composition of committees, so as to achieve harmony and effectiveness;
- o) executing his or her responsibilities according to lawful and ethical standards;
- p) undertaking performance evaluation of the Vice Chancellor.
- q) in consultation with the Vice Chancellor shall keep the Chancellor fully informed about the general conduct of the affairs of the University and

shall furnish the Chancellor with such information as he or she may require on any particular matter relating to the affairs of the University.

2.10 Election of Chairperson and Vice Chairperson

- a) The University Council shall elect a Chairperson and a Vice-chairperson from among the members of the Council who are not members of staff or students of the University, persons employed by the Public Service or a member of the District Council or Parliament.
- b) The election of the Chairperson and Vice Chairperson shall be presided over by the Magistrate not below grade one of the magisterial area where the University is situated.
- c) A person being proposed as candidate to the office of Chairperson or Vice Chairperson shall give his or her consent to the nomination;
- d) Nominations shall be seconded by at least one of the Council members
- e) At an election of the Chairperson or Vice Chairperson the presiding officer shall invite nominations from Members of Council present.
- f) If only one person is nominated, he or she shall be declared elected and conducted to the Chair.
- g) Where more than one person is nominated, the Council shall proceed to elect a Chairperson or Vice Chairperson through a secret ballot.
- h) Where two or more persons are nominated for the office of Chairperson or Vice Chairperson, the person who receives the majority of the votes of all members present and voting shall be declared Chairperson or Vice Chairperson, and if no person receives that majority, a second election shall be held between the two persons who obtained the highest number of votes.

2.11. Removal of Chairperson or Vice Chairperson

a) A Chairperson, Vice Chairperson, Chairperson of Appointments Board or Committee of Council may be removed from office by the University Council for:-

- i. incompetence;
- ii. misconduct;
- iii. insanity; or
- iv. inability to perform the functions of his or her office arising from infirmity of body or mind.

b) A resolution for the removal of the Chairperson or the Vice Chairperson shall be in the following manner:-

- i. seven days' notice, signed by not less than two thirds of all members of Council shall be given to the Secretary;
- ii. The Secretary shall, within twenty four hours of receipt of the list of names, forward the notice to the Chairperson or the Vice Chairperson, as the case may be;
- iii. The University Council shall institute an Ad-hoc Committee to investigate the circumstances for the removal of the Chairperson or the Vice Chairperson;
- iv. The Chairperson or the Vice Chairperson shall be entitled to appear in person and to be assisted or represented by a lawyer or any other person when the Ad-hoc Committee is considering the motion for his or her removal,
- v. Any Chairperson who is subject of a vote on removal may submit a statement to the Council/Committee, as appropriate, before a vote on removal is taken. The person should be given twenty-one days' notice to prepare a defense for himself or herself and accusations must be communicated to the person in writing.

- vi. The motion for the removal of the Chairperson or the Vice Chairperson shall be debated in Council within fourteen working days after receipt of the Ad-hoc Committee report;
- vii. If the University Council passes a resolution for the removal of the Chairperson or the Vice Chairperson by not less than two-thirds majority of all the voting members of Council, the Chairperson or the Vice Chairperson shall cease to hold office
- viii. The provisions from (i-vi) shall apply to the removal of the Chairperson of Appointments Board and any Committee established by the University Council.
- ix. Neither the Chairperson nor the Vice Chairperson, in respect of whom proceedings for removal have commenced, shall preside over the proceedings.
- x. The proceedings for the removal of the Chairperson or Vice Chairperson shall be presided over by an officer not below Grade I Magistrate.
- xi. The proceedings for the removal of the Chairperson of Appointments Board and Committee of Council shall be presided over by the Chairperson or the Vice Chairperson.

2.12 Resignation of Chairperson or Vice Chairperson

A chairperson, Vice Chairperson of Council or Chairperson of Appointments Board or Committee of Council can willingly resign from his/her position.

2.13 Duties of Secretary to Council

- a) In accordance with section 33 (1) of the Act, the University Secretary shall be the Secretary to Council in addition to his or her role as an accounting officer of the University; and
- b) The Secretary to Council shall be responsible to the Council for;

- i. providing secretarial services to Council and all its Committees.
- ii. providing all types of support and guidance to the Council in discharging its duties;
- iii. ensuring that the capacities of the members of Council are regularly built to enable them effectively execute their mandate
- iv. monitoring and ensuring that this Charter is duly followed;
- v. coordinating the completion and dispatch of Council and Council Committee agenda and briefing materials;
- vi. ensuring that all statutory and regulatory requirements are properly complied with;
- vii. ensuring that all decisions of the Council are implemented and or communicated to the responsible persons within the University; and
- viii. advising the Council on the business of Council and ethics of members including dress code and proper conduct in meetings.

2.14 Meetings of Council

Pursuant to Section 42 of the Act:

- a) The University Council shall meet at times and at places that it may determine for the transaction of its business but not less than three times in each calendar year.
- b) The Chairperson may at any time call a meeting of the University Council.
- c) The Chairperson shall call a meeting if requested by at least one third of all the members of the University Council .
- d) Subject to paragraph (c) the request for a council meeting shall be submitted to the University Secretary in writing who shall bring it to the attention of the Chairperson of the University Council.
- e) The Chairperson may at any time for sufficient cause adjourn or suspend a meeting to a given date or *sine die*.

- f) Except with the permission of one-third of the members present, a member shall not at any meeting initiate any subject for discussion at that meeting except in pursuance of notice which has been given at the previous meeting of the Council, or given in writing to the Secretary in ten working days before the meeting.
- g) During the process of approving the agenda, a member may propose a substantive matter to be included on the agenda and shall be supported by one-third of the members.
- h) Any matter for decision by a University Council shall be determined by a majority of the members of the University Council present and voting; and in the case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote but at any meeting where the Chairperson is being elected or where an annual budget is being approved the decision shall be determined by a majority of two thirds of the members.
- i) The validity of the proceedings, act or decision of a University Council shall not be affected by any vacancy in the membership of the University Council or by any defect in the appointment of any member or by reason that any person not entitled to do so took part in the proceedings.
- j) The meetings of Council or Committee of Council are open to Council members, resource persons and other officers of the university or guests who may be invited to attend meetings, where such attendance is warranted by the agenda. However, members of Council may decide that the Council or committee meets *in-camera* in the absence of management or resource persons or other officers of the university, to discuss any matters that the members believe should be discussed privately.

2.12. Quorum of Council meetings

- a) Half of the members of the University Council, at least five of whom shall not be employees or students of the University, shall constitute a quorum at any meeting of the University Council.
- b) No Council or Committee business shall be transacted in the absence of a quorum.
- c) If quorum is not realized within an hour after the appointed time for the meeting, the Chairperson shall declare the meeting dissolved and reconvened upon requisition of members and if the quorum is not realized, declare the meeting adjourned to the next earliest day.
- d) At any time the Chairperson shall ascertain whether the members present in the Council form a quorum and if he or she finds that the number is less, the Chairperson shall suspend the proceedings of the Council for an interval of fifteen minutes.
- e) If on the resumption of proceedings after the expiry of fifteen minutes, the number of members present is still less than the required quorum, the Chairperson shall suspend the meeting or adjourn the Council to another day.

PART THREE - COMMITTEES OF COUNCIL

3.1. Governing Principles

- a) Section 43 (1) empowers the University Council to appoint Committees and Boards consisting of such number of its members and other persons as it may deem necessary.
- b) The Committees and Boards consisting of such number of its members and shall perform delegated functions from but the Council shall not delegate the power to approve the budget or the final accounts of the Public University.
- c) In appointment of members of Committees, the University Council shall be mindful of the competencies, capabilities and the difference interests of members including Management and staff.

3.2. Standing Committees

- a) The following standing committees have been established by the Council at the commencement of this Charter:
 - i. Finance and Planning Committee
 - ii. Estates and Works Committee
 - iii. Resource Mobilization, Development and Investment Committee;
 - iv. Establishment and Administration Committee
 - v. Students' Affairs and Welfare Committee;
 - vi. Audit Committee
- b) Appointments Board is a Committee of the University Council consisting of nine members appointed under section 43 of the Universities and Other Tertiary Institutions Act, 2001 as amended in 2003 and 2006.

- c) The Appointments Board shall, except where provided otherwise under this Act, be responsible to the University Council for the appointment, promotion, removal from service and discipline of all officers and staff of the academic and administrative service of the University, as may be determined by the University Council.
- d) The Appointments Board may in in the discharge of its functions invite any person to give technical advice in any meeting of the Board.
- e) Council may appoint one of the members of a committee to be Chairperson of that committee and co-opt any person on any Committee of the University Council.
- f) In the absence of a Chairperson of a committee, the members present and constituting a quorum shall elect a temporary Chairperson from among themselves.
- g) Where no specific Chairperson is appointed for a committee, the Chairperson of the Council shall be the Chairperson of that committee.
- h) A Council Committee may establish such subcommittees as it deems necessary or desirable for it to carry out its functions.
- i) The University Council may authorize any of its Committees to act with any other Committee appointed by the University Senate.
- j) The Chairperson of the University Council shall be an *ex-officio* member of every Committee of the University Council and where no specific Chairperson is appointed for a Committee the Chairperson of the University Council shall be the Chairperson of that Committee.
- k) The University Council may at any time on the advice of Management, appoint an Ad-hoc Committee to investigate any matter of public importance that does not come under the jurisdiction of any Committee of Council or that has not been dealt with by any Committee;

- l) The Committees shall be guided by the Terms of Reference approved by Council.

3.3. Duties of Chairpersons of Committees

The Chairperson of the Appointments Board or Committee shall be responsible for:-

- a) providing leadership to the committee,
- b) taking responsibility for the committee's development,
- c) ensuring the committee receives proper information,
- d) planning and conducting committee meetings effectively,
- e) following up on actions or resolutions of the committee,
- f) getting all members involved in the committee's work,
- g) ensuring the committee focuses on its key tasks,
- h) engaging the committee in assessing and improving its performance,
- i) reporting to Council on all material matters arising from the deliberations of the Committee.

3.4. Appointments Board or Committee Reports

- a) A Committee of Council including the Appointments Board shall in the discharge of its functions be responsible to the University Council.
- b) Every Committee or Appointments Board shall submit to the Council a report of its proceedings which shall include recommendations to the Council or comments on matters to which it desires the attention of the Council be drawn.
- c) A report of a Committee shall be signed and initialed on each page by Chairperson of the Committee;

- d) The Chairperson or a member of the Committee may propose in Council that the report from the Committee be adopted.
- e) The members of the committee making the report shall be collectively responsible for the decisions contained therein and shall not debate the report with contrary views in Council;
- f) In case of a complaint as to the authenticity of the report, the Chairperson of Council shall halt the debate on the report and refer the matter to the University Secretary for investigation who shall report back to the Chairperson before the next sitting of the Council;
- g) A member dissenting from the opinion of a majority of a Committee on points of law may state in writing the reasons for his or her or their dissent, and the statements of reasons shall be appended to the report of the Committee.
- h) The member dissenting from the opinion of the majority of the Committee shall be given time to present the minority report at the time of the consideration of the Committee report.

3.5. Assistance to persons with disabilities

- a) Notwithstanding anything in this Charter, the University Secretary shall take all necessary steps to ensure that Persons with Disabilities are facilitated in their participation in proceedings of the Council or its Committees including in appropriate cases of;
 - i. allowing a person who is not a member of Council to give due assistance to a member with Disability;
 - ii. allowing a member with Disability to bring into the Council equipment or any other aid needed by the member owing to his or her disability to enable that member to participate in the proceedings of the Council or a Committee;

- b) A person allowed to give assistance to a member shall act with decorum, dress in a dignified manner, and keep secret anything which members are required to keep secret.
- c) A person giving assistance to a member of Council with disabilities during Council or Committee proceedings shall be required to take oath of secrecy.

PART FOUR: MEETINGS OF COUNCIL AND COMMITTEES

4.1. Agenda for meetings

- a) The Secretary of Council or Committee shall transmit written notice of each meeting addressed to each member of Council or Committee, together with a copy of the agenda.
- b) In addition, the Secretary shall ensure that:
 - i. members have five working days from the time of the notice within which to formally propose agenda items they may wish Council to consider and communicate accordingly to the Secretary to Council.
 - ii. in consultation with the Chairperson Council put the proposed items on the Agenda. Business of this kind will not be considered in the absence of the member who proposed it.
- c) The agenda at a regular meeting of Council shall be as follows:
 - i. Prayer
 - ii. Adoption of the agenda
 - iii. Attendance and Apologies
 - iv. Declaration of Conflict of Interest
 - v. Vice Chancellor's Report
 - vi. Communication from the Chairperson
 - vii. Reactions to both Communication and Report
 - viii. Reading and confirmation of Minutes
 - ix. Matters Arising (Action Reports)
 - x. Items on Notice

4.2. Rules of Debate and Deliberations

- a) The Chairperson may exercise precedence over other members in speaking during a meeting.
- b) Any person wishing to speak at a meeting shall signify by raising his/her hand and when called upon by the Chairperson, shall address the Chair. If two or more signify simultaneously, then the Chairperson shall call on the first one who caught his/her eye.
- c) The direction of the meeting shall be provided by the Chair. Members in meetings of Council shall at all times address the Chair.
- d) A member may not speak on any matter on which a final decision has been made by Council during the meeting.
- e) Persons present in attendance may be allowed by the Chairperson to provide clarification on any issue being discussed in accordance with these rules of procedure but shall not be entitled to move or second a motion or amendment or vote on any matter before the meeting.
- f) Members shall not use offensive, insulting, abusive, blasphemous or unbecoming language during deliberations of Council.
- g) Reference shall not be made to a matter that is sub-judice which in the opinion of the Chairperson may prejudice the interest of any person in a matter before court.
- h) Debates on the floor of the Council meeting may be interrupted by:
 - i. A point of order being raised;
 - ii. A point of procedure being raised
 - iii. A point of information or clarification being raised;
 - iv. A matter of privilege suddenly arising.
- i) Any member may raise a point of order or point of procedure which shall take precedence over all other business, and shall be open to discussion. The point must be raised when the alleged irregularity occurs.

- j) The Chairperson shall preserve order and decorum in the meetings and shall decide questions of order and practice.
- k) In deciding a point of order or practice, the Chairperson shall state the reasons for the decision.
- l) The Chairperson shall determine all questions of procedure not expressly provided for in these rules of procedure to the consent of the meeting.
- m) Proceedings and debates of the Council shall be in English.
- n) With the consent of the Chairperson, certain items of business may be declared to be “Confidential”. Such items, and any accompanying papers, shall be so indicated on the agenda and shall not be made available to anyone other than members of the Council either before or after the meeting at which they are considered.
- o) Other papers submitted to any meeting of the Council shall not be divulged or disclosed to anyone who is not a member of the Council prior to the meeting.
- p) Meetings are to be conducted with proper decorum exhibited by all members.
- q) No member shall delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking or refuse to obey the orders of the Chairperson.

PART 5 - PROCEEDINGS AND RESOLUTIONS FOR COUNCIL AND COMMITTEES

5.1. Guiding Principles for Council

- a) The University Council or any of its Committees may discharge its functions and exercise its powers as provided for in the Act.
- b) Decisions of the Council shall as much as possible be arrived at with the guidance of the Chairperson by way of consensus. Where this fails, recourse shall be to voting. All voting of the Council shall be decided by a

show of hands unless a ballot is demanded by members present.

- c) Any matter for decision by a University Council shall be determined by a majority of the members of the University Council present and voting; and in the case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote but at any meeting where the Chairperson or Vice Chairperson is being elected or where an annual budget is being approved the decision shall be determined by a majority of two thirds of the members
- d) The validity of the proceedings, act or decision of a University Council shall not be affected by any vacancy in the membership of the University Council or by any defect in the appointment of any member or by reason that any person not entitled to do so took part in the proceedings.
- e) All the actions on decisions taken shall be implemented as specified by the Council.
- f) Resolutions of Council that require immediate attention shall at the discretion of the Chairperson be immediately drafted by the Secretary to Council and presented to Council for confirmation.
- g) Management shall dully implement Council decisions within the stipulated period.
- h) Any decisions or resolutions of Council pending confirmation of the minutes shall first be approved in writing by the Chairperson of Council. Such authorization shall be communicated by Management in the next meeting of Council.
- i) A resolution of the Council shall not be revoked or altered unless notice of the intention to propose such revocation or alteration is given to each of the members ten working days prior to the meeting at which the revocation or alteration is to be proposed; and, if the number of members present at that meeting is not equal to or greater than the number present when the resolution was adopted, the resolution shall not be revoked or altered.

- j) The Chairperson of Council shall have the power to act on behalf of Council in matters of urgency provided that such action will be reported for ratification at the next meeting of the Council.
- k) In the event that circumstances demand, a decision assented to and adopted in writing by the Chairperson of Council on behalf of the University Council though not passed at any meeting of the Council, shall be of the same force as if it had been duly passed at any other duly convened meeting. Such a decision shall be presented for ratification at the next meeting of the Council.
- l) Every member attending the meeting shall sign his/her name in the attendance Register, and no member shall sign the attendance Register on behalf of another member;
- m) Decisions arising at any meeting shall be decided by a majority of votes.
- n) Mobile telephones should be regulated either be switched off or put in silent mode during all Council Meetings.
- o) No person except the Chairperson and Secretary jointly acting together shall issue any report or purport to describe any proceeding or decision of the University Council. Disclosure of proceedings or decisions of the University Council without the authority of the Chairperson shall be regarded as gross breach of this Charter.
- p) Subject to the provisions of this Act, a University Council may regulate its own procedure, and the procedure of any of its committees.

5.2. Guiding Principles for Committees

- a) A Committee or Appointments Board shall meet at times and places that it may determine for the transaction of its business but not less than four times in each calendar year.
- b) The Secretary to the Committee or Board shall provide prior written notice of the meeting to members.

- c) A recommendation or other decision of Committee shall be of no force or effect unless and until it is approved by Council and including the decisions of the Appointments Board.
- d) In the exercise of its functions, a Committee or Board may with the approval of its members, co-opt a technical person, University staff, student or any other member who is not a member of the Committee for a specific purpose and period.
- e) A person co-opted may participate in the proceedings of the Committee or Board but shall have no vote on any matter to be decided by the Committee.
- f) Any person officially invited to attend who is not a member of a Committee or Board may take part in the proceedings of the Committee or Board, but he or she shall not vote, nor shall he or she be part of any quorum.
- g) Half of the members of the Committee or Board, at least two of whom shall not be employees or students of the University, shall constitute a quorum at any meeting of the Committee or Board.
- h) If quorum is not realized within an hour after the appointed time for the meeting, the Chairperson shall declare the meeting dissolved and convened upon requisition of members and if the quorum is not realized, declare the meeting adjourned to the next earliest day.
- i) The quorum shall remain in force throughout the meeting and no decision shall be valid unless it was arrived at when the requisite quorum was in place.
- j) At any time the Chairperson shall ascertain whether the members present in the Council form a quorum and if he or she finds that the number is less, the Chairperson shall suspend the proceedings of the Council for an interval of fifteen minutes.
- k) If on the resumption of proceedings after the expiry of fifteen minutes, the number of members present is still less than the required quorum, the Chairperson shall suspend the meeting or adjourn the Council to another day.

- l) Members dissatisfied with the conduct of the Chairperson of the Committee may move a vote of no confidence in form of a petition to the Chairperson Council.
- m) The Chairperson Council will bring it to the attention of the Chairperson whom a vote of confidence has been moved for his or her defense and then bring it to the attention of Council for discussion and decision.

5.3. Notices for meetings

- a) Notice for meetings of Council and its Committees indicating date, time, and place and draft agenda shall be circulated by the Secretary to Council. In handling the different types of meetings the Secretariat shall follow the timelines below:
 - i. Notice for regular meetings shall be given at least two weeks (14 calendar days) before the scheduled date of the meetings.
 - ii. Notice for special meetings of Council shall be given at least one week (7 calendar days) before the scheduled date of the meeting the agenda for the meeting specified with at least one or two items.
 - iii. Shorter notice where circumstances demand shall not invalidate the proceedings of the Council or Committee.
 - iv. Notice for emergency meeting shall be given a time frame determined by the Chairperson.
- b) Subject to paragraph (a) above, the University Secretary shall give a notice to members informing them of the date, time, venue and agenda for the meeting.

5.4. Types of meetings

a) Regular meetings

The regular meetings of Council and its committees will be held as approved in the calendar of meetings.

b) Special meetings of Council

Special meetings are called to address a specific issue or development that is of significance to the University. A special meeting shall address of the business for which it was called.

c) Emergency meetings

Emergency meetings shall be called to address unforeseen circumstances which require immediate attention.

5.5. Adjournment of meetings

A meeting may be adjourned to continue on another day if it became difficult to complete the business presented on the agenda. At the continuation of its meeting, only the unfinished business for which the original meeting was called shall be transacted.

5.6. Disorderly Conduct

The business of Council is to be conducted in an orderly manner. However where a member may be seen to divert from expected behavior the following guidelines shall apply:

- a) A member shall be deemed to engage in disorderly conduct if he or she persistently disregards the ruling of the Chairperson or behaves irregularly, or improperly, or offensively or wilfully obstructs the business of the meeting or uses abusive language.
- b) In the case of disorderly conduct, a member may move that the errant member no longer be given an opportunity to speak further or that he/she leaves the meeting.
- c) Should the disorderly conduct be such as to render the continuation of business impossible, the Chairperson may adjourn the meeting for fifteen minutes.
- d) The errant member shall be required to present an apology to the members and in case he/she refuses to apologize, he/she shall suspend for 3 next consecutive meetings.

- e) If it is in opinion of Council that the conduct of the errant member has not improved, a recommendation may be made to the respective constituency for replacement.
- f) No person shall be personally held liable for any decision of Council or Committee taken collectively.

5.7. Declaration of Conflict of Interest

- a) "Conflict of interest" refers to a situation where a leader has got to make a decision between his or her personal interest and public interest;
- b) "Personal interest" in this section in relation to member, includes the personal interest of a spouse, child, dependent, agent, or business associate of which the leader has knowledge or would have had knowledge if he or she had exercised due diligence having regard to all the circumstances.
- c) Conflict of interest shall be taken to arise where a member deals with a matter in which he or she has personal interest and where he or she is in a position to influence the matter, directly or indirectly, in the course of his or her official duties;
- d) In situations where a member considers that a matter appearing on the agenda is likely to lead to a conflict of interest on his/her part the following guidelines shall apply:
 - i. Any member of the Council who has a personal interest in a matter under discussion shall declare that interest. Such declarations should make clear the interest and whether it carries either direct or indirect interest to the member.
 - ii. Where such an interest constitutes a direct interest, the member involved shall withdraw from the meeting and not speak, participate in or otherwise seek to influence any decision taken by the Council relating to the matter under discussion.
- e) Any such declaration of interest shall be recorded in the minutes.

5.8. Documents for meetings

- a) All substantive agenda items for Council or Committee shall be supported by documentation.
- b) The Departments, Faculties and Units in consultation with the Vice Chancellor, shall prepare and submit monthly reports to their respective committees of council.
- c) Documents for regular meetings will be sent out to members in not less than five working days before the scheduled date of the meeting.
- d) Documents for special meetings will be sent out to members in not less than three calendar days before the scheduled date of the meeting.
- e) Documents for emergency meetings may be presented and circulated to members in the meeting.

5.9. Petitions

- a) The University Council shall entertain petitions in written form from any member of staff, students, officers of the University and such other stakeholders as it may deem fit.
- b) Petitions shall be addressed to the Chairperson of Council through the Secretary to Council.
- c) Once a petition has been properly lodged and there is acknowledgement of receipt, it shall be tabled before Council at its next meeting.
- d) Council shall receive and consider the petition, with a view of; allocating it to an appropriate committee or Management for investigation which shall provide its report to Council for appropriate action.
- e) Petitions shall be disposed of in a month's time and communication made to the petitioner(s) within seven days after the decision has been made.
- f) Committees of Council don't have jurisdiction to admit petitions from staff and managers of the University unless authorized by the University Council.

5.10. Minutes

- (a) All proceedings of the Council and Committees of Council shall be minuted and permanently recorded in the minute book and having been approved by Council and its Committees as correct shall be signed by the Chairperson and the Secretary to Council as being a true record.
- (b) The Secretary to Council shall keep the minutes of the proceedings of the Council or Committees including the Appointments Board, which shall record the attendance of members at each sitting and all decisions taken.
- (c) The Secretary to Council has a duty to ensure that the minutes of Council and its committees are taken, processed and properly kept for the record.
- (d) In addition the following guidelines shall apply:
 - i. Minutes of Council or Committee meetings should be prepared soon after a meeting has been held and circulated to members in soft form within two weeks after the meeting.
 - ii. For ordinary meetings of Council or Committee, the minutes of the previous meeting shall be circulated along with other documents at least seven calendar days to the meeting. Where this may not be possible, the Secretary shall seek the authority of the Chairperson to vary this requirement.
 - iii. Members of Council or Committee shall be expected to come with copies of the minutes and other circulated documents at the meetings.
 - iv. Minutes of Council or Committee meeting shall be confirmed at the next ordinary meeting. After the confirmation of the Minutes, corrected where necessary, the minutes shall be signed by the Chairperson and Secretary and shall henceforth be the official record of the Council or Committee meeting in question.
 - v. The Secretary of Council or Committee shall have the mandate and responsibility to:
 - a. Disseminate information about Council decisions

- b. Where decisions must be communicated in writing by the Chairperson, the Secretary to Council shall prepare the required letters for signature.
- c. Monitor the implementation of Council decisions by the concerned officers.
- d. Prepare reports back to Council especially in form of Action Reports.

5.12. Absence of a member

- a) A member who is unable to attend any meeting of Council or Committee shall inform the Secretary, who shall report to Council or Committee accordingly.
- b) If a member is absent in three consecutive ordinary meetings without sound reason, a formal communication shall be made by the Chairperson shall request a member to show cause as to why he or she should not submit a formal resignation. Before any communication is made to the absent member, Council shall first deliberate and take a decision.
- c) If the absentee member fails to show cause within the stipulated period of time, the University Council may take decision to notify the constituency.
- d) If a member has to be absent for a period of more than one year he or she shall seek authority from his or her constituency and notify the Chairperson of Council.
- e) If a member is to be absent for a period less than one year he or she seek authority from the Chairperson and notify his or her constituency.

5.13. Removal of a committee member

A member of a committee may be removed from membership of a committee for good cause and if found culpable for the following:-

- a) Conviction of any offence which the Council considers to be such as to render the person concerned unfit for the execution of the duties of his

office; or (b) any physical or mental incapacity which the Council considers to be such as to render the person concerned unfit to continue to hold his office; or

- b) Conduct of a nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office; or
- c) Conduct which the Council considers to be such as to constitute failure or inability of the person concerned to perform the duties of his office or to comply with the conditions of tenure of his office.

5.14. Schedule of Meetings

- a) There shall be a schedule of Council or Committee meetings. An almanac or schedule of meetings for Council and its Committees shall be approved by Council at the beginning of every financial year.
- b) The rescheduling of meetings of Council or its Committees where justifiable need arises shall be undertaken by the Secretary in consultation with Chairpersons.
- c) The University Council and Committee shall meet at times and at places that it may determine for the transaction of its business but not less than three times in each calendar year.

5.15. Attendance

- a) Every member and invited officers or otherwise attending a meeting shall sign his/her name in the attendance book.
- b) A member of Council should not sign the attendance book on behalf of another member.
- c) It is unethical for a member to sign the attendance Book and leave the meeting room without the consent of the Chairperson
- d) Attendance of Council or Committee meetings by technical officers of the University or other invited persons shall be determined by the business to be considered by Council or Committee.

- e) The University Secretary shall in consultation with the Vice Chancellor invite such technical officers of the University to attend the Council or Committee meeting.

5.16. Technical Advice/Consultation

- a) The Council and a Committee of Council may in the discharge of its functions invite any person to give technical advice in any meeting.
- b) Non-members of Council may attend Council or its Committees to respond to issues and reports before Council on invitation.

5.17. Facilitation and Privileges of Council members

- a) In accordance with section 42 (6) of the Act, members of Council shall be paid such allowance as the Council may determine taking into account other allowances in the public sector.
- b) The remuneration of Council members and any other person co-opted shall be determined by the Council and shall be paid in the form of members' allowance and such allowances shall periodically be reviewed by the Council.
- c) The chairperson, the vice chairperson and Chairpersons of Committees of Council shall be paid a retainer fee to be determined by the Council.
- d) At each meeting of Council, members shall be paid a sitting allowance. In addition, members of Council who are not staff will receive transport allowance or mileage as approved by Council.
- e) Members of Council will receive duty allowance approved by Council whenever they are required to perform official duties.
- f) The Chairperson, Vice chairperson and Chairpersons of Committees of Council who don't draw from the consolidated fund shall be paid retainer fee at a rate approved by Council.
- g) Any Council member who, upon request of the University travels abroad for any purposes of the University shall be remunerated at rates determined by Council from time to time.

- h) Any Council member who performs services which in the opinion of the Council go beyond the ordinary duties of the member shall be paid adequate remuneration.

5.18. Council Evaluation

The Council is responsible for its own effectiveness as a governing body. It assesses its own performance as well as the performance of its members. In keeping with best corporate governance practices, Council shall conduct annual evaluations of its performance using instruments approved by Council for that purpose. In addition, Council will assess its performance at the end of its tenure.

5.19. General Rules and Procedures

- a) Subject to the provisions of the Act, the University Council may regulate its own procedure, and the procedure of any of its committees.
- b) Specific rules of the Council Charter may be suspended by two-thirds majority vote of the entire membership.
- c) A motion to suspend the rules should be circulated to members two weeks prior to the meeting.

5.20. Amendment of the Charter

- a) The Council is responsible for reviewing the Council Charter to determine its appropriateness to the needs of the University at least two year interval.
- b) This Charter may be amended by a motion moved and approved by at least two thirds of the Council.

PART 6 - ADOPTION

6.1. Declaration

We the undersigned being Chairman and Secretary of the Kyambogo University Council do hereby sign and acknowledge this document as a true copy of the Kyambogo University Council Charter.

The Council Charter was approved by Council on 19th July 2016

.....
Prof. John Okedi
CHAIRPERSON COUNCIL

.....
Charles Okello
SECRETARY

SCHEDULE 1

TERMS OF REFERENCE FOR COMMITTEES OF COUNCIL

1. General Terms of Reference

Committees of Council including the Appointments Board shall:-

- i. be responsible to the University Council in the discharge of their functions.
- ii. Consider and discuss budget performance reports, work plan, procurement plans and budget of Departments under their area of jurisdiction.

2. Specific Terms of Reference

a) Appointments Board

The Appointments Board shall:-

- i. interview and appoint qualified and competent staff in accordance with the approved staff structure
- ii. promote staff of the University as and when a need arises
- iii. receive and consider disciplinary cases of employees of the University presented by Management.
- iv. give a hearing to the employee against whom disciplinary charges have been submitted.
- v. advise, Counsel and/or reprimand or suspend staff.
- vi. invite any person to give technical advice in any meeting of the Board.

b) Finance and Planning Committee

The Finance and Planning Committee shall:-

- i. ensure the University keeps proper books of accounts.
- ii. review proposed fees and rates by management and submit to the Council for approval.
- iii. within a period of four months before end of each financial year, review and submit to Council for approval estimates of the income and expenditure of the University for the next ensuing year as presented by management
- iv. review strategic initiatives of financial or administrative nature as presented by management including borrowings and submit to Council for approval
- v. advise on the strategic direction of the University
- vi. monitor progress in the implementation of the University's strategy against agreed performance indicators and inform Council on annual basis
- vii. exercise such powers as the Council may from time to time delegate to it
- viii. oversee the procurement of works, goods and services in the University;
- ix. receive and consider quarterly reports on the procurement of works, goods and services and disposal of University assets
- x. review financial performance of the University and provide quarterly financial performance reports to Council.

c) Estates and Works Committee

The Estates and Works Committee shall:-

- i. formulate briefs for all new physical infrastructure projects based on the information supplied by prospective users and to be responsible for their execution, safeguarding the University interests in case of any defects, or claims made in respect of physical infrastructure;
- ii. advise Council on matters affecting the University physical infrastructure;
- iii. receive, consider and approve development project proposals from user departments;
- iv. authorize the preparation of plans and approval of final plans for physical infrastructure and make recommendations thereon to Council;
- v. oversee the state of the physical infrastructure of the University and advise Council;
- vi. oversee the security of the University including private Hostels and report to Council; and
- vii. perform any other function as may be delegated to it by Council; and

d) Resource Mobilization, Development and Investment Committee

The Resource Mobilization, Development and Investment Committee shall:-

- i. review information on acquisition, investments, or dis investment of all equity investments including associated Companies to the University and recommend to Council accordingly;
- ii. initiate and oversee the policy on physical infrastructure planning in accordance with the University policy;
- iii. advise on land acquisition , protection and utilization;

- iv. consider Capital Development programmes for the entire University;
- v. consider estimates on Capital Development and Maintenance Works as required by Council and refer its proposal on expenditure to Council;
- vi. oversee planning and development of the University physical infrastructure.
- vii. Initiate and review the Investment and Resource mobilization Policies and establish appropriate implementation guidelines, to include the following: time horizon for the portfolio, acceptable level of risk for the portfolio, acceptable asset classes for investment (e.g. treasury bills, fixed income, stocks, equities or stokes and real assets, etc.) and range of allocation of assets among the available asset classes so as to have a diversified portfolio investment
- viii. Establish investment practices, including the determination of criteria for hiring investment managers, distribution of assets among investment managers and the portfolio's rebalancing strategy.
- ix. ensure that adequate and appropriate research (market identification and analysis) is being conducted concerning the future performance of the portfolio and its investments.
- x. Receive and review quarterly reports on the status of the investments and resource mobilization and present the reports to the University Council.

e) Establishment and Administration Committee

Establishment and Administration Committee shall:-

- i. consider all cases of new establishment and to review existing establishments as the case may be and recommend to the Council accordingly;
- ii. review terms and conditions of service and make appropriate recommendations to the Council;

- iii. receive and consider proposals on staff regulations, salary scales/increments and other staff benefits and make appropriate recommendations to Council.
- iv. carry out such other duties in respect of the University Establishment and Administration as are necessary for the fulfillment of all the above.
- v. receive and consider University policies and make recommendations to Council.

f) Students Affairs and Welfare Committee

Students Affairs and Welfare Committee shall:-

- i. advise Council on matters concerning the welfare of students;
- ii. oversee the standards and management of students' affairs and discipline in private Hostels;
- iii. advise Council on the establishment, organization and control of the Halls of Residence and University Hostels after due consultation with appropriate Council Committees and other relevant University bodies;
- iv. advise on students' publications including electronic media and ensure that they conform to standards;
- v. advise on the organization and running of sports, games and other kinds of entertainment both of the University and elsewhere;
- vi. consider annual estimates of expenditure of the Halls of Residence, Sports and games and all entertainment for submission to the Finance, Planning and Administration Committee in the manner and form prescribed by Council;
- vii. consider all policies related to religious worship for students
- viii. oversee and advise Council on the establishment and running of counseling services for all students with particular emphasis on financial matters, studies, health and employment;
- ix. investigate and act on students' disciplinary cases;
- x. review regularly, the University Rules and to make recommendations to Council; and

- xi. do any other functions as may be delegated to it by Council.

g) Audit Committee

The Audit Committee shall:-

- i. in accordance with section 50 of Public Finance Management Act 2015 assist the accounting officer in carrying out the oversight responsibilities relating to financial practices, internal controls, corporate governance issues, compliance with laws, ethics and audit matters;
- ii. review the arrangements established by the accounting officer for compliance with regulatory and financial reporting requirements;
- iii. review the financial statements prepared by the accounting officer to ensure that the disclosure in the financial statements is adequate and that fair representation is achieved;
- iv. facilitate risk assessment to determine the amount of risk exposure of the assets of the vote and the possibility of loss that may occur, with a view to mitigating risks;
- v. consider the reports submitted by the internal auditor to the accounting officer under section 48 of Public Finance Management Act 2015 and make recommendations on the findings of the internal auditor.
- vi. require the accounting officer to report to the audit committee the actions taken or planned in response to the recommendations of the audit committee
- vii. review and obtain reasonable assurance that internal controls and University systems are operating effectively to produce accurate, appropriate and timely management and financial information;
- viii. review and monitor compliance to laws, regulations and policies;
- ix. review risk management systems for identifying, measuring, monitoring and controlling risks;
- x. review implementation of audit strategies, plans and budgets
- xi. receive and consider Auditor General's report, management letter and

- review the implementation of their recommendations;
- xii. report and advise Council on a regular basis on all matters relating to Auditing in the University;

SCHEDULE 2

OATHS

Oath of Allegiance

I,, the Chairperson/Vice Chairperson/Member of the University Council of Kyambogo University, do solemnly swear in the name of the Almighty God/affirm, that I shall be faithful and bear true allegiance to the Republic of Uganda and the University Council and that I will preserve, protect and defend the Constitution of the Republic of Uganda and all Kyambogo University policies, rules and regulations as by law established. [So help me God.]

Oath of Chairperson

I,, swear in the name of the Almighty God/solemnly affirm that I will at all times well and truly serve the Republic of Uganda in the Office of Chairperson/Vice Chairperson and that I will support and uphold the Constitution of the Republic of Uganda as by law established. [So help me God.]

Oath of Secrecy

I,, a member/Secretary/Secretariat of the University Council of Kyambogo University, do solemnly swear that I will not directly or indirectly communicate or reveal any matter to any person which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties as a member /Secretary/Secretariat of the University Council except as may be required for the discharge of my official

duties or as may be specially permitted by the Chairperson Kyambogo University Council. So help me (GOD/ALLAH).

Oath of Secrecy for Chairperson/Vice Chairperson

I,, a Chairperson/Vice Chairperson of the University Council of Kyambogo University, do solemnly swear that I will not directly or indirectly communicate or reveal any matter to any person which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties as a Chairperson/Vice Chairperson of the University Council except as may be required for the discharge of my official duties or as may be specially permitted by the Minister responsible for Education and Sports. So help me (GOD/ALLAH).