



THE CONSTITUTION

OF

UGANDAN UNIVERSITIES QUALITY ASSURANCE FORUM (UUQAF)

SEPTEMBER 2011

PREAMBLE

WHEREAS it is desired that the Quality Assurance Officers in Universities and Other Degree awarding Institutions come together to form an association to contribute towards promotion of quality higher education in Uganda;

CONVINCED that through sharing of experience, expertise and resources the members of such an association can make a contribution to the promotion of quality of higher education in Uganda;

Now the Quality Assurance Officers gathered **DO HEREBY RESOLVE** to establish by this Constitution the Ugandan Universities Quality Assurance Forum (UUQAF) hereafter referred to as the Forum.

DEFINITIONS

University in this Constitution refers to an institutions of higher learning which are recognized by NCHE and any other degree awarding Institution as deemed fitting by Ugandan Universities Quality Assurance Forum

Higher Education Institutions (HEIs) are tertiary institutions whose legal mandates allow them to award degrees. These include universities and other degree awarding institutions

Quality in this Constitution refers to “fitness for purpose”; meeting or conforming to generally accepted standards as defined by an institution, quality assurance bodies and appropriate academic and professional communities.

Quality Assurance (QA) is a planned and systematic review process of an institution or program to determine whether or not acceptable standards of education, scholarship, and infrastructure are being met, maintained and enhanced.

Forum

Forum means the Ugandan Universities Quality Assurance Forum underlined by one voice, common voice, Togetherness, Unity, Understanding, Mutual, and common ideology

Regulatory Bodies in the document refer to NCHE and IUCEA, or any legal body that controls the activities of Ugandan Universities and other degree awarding institutions guided.

Quality Assurance Officer in this Constitution refers to individuals trained and or engaged in quality assurance activities in Higher Education Institutions in Uganda.

ARTICLE 1: NAME AND STATUS

- a) The organization shall be called **Ugandan Universities Quality Assurance Forum**, hereafter referred to as “**UUQAF**”.
- b) The Forum shall operate as a Registered Association in accordance with the laws of Uganda.

ARTICLE 2: THE HEAD QUARTERS

- a) The head quarters of UUQAF shall be in Kampala, the Capital City of the Republic of Uganda.
- b) The coordination offices shall be created in the different regions of Uganda as appropriate by the General Assembly.

ARTICLE 3: VISION, MISSION AND GOALS

- a) The **vision** of UUQAF is to promote efficient planning, management and provision of quality services in order to achieve excellence, nationally, regionally and internationally
- b) The **mission** of UUQAF is to strengthen, consolidate and maintain Total Quality Assurance in Ugandan Universities and Other Degree awarding Institutions of learning.
- c) The **goal** of UUQAF is to establish and maintain quality standards in Ugandan universities and other degree awarding institutions in line with national, regional and international regulations

ARTICLE 4: AIM

To establish a network of quality assurance coordinators in order to enhance quality assurance in Higher education Institutions in Uganda and beyond.

ARTICLE 5: OBJECTIVES

The objectives of UUQAF shall be to:

- a) Share experience on quality assurance issues among Quality Assurance Officers
- b) Promote awareness on the relevance of quality assurance matters in institutions of higher learning
- c) Build capacity of Quality Assurance Officers through training
- d) Share expertise on quality assurance processes
- e) Monitor implementation of quality assurance improvement plans

- f) Mobilise resources for quality assurance activities
- g) Mentor Quality Assurance Officers
- h) Carry research on quality assurance related issues

ARTICLE 6: FUNCTIONS/STRATEGIES

UUQAF's main functions /strategies shall be to:

1. Create a conducive environment for quality assurance committees of universities to contribute in the quality assurance improvement activities
2. Implement the decisions of the General Assembly and Executive Committee aimed at promoting quality higher education in Uganda
3. Coordinate the Ugandan Universities Quality Assurance Committees with the government institutions and, with other development partners interested in quality assurance.
4. Conduct quality assurance projects within the Legal framework of the country
5. Act within the National Quality Assurance Policy Framework
6. Facilitate the financing of quality assurance processes through workshops and networking
7. Support the development and dissemination of innovative quality assurance practices
8. Collect and collate information on important quality assurance case studies as a basis for networking, information exchange and capacity-building
9. Perform any other activity related to the quality assurance function in higher Education

ARTICLE 7: MEMBERSHIP

The Membership of UUQAF shall include:

1. Institutional Membership

UUQAF shall have as its members Quality Assurance Officers of Universities and Other Degree awarding institutions in Uganda that are recognised by the National Council for Higher Education.

2. Individual Membership

UUQAF shall accept individual memberships for persons considered by the Executive Committee to have the following qualities:

- a) outstanding contribution and interest in QA
- b) expertise in QA issues, those with interest to promote QA forum
- c) They could have the clause 'associate member' appended to their name

- d) An institution or individual is recognised as a member when membership and annual subscription fee to the Forum have been paid.

ARTICLE 8: RIGHTS AND OBLIGATIONS OF MEMBERS

1) Rights

- a) Members of all categories shall have the right to participate in the deliberations of the Forum.
- b) Voting in the General Assembly shall be on the basis of one vote for each full member.
- c) Associate members shall be entitled to attend meetings but shall not have any voting rights.

2) Obligations

- a) An institution or a person, qualifying according to article 7 of this constitution, shall make a formal application for admission into the Forum. The application shall be addressed to the Chairperson of the executive committee of UUQAF, who shall also convene the committee to sit and consider the application, and forward the recommendation to the General Assembly for admission of a member.
- b) All members shall be obliged to pay an annual subscription as shall be determined by the General Assembly
- c) All members shall be obliged to promote the objectives of the Forum in every way.

ARTICLE 9: A REGISTER OF MEMBERS

- a) The UUQAF shall keep a register of members, detailing the name, category of member, rank and the date of his/her or its admission to membership.
- b) The Register shall be made available to members upon written application for inspection.

ARTICLE 10: ADMINISTRATION AND ORGANISATION OF THE FORUM

The management of the forum shall be carried out by the following organs:

- a) The General Assembly
- b) The Executive Committee
- c) The Secretariat

ARTICLE 11: THE GENERAL ASSEMBLY

1. There shall be a General Assembly, which shall be the supreme body of the forum.
2. The General Assembly of the Forum shall consist of all members provided that only full members vote as per article 8, 2,b and c.
3. The functions and powers of the general assembly shall be:
 - a) To review all the roles, policies and procedures of the Forum
 - b) To consider the proposal on policies and objectives of the Forum
 - c) To receive and deliberate on bi-annual and other reports and proposals from the Executive Committee of the Forum
 - d) To elect the members of the Executive Committee
 - e) To approve new members as proposed by the Executive Committee
 - f) In carrying out its functions, the General Assembly may, at its own desecration, establish Committees to handle, on its behalf, certain specialized functions.
4. The **Meetings** of the General Assembly
 - a) The General Assembly shall meet twice a year. But in first year of registration of the Forum may convene several general meetings, including the inauguration meeting.
 - b) The office bearers of the General Assembly shall be the Chairperson, Vice Chairperson, the Secretary, and the Treasurer and a member. The Secretary shall be the Executive Secretary of the Secretariat.
 - c) The Executive Secretary acting on behalf of the Executive Committee shall convene all the meetings of the General Assembly.
 - d) Except as otherwise provided in the case of the dissolution of the Forum, the notice of the General Assembly shall be sent to members of the Forum not less than thirty (30) days before the date of the meeting, together with the agenda. The amended agenda shall be sent back to members seven (7) days before the meeting.
 - e) An extra- ordinary meeting of the General Assembly may be convened at the request of 2/3 of the full members, addressed to the Executive Secretary.
 - f) The quorum of any general meeting shall be 1/2 of the full members
 - g) All decisions of the General Assembly shall be by simple majority vote. In case of a tie, the chairperson shall have the casting vote.

ARTICLE 12: EXECUTIVE COMMITTEE

1. The Forum shall have an Executive Committee consisting of the office bearers of the General Assembly in accordance to article 11 (4b). These shall be people of high educational status, demonstrable experience and knowledge in quality assurance matters.
2. The office bearers of the Executive Committee shall be the Chairperson, the Vice Chairperson, the Secretary, who shall be the Executive Secretary, the treasurer and a member. Office bearers of the Executive Committee, except the Executive Secretary, shall be elected by the General Assembly. The Executive Secretary shall be appointed by the Executive Committee and presented to the General Assembly for approval.
3. The functions of the Executive Committee shall be:
 - a. To provide the policy guidance for the Forum
 - b. Admit new members of the Forum, and submit them to the General Assembly for confirmation and ratification.
 - b) To approve the annual program of work and the annual budget of the Forum.
 - c) Appoint the Executive Secretary of the Forum and other senior officers of the Secretariat.
 - d) Act as spokes person for the Forum at national and international meetings
 - e) Manage, through the officers of the Secretariat, any properties of the Forum
 - f) Receive annual audited accounts of the Forum and appoint the auditors for the following year.
 - g) In carrying out its functions, the Executive Committee may, at its own desecration, establish sub-committee to handle, on its behalf, certain specialized functions.
 - h) All property, including land, buildings and any other immovable property and the investments and securities of the Forum shall be vested in the Executive Committee.
5. Meetings of the Executive Committee
 - a) The Executive Committee shall meet at least twice every year, chaired by the Chairperson.
 - b) The quorum of the meeting of the Executive Committee shall be at least 3/4 of the members.

- c) In the event of the resignation, death or inability of a member to this committee, the Executive Committee shall fill the unexpired term of the officer by nomination of a member to fill that position until next General Assembly.
- d) A resolution in writing of the Executive Committee shall be valid and effectual as a resolution adopted at the Meeting of the Committee.

ARTICLE 13: OFFICE BEARERS IN THE EXECUTIVE

1) Chairperson

- i. Duration of office

Shall hold office for **three (3) years** and is renewable for another term.

- ii. Election

The chairperson shall be elected by members through secret ballot

- iii. Qualification

Master or PhD holder; must have had training on issues of quality assurance either at national, regional or international levels.

- iv. Duties

- Oversee the operations of the Forum
- Chair meetings of the Forum
- Represent the interest of the Forum to the regulatory bodies, at conferences and seminars/workshops
- Promote good QA practices
- Be signatory to the Forum Accounts

The chairperson, in the exercise of his/her duties shall enjoy the following emoluments and privileges:

- i. Allowance for representing the Forum at conferences, seminars/workshops
- ii. Communication
- iii. Travels

2. Vice Chairperson

- i) Duration of office**

Shall hold office for three years and is renewable for another term.

- ii) Election

The vice chairperson shall be elected by members through secret ballot

- iii) Qualification

Master holder; must have had training on issues of quality assurance either at national, regional or international levels.

iv) Duties

Shall deputies the chairpersons and perform other duties that may be delegated to him/her.

The Vice chairperson in the exercise of his/her duties shall enjoy the following emoluments and privileges:

- i. Allowance
- ii. Communication
- iii. Travels

3. Executive Secretary

i) Duration of office

Shall hold an office for three years and is renewable for another term.

ii) Appointment

The secretary shall be appointed following an advertisements and interviews

iii) Qualification

Master holder; must have had training on issues of quality assurance either at national, regional or international levels. Should have good communication skill

iv) Duties

- Shall keep the documents of the forum in safe custody
- Record minutes
- Write annual reports
- Prepare for meetings, conferences, seminars/workshops
- Make invitations for the various activities of the forum in time
- Oversee the day to day administration of the Secretariat

The secretary in the exercise of his/her duties shall enjoy the following emoluments and privileges:

- i. Allowance
- ii. Communication
- iii. Travels

4. Treasurer

i) Duration of office

Shall hold an office for three years and is renewable for another term.

ii) Selection

The Treasurer shall be elected by members through secret ballot

iii) Qualification

BA holder but preferably a Master holder; must have had training on issues of quality assurance either at national, regional or international levels. Have knowledge of book keeping/accounts and is a person of high moral integrity

iv) Duties

- Shall keep records of all income and expenditure of the UUQAF in safe custody
- Prepare and give annual financial reports to the UUQAF members
- Plan for regular audit of UUQAF accounts
- Work with dedication and transparency in regards to matters of finances and other resources

The treasurer in the exercise of his/her duties shall enjoy the following emoluments and privileges:

- i. Allowance
- ii. Communication
- iii. Travels

ARTICLE 14: THE SECRETARIAT

- a) UUQAF shall establish a secretariat with the headquarters in Kampala, the Capital City of Uganda. It shall also have regional offices to be established by the General Assembly following a proposal from the Executive Committee.
- b) The secretariat shall handle the professional and administrative work of the Forum.
- c) The head office of the secretariat of UUQAF shall consist of the Executive Secretary, a Senior Quality Assurance Officer, administrative Secretaries, and other Technical officers.
- d) The Executive Secretary shall be the administrative head of the Forum and chief accounting officer. He/she shall report to the Executive Committee
- e) The regional offices of the UUQAF shall consist of an administrative Secretary, and Technical officers

ARTICLE 15 FUNCTIONS OF THE SECRETARIAT

The Secretariat will:

- a) From time to time, engage the services of the Quality Assurance Officers to undertake specific assignments on behalf of the Forum.
- b) Prepare detailed program of work to be approved by the Executive Committee

- c) Implement and monitor the work of the Forum
- d) Organize meetings of the Forum
- e) Prepare back ground documentation for review by the Executive Committee and General Assembly.
- f) Organise and facilitate comparative analyses, visitation and cooperative exchange activities among the Forum's members.
- g) Act as the nucleolus of the communication between members of the Forum, and between the Forum and its partners
- h) Liaise with collaborating agencies and donors
- i) Prepare annual budget of the Forum
- j) Manage, on behalf of the Executive Committee, the properties and other resources of the Forum and prepare audited reports of account for submission to the executive committee and the general assembly.
- k) Maintain proper books of accounts, for the agency, and prepare audited reports of account for submission to the Executive Committee and the General Assembly.

ARTICLE 16: FINANCE AND ACCOUNTS OF THE FORUM

1. UUQAF shall derive its funds from membership subscriptions, project grants, contributions from members and other partners interested in quality assurance matters, and any other source acceptable within the legal framework of Uganda.
2. The fiscal year of the Forum shall run from 1st July, to 31st June of each year
3. The funds of the Forum may be applied for such purpose and in such manner as the Executive Committee shall determine with the approval of the General Assembly.
4. All bank accounts of the Forum shall be operated by two or more signatories, Including the Chairperson and Executive Secretary
5. The treasure shall cause to be produced within three months after the end of each fiscal year the audited accounts of the Forum and shall present them to the Executive Committee.
6. The treasure shall present to the General Assembly the financial report covering the previous three years

ARTICLE 17: AUDIT

1. The auditors appointed by the Executive Committee shall have access to the Forum accounts and shall examine such annual accounts and statement. After examining them, they shall either certify that they are correct, duly vouched and in accordance with the laws or report to the Executive Committee in what respect they are found to be incorrect, un vouched or not in accordance with the laws
2. A copy of the auditor's report on the accounts and statement, together with such accounts, shall be furnished to all members annually after the executive committee has received them
3. The auditors shall be paid such fees and honorarium as may be agreed upon by the Executive Committee
4. No auditor shall be an officer or member of the Executive Committee of the Forum.

ARTICLE 18: ACQUISITION OF PROPERTY

The Forum shall have the powers to acquire, hold and dispose of the property, both movable and immovable. Such property when acquired shall be vested in the Executive Committee.

ARTICLE 19: ALTERATIONS AND AMENDMENT OF THE CONSTITUTION

Amendment and alterations of the constitution shall be made only by the General Assembly at an Extraordinary Meeting convened for that purpose, and must be approved by 2/3 of the members present. For any alteration, the Registrar of Companies shall be notified.

ARTICLE 20: DISSOLUTION

- a) Dissolution may be done only in the general assembly, with approval of $\frac{3}{4}$ of the members
- b) In the event of dissolution, the Executive Committee shall dispose off the property of the Forum remaining after discharge of all liabilities. This shall be done in by an ordinary resolution of the General Assembly to determine transferral of such property to some institution having similar aims.

ARTICLE 21: INTERPRETATIONS

The General Assembly shall have the powers to interpret this Constitution. The resolution of the General Assembly shall be reached in accordance with other articles of this Constitution.

ARTICLE 22: BYLAWS

The Executive Committee may from time to time make bylaws in order to meet the statutory or legal requirements of the country. In such a case, communication shall be circulated, within 60 days to all the members with explanation for making such bylaws.

SIGNED BY THE FOLLOWING ON BEHALF OF THE FORUM

NAMES	DESIGNATION	INSTITUTION	SIGNATURE
Dr. Michael Mawa	Ag. Chairperson	Nkumba University	
Dr. Amaal Nsereko	Ag. Vice Chairperson	Kampala University	
Sr. Lucy Dora	Ag. Secretary	Uganda Martyrs University	
Dr. Anthony Ocaya	Ag. Vice Secretary	Gulu University	
Sr. Gorretti Kaawa	Ag. Treasurer	Kyambogo University	
Ms Everlyne Akech	Project Officer	Busoga University	

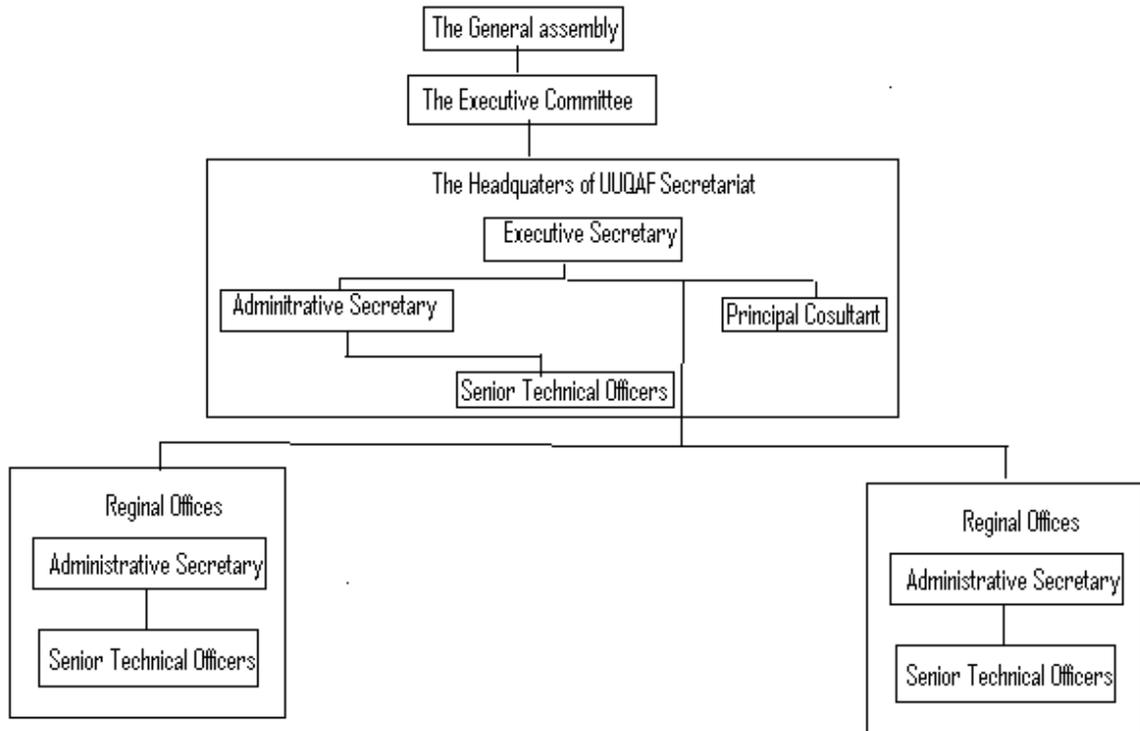
Witnessed by

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REGISTRAR OF OATHS

APPENDIX 1: ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT

The organisational Structure of UUQAF shall be as shown below:



APPENDIX II: ROLES AND RESPONSIBILITIES OF THE OFFICE BEARERS IN THE SECRETARIAT

-
- a) Executive Secretary
 - Will be the administrative head of the Forum
 - Will be the overall supervisor to all the projects of the Forum
 - Will be the chief accounting officer of the Forum
 - Will be the secretary to Executive Committee
 - Will be the modulator to all the Forum's projects
 - Shall be accountable to the Executive Committee
- b) Senior Quality Assurance Officer (Principal Consultant)
 - Will be part of the Executive Committee (as technical advisor without voting rights)
 - Will give professional guidance on matters of quality assurance
 - Will offer technical advice for the effective running of the Forum
- c) Senior Administrative Officer

The Senior Administrative Officer shall;

 - Be responsible for Human Resource management
 - Deputize the Executive Secretary
 - Be in charge of projects execution and management
 - Shall be accountable to Executive Secretary
- d) Senior Technical Officers
 - Shall be in charge of organising capacity building trainings
 - Shall be the immediate supervisor to the technical support staff
 - Shall provide technical advice and support on projects management
 - Shall be an editor to publication about projects
 - Shall report to executive Secretary through the Senior administrative Officer