



## **THE CO-OPERATIVE UNIVERSITY OF KENYA**

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### **CUK ALUMNI ASSOCIATION (CUKAA) EXECUTIVE COMMITTEE ELECTION GUIDELINES**

#### **1.0 Introduction**

These guidelines provide the framework for the overall election of members to the CUK Alumni Association Executive Committee, ensuring a transparent, fair, and merit-based process that results in a competent and representative leadership team.

#### **2.0 Objectives of the Election**

The election process aims to:

- a) Ensure a fair, transparent, and democratic election process.
- b) Elect competent and accountable leadership for the Association.
- c) Promote active participation of all verified alumni members.
- d) Strengthen good governance and adherence to the CUKAA Constitution.
- e) Enhance unity, representation, and continuity within the Alumni Association.

#### **3.0 Elective Positions**

The CUKAA constitution provides that the following positions be elective;

- a) Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Assistant Secretary
- e) Treasurer
- f) Assistant Treasurer

#### **4.0 Eligibility Criteria**

To qualify as a candidate, an applicant must:

- a) Be a verified alumnus/alumna of CUK.
- b) Be a member of CUKAA in good standing (paid-up).



- c) Demonstrate willingness and availability to serve.
- d) Meet any additional requirements as may be set by the electoral committee.

## **5.0 Nomination Requirements**

All candidates must:

- a) Obtain nomination forms from the Alumni Relations Office or online portal.
- b) Submit completed application forms within the stipulated timelines (application for more than one position shall lead to automatic disqualification).
- c) Provide proof of alumni membership and payment status.
- d) Provide:
  - i. A detailed personal profile
  - ii. Relevant leadership and professional experience
- e) Be nominated by at least 20 alumni who must be members of CUKAA.
- f) Comply with all nomination requirements.

## **6.0 Election Process**

All members of the association must adhere to the election process detailed below.

- a) Elections shall be conducted through online voting.
  - i. Verified alumni shall receive secure voting credentials.
  - ii. ICT systems shall ensure confidentiality, integrity and verifiability.
  - iii. Audit mechanisms shall be established.
- b) Each verified alumnus in good standing shall be entitled to one vote per position.
- c) Elections shall be conducted in accordance with the Alumni Constitution and University regulations.
- d) Use of abusive, discriminatory, or defamatory language shall be prohibited.
- e) The Electoral Committee shall enforce compliance with election rules.
- f) Election results shall be officially declared by the Electoral Committee.
- g) Election disputes shall be submitted within 48 hours after declaration of results.
- h) The Electoral Committee's decision on disputes shall be final unless otherwise provided in the Alumni Constitution.

## **7.0 Election Roadmap and Timelines**



| <b>S/No</b> | <b>Activity</b>                          | <b>Proposed Timeline</b>   |
|-------------|------------------------------------------|----------------------------|
| 1.          | Alumni Registration and Verification     | Upto 48 hours to elections |
| 2.          | Submission of applications               | 22nd June - 26th June 2026 |
| 3.          | Verification and Clearance of Candidates | 30th June - 3rd July 2026  |
| 4.          | Campaign Period                          | 6th July - 17th July 2026  |
| 5.          | Election Period                          | 20th - 23rd July 2026      |
| 6.          | Announcement of Results                  | 24th July 2026             |
| 7.          | Swearing-in/ Induction                   | 31st July 2026             |
| 8.          | Submission of Final Elections Report     | 7th August 2026            |

*(The cut-off time for all dates shall be 5.00pm EAT)*

For inquiries, clarification, or support, please contact the Alumni Relations Office at: [alumni@cuk.ac.ke](mailto:alumni@cuk.ac.ke) or 0796825945.

With co-operative regards,

**MR. ZACHARY NJERU**  
**CHAIRPERSON, CUKAA ELECTORAL COMMITTEE**

