





THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR CUEASO ELECTIONS (CUEA/DVC ADM/DOS/12)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	2 (TWO) (A-B)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ADMINISTRATION
SIGNATURE	
DATE	23 Feb 2011
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STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Administration and Dean of Students' office. 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00	Date	18 - JAN 2011
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	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
	Title	PROCEDURE FOR CUEASO ELECTIONS

0.1 Table of Contents

0.	CONTENTS AND RECORD OF CHANGES.....	2
1.	PUPROSE	2
2.	SCOPE	2
3.	TERMS AND DEFINITIONS.....	2
4.	REFERENCES	3
5.	PRINCIPAL RESPONSIBILITIES	3
6.	METHOD	3
7.	APPENDICES	3

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1		3	6.2,6.9,(numbering of forms)	DOS

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 PURPOSE

This procedure describes the methodology of conducting elections of the Catholic University of Eastern Africa Students Organization (CUEASO).

2.0 SCOPE


This procedure applies to the election of all CUEASO officials at the Catholic University of Eastern Africa.

3.0 REFERENCES

- 3.1 Students Handbook
- 3.2 CUEA Quality management manual
- 3.3 CUEASO Constitution

4.0 TERMS AND DEFINITIONS

4.1 CUEASO – Catholic University of Eastern Africa Students Organization

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	PROCEDURE FOR CUEASO ELECTIONS	Page 3 of 9

5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and is effectively applied.

6.0 METHOD

6.1 The Dean of Students shall announce the vacant positions in the CUEASO office by February of each year.

6.2 The interested students shall pick a Candidate Application Form (CUEA/DVC ADM/DOS/12/fm1) from the Dean of Students, apply for the position of interest and return the duly filled form to the Dean of Students by the date indicated on the announcement.

6.3 The Administrative Assistant shall compile the list of applicants and ask for confidential reports from the applicants’ departments and their average academic performance from the Registrar.

6.4 The Dean of Students shall present the list of candidates to the University Management Board for approval.

6.5 The Dean of Students shall put up a notice with the names of the candidates who have been cleared to contest various positions.

6.6 If not approved, the Dean Students of shall communicate to the unsuccessful candidates giving reasons why they did not qualify.

6.7 The Dean of Student shall set an election date where all students shall vote for their candidate of choice.


6.8 The Chairperson of Electoral Commission (usually a member of CUEA staff selected by Student Governing Council (SGC) shall announce the winners after the counting of votes.

6.9 The winners shall be sworn in CUEA/DVC ADM/DOS/12/fm2 on the last Friday of March.

7.0 APPENDICES

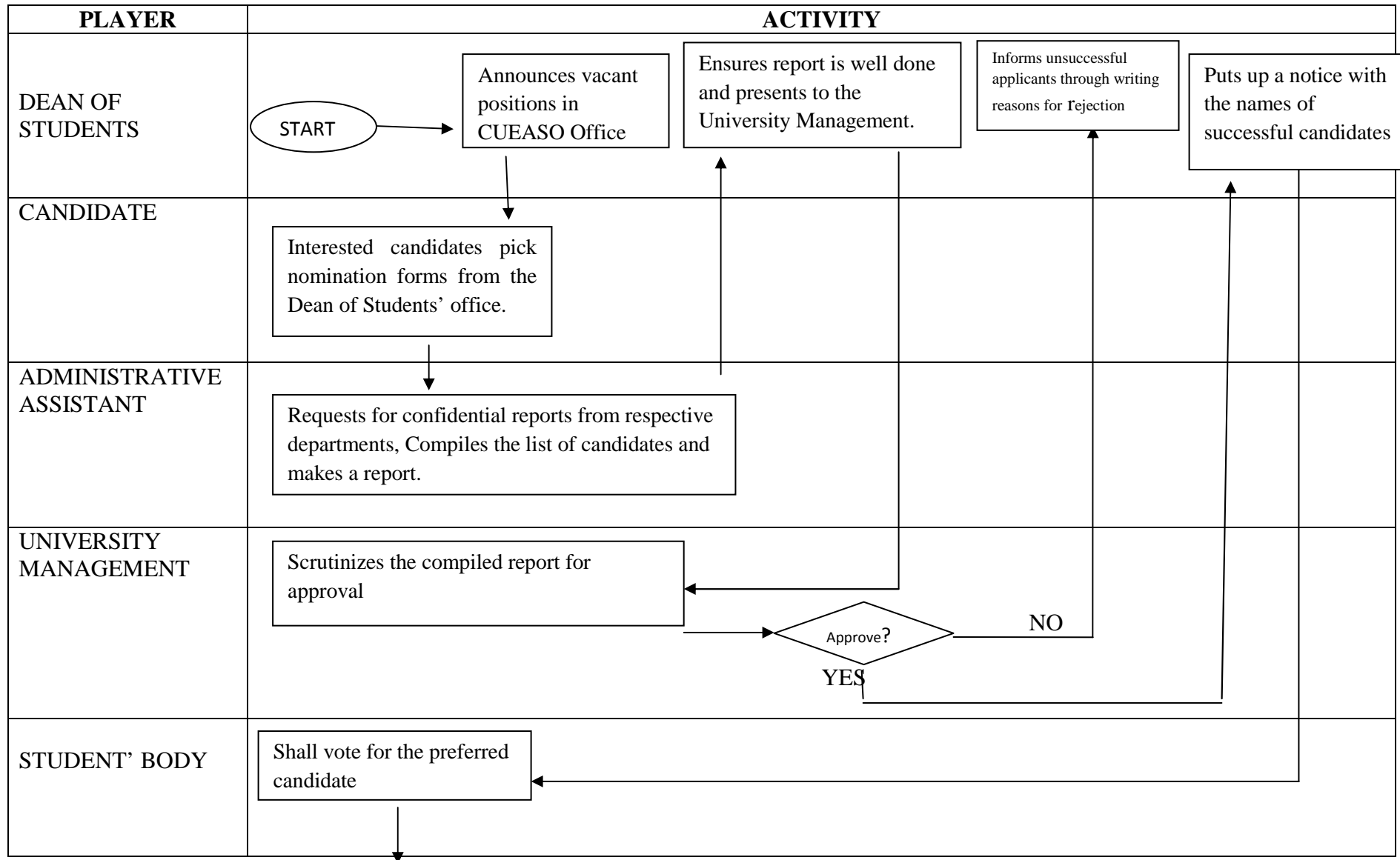
- 7.1 Appendix A: Process Map
- 7.2 Appendix B: Candidates Application Form
- 7.3 Appendix C: Swearing in form


Revision	00	Date	18 - JAN 2011
----------	----	------	---------------

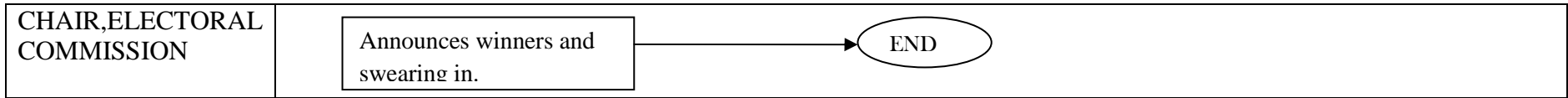
	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	PROCEDURE FOR CUEASO ELECTIONS	Page 4 of 9

Revision	00		Date	18 - JAN 2011
----------	----	--	------	---------------


7.1 APPENDIX A: PROCESS MAP FOR CUEASO ELECTIONS



	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	PROCEDURE FOR CUEASO ELECTIONS	Page 6 of 9



Revision	00		Date	18 - JAN 2011
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	PROCEDURE FOR CUEASO ELECTIONS	Page 7 of 9

Appendix B: Candidates Application Form

A. DETAILS OF CANDIDATE

NAME:..... **REG.NO.:**.....
DEPARTMENT:..... **YEAR OF STUDY:**.....
POST INTERESTED IN:.....
PAST EXPERIENCE:

B. DETAILS OF PROPOSERS

NAME	REG. NO.	SIGNATURE
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.



Title

PROCEDURE FOR CUEASO ELECTIONS

Page 8 of 9

- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

CANDIDATE'S SIGNATURE

DATE

.....

.....

C. FOR OFFICIAL USE ONLY

.....

RECEIVED BY:

RETURNING OFFICER:.....

(NAME)

(SIGNATURES) (DATE)

CUEA/DVC ADM/DOS/12/fm1

Revision	00		Date	18 - JAN 2011
----------	----	--	------	---------------

CUEASO SWEARING IN FORM

Swearing in on

I..... Reg. No

Having been duly elected as the of the Catholic University of Eastern Africa Students Organization (CUEASO) do hereby declare that,

1. I will serve all the students of the Catholic University of Eastern Africa to the best of my ability without fear or favour.

2. I will represent the students and not my personal interests.

3. I will work with my colleagues as a team.

4. I will respect the University Administration and work with them for the well being of this institution. So help me God!

In the Presence of:-

Electoral Commission Chairperson -

Signature:..... Date.....

The Dean of Students –

Signature:..... Date.....

The DVC - Administration –

Signature..... Date.....

CUEA/DVC ADM/DOS/12/fm2

Revision	00		Date	18 - JAN 2011
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