**INTERNAL MEMO**

**From**: Dean of Students **Ref**: RU/DOS/29/Vol 1

**To**: All Students **Date**:

**Subject: Vacancies in the Students Electoral Commission –Maximum 16 slots**

This is to invite applications for appointment as member of the Students Electoral Commission for the Rongo University Students Association (RUSA) elections to be held in the second semester of 2020/21 academic year. A maximum of 16 (sixteen) vacancies will be filled.

1. **Functions of the Commission**

The Electoral Commission is mandated to carry out the following:

1. To oversee elections in the Students Association
2. To publish the list of candidates for various posts
3. To offer civic education to RUSA members
4. To supervise preparation of voters registers, ballot materials and to designate polling stations
5. To promote free and fair elections
6. To conduct all elections including bi-elections
7. To declare results of elections
8. **Minimum requirements for appointment**

An applicant **must meet all** the requirements listed below:

1. Must be a bona fide student of the University and registered member of the Association.
2. Must have not been in any disciplinary cases.
3. Must be a finalist i.e in the final year of study.
4. Must have not served the Association in any other leadership capacity.
5. Must have cleared all fees.
6. Must be of sound and moral behavior.
7. Must have an academic performance of at least 60% cumulative average in the previous years study for the programme registered in Rongo University.
8. Must not have suffered from mental sickness, temporary insanity or any other infirmity that may hinder academic performance and leadership.

Successful applicants will carry out duties as a Commission for the elections to be held in the course of the 2nd semester of the current academic year.

1. **Application process**

An applicant should submit a letter together with a dully completed application form to the Dean of Students by **4th June 2021** at 5.00pm. A copy of application form may be obtained from Rongo University web site: [www.rongovarity.ac.ke](http://www.rongovarity.ac.ke).

B. Asugo

**Dean of Students**

**cc:**

Vice-Chancellor

Deputy Vice Chancellor(ASA)

Deputy Vice Chancellor(AFP)

Deans of Schools and Directors

Finance Officer

Registrar (Academic Affairs)

Chief Security Officer

Chairman, RUSA

Students Noticeboards/University webpage