



**CONSTITUTION**

**OF**

**THE MAKERERE UNIVERSITY**

**ADMINISTRATIVE STAFF ASSOCIATION (MASA) 2007**

**AS AMENDED ON 20<sup>TH</sup> JULY 2011**

## **INTERPRETATION**

In this Constitution:

- (a) MASAGC ' means the Governing Council of MASA
- (b) BOT Means the Board of Trustees as defined in article 4 of this constitution.
- (c) 'Member' a member shall be as defined in article 3 of this constitution.
- (d) 'Association' means the Association established under this Constitution.

## **PREAMBLE**

We the members of the Makerere University Administrative Staff Association

- (i) Realizing the dire need for the entire staff to be and work together as a team through an Administrative Staff Association through which we shall attain our objectives.
- (ii) Convinced that it is through such concerted and joint efforts that we endeavour to promote, protect and safeguard the interests of Administrators and to inform the populace of the importance of administration in social and economic development of humankind ,
- (iii) Aware of the fact that team work leads to success and quality service,
- (iv) Realizing that success and quality service cannot be received without having in place an identified and legal association,
- (v) Realizing that the Universities and other tertiary Institutions Act 2001 as amended under section 68 provides for the establishment of an administrative staff association in a public university,

Now THEREFORE do hereby resolve

- (a) To form an Administrative Staff Association through which we shall champion our challenges and attain our objectives
- (b) To call the Association Makerere University Administrative Staff Association (MASA) herein after referred to as the 'Makerere University Administrative Staff Association'.
- (c) This Constitution shall be the Supreme Law of the aforesaid Association.

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## **ARTICLE 1: NAME OF THE ASSOCIATION**

The name of the Association shall be “Makerere University Administrative Staff Association” abbreviated as MASA.

## **ARTICLE 2: AIMS AND OBJECTIVES**

- (1) To constitute a body that shall regulate, safeguard and oversee all matters in the field of Administration and protect the interests of Administrators.
- (2) To promote the advancement and diffusion of knowledge of Administration for the efficiency and usefulness of members of the Association by setting up a high standard of professional education, knowledge, and application.
- (3) To create public awareness on the role of administration in effective utilization of human resources through encouraging and promoting activities for purposes of enriching intellectual and professional development of the institution and the members.
- (4) To cooperate with other Organs of the University in matters of general interest to the University Community.
- (5) To formulate, determine, maintain and observe professional ethics for all administrative staff of Makerere University and shall, under the powers and duties contained herein, make or cause to be made a professional code of conduct in the realization of the objects of the Association.
- (6) To bargain collectively on behalf of the members of the association with employers on all labour relations matters including, without limitations, terms and conditions of employment, grades and rates of pay and benefits.
- (7) Uphold the Terms and Conditions of Service entered between members and the University.
- (8) To champion member’s rights and challenges in regard to their employment and terms of service.
- (9) To do all such acts and things as are or may be incidental, conducive or connected to the attainment of the objects or any of the objects of the Association or the exercise of any of its said powers and duties.

## **ARTICLE 3: MEMBERSHIP**

- a. Upon appointment and assumption of duties, all senior administrative staff shall be deemed to be members of MASA.
- b. No person otherwise eligible for membership of the association shall be denied membership because of race, gender, colour, creed, national origin, age, marital status,

disability, economic status, veteran status, political affiliation/beliefs or membership or non-membership.

- c. There shall be a register to be kept by the Secretary General in which the names, addresses, qualifications and dates of membership of members shall be kept.

1) Membership of the association shall be categorized as follows:

**i) Ordinary members**

These are all senior administrative persons who are staff of Makerere University who shall include: Senior Administrative, Administrative Library, Technicians, Senior Personal Secretaries and staff from related disciplines whose careers fall in the area of Administration as defined by Makerere University Council. The lowest level of membership shall be at salary scale **M7**.

**ii) Associate members**

These are all administrative staff who are part of the University Management

**iii) Honorary members**

These are retired members

**2) Rights and Duties of Members:**

- a) All members shall abide by the Constitution and the professional /Ethical Code of Conduct.
- b) Members shall meet their financial obligations, attend meetings, and participate fully in the deliberations of the association.
- c) Elect or be elected in any office of the association
- d) Provide professional services to the association
- e) Cooperate with all members to the wellbeing of the association.
- f) Associate and honorary members of the association shall have the same rights and obligations as stipulated above provided that no such member shall elect or be elected to any office of the association
- g) With the exception of the honorary members, all members shall pay an **annual subscription** fee as determined from time to time by members in a general assembly.

**3) Protection of the Members**

- a) Any member of MASA who performs his/her work in accordance with this constitution shall be protected.
- b) No member of MASA shall be victimized, discriminated against, reduced in rank, persecuted, isolated, ridiculed, transferred, dismissed, defamed, or otherwise punished for having championed the values enshrined in this constitution without just cause.

## **ARTICLE 4: ORGANS OF THE ASSOCIATION**

### **(1) The Board of Trustees (BOT)**

There shall be a board of trustees composed of 3 members elected by the general assembly. These shall be drawn from the honorary members of the association

#### **Roles of the BOT**

- a. To preside over the elections of the Governing Council in accordance with the provisions of the constitution
- b. To act as custodians of the associations property
- c. To oversee and advise on proper functioning of the association
- d. The term of office for all BOT officials shall be four years renewable only once.

### **(2) The Governing Council:**

#### **i) Composition**

- (a) The Association shall have a management Council known as Governing Council constituting of members elected at a general meeting.
- (b) The Council shall consist of:
  - The Chairperson
  - The Vice Chairperson
  - The Secretary General
  - The Deputy Secretary General
  - The Treasurer,
  - The Deputy Treasurer and
  - Five Committee members representing various constituencies of the association
  - Co-opted members as determined by the Council from time to time.
- (c) Elections of the governing council shall be presided over by the **Board of Trustees** and the term of office shall be four years, renewable only once.

#### **ii) Election of Officers of the Governing Council**

- a) In September before the expiry of the four-year term of the MASA Governing Council, the Board of Trustees shall conduct elections of the new governing council
- b) The BOT shall circulate to all regular members, at least three (3) weeks prior to the Annual General Meeting, a list of vacant positions and a nominations form. One week

prior to the Annual General Meeting, the BOT shall circulate to all members a list of those candidates who have by that time been nominated to a position on the Governing Council.

- c) Election of Officers of the Association shall take place at the Annual General Meeting held in September of the fourth year. The term of office for all Governing Council officials shall be four years renewable only once.
- d) Voting shall be by secret ballot. The nominees shall have a right to vote for themselves.
- e) In order for a member to stand for any position on the governing council or represent MASA on any university organ, he or she must have been a permanent member of staff for at least five years, be confirmed in the University service, and must have attended at least three general meetings of MASA during five years preceding the elections.
- f) The Governing Council may co-opt the past Chairperson in an advisory capacity as and when deemed necessary.
- g) Each member present at a meeting at which officers are to be elected shall be entitled to one vote for each office for which an election is being held.
- h) Nominations shall be accepted by nominees, received and recorded and ballots shall be cast in respect of each office separately and consecutively, in the following order:  
  
Chairperson, Vice Chairperson, General Secretary, Deputy Secretary General, Treasurer, Deputy Treasurer and the Committee members.
- i) Nominations need not be seconded. No Member shall be entitled to nominate more than one person for the same office. A candidate for an office who receives a majority of the votes cast shall be deemed to have been elected to that office. In the event of a tie vote, fresh ballots will continue to be cast until a clear majority of votes is received by a candidate. Should this procedure fail to resolve the tie after three ballots, the Chair of BOT / presiding officer the meeting shall break the tie by voting in favor of one of the candidates. Unsuccessful candidates shall be considered for other offices if they choose.
- j) The Chair of BOT, with the approval of the Members present, shall appoint a maximum of three Members to act as scrutinizers for the purpose of tabulating votes. No person shall act as a scrutinizer who is or will be a candidate for any office at this meeting.
- k) Upon the closing of nominations for an office, the Chair of BOT shall verify that the nominees are willing to be candidates for respective offices before voting. Online nominations shall be verified and announced both online and on voting day. When this has been established and announced, balloting shall begin forthwith with respect of such position. When the voting has been completed, the scrutinizers' shall count the ballots

in full view of the Members and one of them will announce the results. The foregoing procedure shall be carried forward for each office until all posts have been dealt with. All ballots shall be retained until ordered to be destroyed by the Membership at a regular meeting or at the meeting in which elections were held.

- l) In the event that an office remains vacant after the election, the Chairperson shall take such steps as is deemed necessary to ensure that the business of the Association will continue to be handled in an orderly manner. Vacancies in offices shall be filled by the Governing Council in acting capacity until the next regular general meeting where those in acting capacity will be confirmed or replaced.

### **iii) Duties and Functions of the Governing Council**

Duties and Functions shall include but shall not be limited to:

- a) Make operational rules and regulations of the association subject to approval by the General Assembly.
- b) Authorize the opening operation and changing of the association's bank accounts.
- c) Preparation of accounts and budget to the General meeting.
- d) Preparation of reports of the activities of the Association since the previous General meetings.
- e) Appointment, remuneration, suspension and dismissal of the employees of the Association which duties may be delegated to the Secretary General subject to review by the Governing Council.
- f) Preparation of all Conferences, Seminars, Fund raising and General meeting of the Association.
- g) Appointment of sub-committees (editorial board, disciplinary, welfare, staff development and other subcommittees as the need may arise) and to carry out the day to day running of the Association generally.
- h) Appointment of Ad-hoc Committee(s) and to carry out the day to day running of the Association generally.
- i) To invite and collect subscription and donations to the Association by lawful means
- j) To keep a list of members and contributors at all material times in consonance with the decision of the Governing Council.
- k) To call an Annual General meeting once in a year to review the performance of the Association and any other matter connected or incidental to the activities, duties and powers of the Association
- l) Invest monies of the Association in accordance with the provisions of the Constitution

### **iv) Duties and Powers of members of the Council:**

#### **a) The Chairperson:**

- (i) Shall call and preside over all Annual General Meetings, extraordinary meetings, emergency meetings, and Council meetings.

- (ii) May suspend any official who conducts himself/herself in a manner inconsistent with the objects of the Association and/or the Code of Conduct pending the action of the Disciplinary Committee/ Governing Council.
- (iii) Shall have a casting vote at General meetings and Assemblies.
- (iv) May incur expenditure on behalf of the Association, provided that such expenditure shall not exceed US\$200 in one financial year, subject to revision by the General Assembly from time to time as circumstances permit.
- (v) Shall be a Principal signatory to Association's Bank Account(s)
- (vi) Shall, in consultation with the Governing Council, have a signing authority for legal and any other matters of the association
- (vii) Shall be the Head of the Governing Council.

**(b) The Vice Chairperson:**

- (i) Shall assist the Chairperson in all the duties and powers here above given to the Chairperson
- (ii) Shall be the acting Chairperson in the absence of the Chairperson, **PROVIDED** that in the subsistence of his/her term of office he shall not authorize the use of **funds in** any circumstances without the consent **of the Council**
- (iii) The Vice Chairperson shall be the acting chairperson for a period not exceeding one year.
- (iv) Shall be the Chair of Ad hoc Committees of the council

**(c) The Secretary General:**

- (i) Shall be responsible for all correspondence of the Association
- (ii) Shall keep record of all administrative Literatures of the Association.
- (iii) Shall take and record proper minutes of meetings.
- (iv) Shall be a signatory to the Association Bank Account(s)
- (v) Shall, in consultation with the Governing Council, have a signing authority for legal and any other matters of the association
- (vi) Shall follow-up the implementation the decisions of the organs of the association
- (vii) In the absence of both the Chairperson and Vice Chairperson, the Secretary General shall convene the Council to elect a Chairperson from within the Council.
- (viii) Prepare and present an annual report to the AGM
- (ix) Shall be the spokesperson of the Association
- (x) Shall do any other act, deed or thing as may be assigned to him/her from time to time by the Council.
- (xi) Shall be assisted by a deputy secretary general

**d) The Deputy Secretary General**

- (i) Shall assist the Secretary General in all the duties and powers here above given to the Secretary General
- (ii) Shall be the acting Secretary General in the absence of the Secretary General,
- (iii) The Secretary General shall act for a period not exceeding one year.

**(e) The Treasurer:**

- (i) Initiate and prepare budgets for the association
- (ii) Ensure that members pay their annual subscription fees and all other funds due to the association
- (iii) Maintain books of accounts of the association
- (iv) Shall provide quarterly Statements of Accounts to the Governing Council and annually to the Annual general meeting
- (v) Effect payments on behalf of the association
- (vi) May keep with him/her any amount in cash not exceeding US\$200 Dollars and the expenditure of such monies shall be authorized by the Chairperson.
- (vii) Shall ensure that all monies received be deposited with the Association Bank account within 3 working days.
- (viii) Shall be the a signatory to the Bank Account(s) of the Association
- (ix) Shall do any other duties that may be assigned to him/her from time to time by the Chairperson and or the Council.
- (x) Shall coordinate the auditing process of the association
- (xi) Shall be assisted by the Deputy treasurer

**f) Deputy Treasurer**

- (i) Shall assist the Deputy Treasurer in all the duties and powers here above given to the Treasurer
- (ii) Shall be the Acting Treasurer in the absence of the Treasurer,
- (iii) The Deputy Treasurer shall act for a period not exceeding one year.

**(3) Representation of MASA to University Committees and Organs**

Representation shall be in accordance with existing rules and regulations for those Committees. Representatives to these committees and organs shall be elected by the general assembly. Nominations and elections for the representatives to university organs will be done on the day when the GC will be elected and will be presided over by BOT. Such successful persons would be committee members of the Governing Council. Where representation of MASA in the University organ is not specific; the MASAGC shall appoint a representative to that particular organ subject to approval by the MASA General Assembly.

**(4) Eligibility for election to the MASA Governing Council and Representation to University Organs**

For a member to stand, be nominated and be voted for any position on the governing Council or representation to any University organ or Committee he or she must have been a permanent member of administrative staff for at least 5 years, must be confirmed in the University Service and must have attended at least three MASA general meetings during the 5 years preceding the elections.

## **ARTICLE 5: SUB-COMMITTEES OF THE GOVERNING COUNCIL**

### **1. The Editorial Board**

#### *Composition*

The Council shall appoint members of the editorial board and these shall be composed of:

- a) Chief Editor (who shall be the Head of the Board)
- b) Assistant Editor in charge of Production
- c) Assistant editor Review
- d) Assistant Editor in Charge of Advertisements

#### *Functions*

Functions of the editorial boards shall include

1. To produce MASA newsletter and publicity for the association
2. To set up and maintain the website for the association
3. To produce quarterly reports to the Governing Council

No action by the Editorial Board shall be binding or constitute an expression of the policy or views of the association until it is approved by the governing council

### **2. Disciplinary Sub-Committee**

#### *Composition*

The Council shall appoint members of the disciplinary subcommittee and its membership shall not exceed 5. This shall include

- a) Vice Chairperson of the Governing Council who will be the Chairperson
- b) Two people from the former Council members.
- c) Two members appointed for Specific purposes depending on the circumstances.

#### *Functions*

- a) To receive complaints/petitions/ from aggrieved parties
- b) To carry out the necessary investigations
- c) To submit a report to the Governing Council for action
- d) To carry out any other functions as council may determine

### **3. Staff Development Sub-Committee**

#### *Composition*

This committee shall be composed of:

- a) Vice Chairperson of the Council who shall be the chairperson of the Subcommittee
- b) Four others persons appointed by the Council

*Functions*

The functions of the committee shall include the following

- a) To plan and implement developmental sessions for the members
- b) To Write proposals for funding
- c) To carry out training needs assessment
- d) To produce quarterly reports to the Governing Council

**4. Welfare, Guidance and Counseling Subcommittee**

*Composition*

This committee shall be composed of not more than 5 members as follows:

- a) The Vice Chairperson of the Governing Council who shall be the chairperson
- b) Two members from the Governing Council and
- c) Two from outside the council

*Functions*

- a) To assess the welfare needs of the members and make recommendations to the governing council
- b) To follow-up the welfare and terms of service matters of the association
- c) To produce quarterly reports to the Governing Council
- d) To guide and counsel members of the association.

**5. Planning and income generation Sub-Committee**

To be chaired by the treasurer of the GC

Each of these Sub-Committees shall elect a secretary among themselves.

**ARTICLE 6: GENERAL MEETINGS:**

1. All members of MASA shall attend the Annual General Meeting (AGM)
2. The Annual General Meeting shall be the Supreme Policy Making body of the Association
3. The AGM shall have the following functions:

- (a) To fix members' annual subscription
- (b) To receive and approve the annual report and the audited accounts of the Association;
- (c) To approve the annual programme of activities of the Association for the year;
- (d) To elect members of the Governing Council, Board of Trustees and the Association Representative as in Article 4(3) in this constitution;
- (e) To supervise and review the activities of the GC
- (f) To amend and adopt the constitution following an Approval by two-thirds of members present.
- g) and also all that is transacted at an annual general meeting with the exception of declaring and electing members of the Council, the consideration of the accounts balance sheets and the reports of the Council and auditors.
- h) Receive and discuss proposals submitted by members.

#### **4) Proceedings of the Annual General Meetings (AGM)**

- a) Notice of the AGM shall be given two weeks in advance
- b) The Association shall in each year hold a General Meeting as its annual general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it and not more than 15 months shall elapse between the date of one annual general meeting of the association and that of the next. The annual general meeting shall be held as such at a time and place as the Council shall appoint.
- c) All general meetings other than Annual General Meetings shall be called extra ordinary General meetings. All businesses shall be deemed special that is transacted at an extra ordinary general meeting,
- d) No business shall be transacted at any general meeting unless a Quorum of members is present at the time when the meeting proceeds to business. Save as herein otherwise provided 20 (twenty) members shall constitute a quorum.
- e) If within an hour from the time appointed for the meeting, a quorum is not constituted, the meeting, if convened upon the requisition of members shall be dissolved, in any other case it shall stand adjourned to the same day and time in the next week at the same place or to such other day and at such other time and place as the Council may determine, and if at the adjourned meeting a quorum is not present within one hour from the time appointed for the meeting the members present shall constitute a quorum.
- f) The Chairperson may, with the Consent of any meeting at which a quorum is constituted, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting save for the business left unfinished at the meeting from which the adjournment took place.
- g) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

- h) At any General meeting a resolution put to the Vote of the meeting shall be decided on a show of hands unless a poll is, before or on the declaration of the result of the show of hands, demanded:-
- (i) by the Chairperson, or
  - (ii) by at least 3 members present in person or by proxy which has to be communicated to the Secretary General in writing 15 days in advance or
  - (iii) By any member or members present in person or by proxy and representing not less than one tenth of the total voting rights of all the members having the right to vote at the meeting.

UNLESS a poll be so demanded a declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously by or by a particular majority or lost and an entry to the effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the members or proportion of the voters recorded in favour of or against such resolution.

The demand for a poll may be withdrawn before the item is discussed

- i) Subject to the provisions of the Act a resolution in writing signed by all the members for the time being entitled to receive notice of and to attend and Vote at General meetings (by their duly authorized representatives) shall be as valid and effective as if the same had been passed at a general meeting of the Association duly convened and held.
- j) A member of MASA shall not vote in respect of any matter in which he/she is interested or any matter arising there from, and if he/she does so vote, his/her vote shall not be counted.

#### **ARTICLE 7: VOTES OF MEMBERS**

- a) Only ordinary members of the Association shall be entitled to vote.
- b) Each member shall have one vote, but in case of equal votes as defined in article 4 of this Constitution, the Chairperson shall have a casting vote.
- c) For the avoidance of any doubt, no vote shall be allowed by proxy unless notice of such vote is given to the Secretary General of the Association within 15 days prior to the meeting.

#### **ARTICLE 8: THE SEAL**

The Governing Council shall provide for the seal and the Safe Custody of the Seal, which shall only be used with the authority of the Council or of a Committee authorized by the Council on their behalf and every instrument to which the Seal shall be affixed shall be signed by the Chairperson and be Countersigned by the Secretary General or by some other person appointed by the Council for the purpose.

#### **ARTICLE 9: DISQUALIFICATION OF A MEMBER OF THE GOVERNING COUNCIL**

The office of a member of Governing Council shall be vacated if such a member:

- (i) Becomes bankrupt or makes any arrangement or composition with his/her creditors generally, or
- (ii) Commits a criminal offence and have been convicted by court of competent jurisdiction in a fair and just trial.
- (iii) Violates the ethical code of conduct as shall be determined by the association after a fair hearing.
- (iv) Resigns from Makerere University

#### **ARTICLE 10: VACATION OF OFFICE**

**A member shall cease to be an office bearer upon**

- a) Resignation
- b) Retirement
- c) Being voted out of office by at least two thirds majority of members present at a special or general meeting
- d) When the term of office elapses and a member has not been re-elected.
- e) Death

#### **ARTICLE 11: RESIGNATION**

- a) Any member shall have a right to resign his or her office provided such a member files a notice of 30 calendar days in writing to the secretary general of MASA of the member's intention to resign
- b) Upon receipt of the notice, the SG shall within 14 days forward the notice to the Chairperson who shall convene a meeting for that purpose.
- c) The decision of the Council Committee shall be communicated to the member thereafter.
- d) Such a member shall properly handover office within 14 days after receiving of the notice.
- e) The Vacant post shall be filled in accordance with article 4 of this constitution

#### **ARTICLE 12: HANDOVER OF OFFICE**

- a) The Secretary General shall communicate to the person concerned of the date, time and venue of the handover.
- b) The handover shall be witnessed by the member's of the GC or their appointed representatives.

#### **ARTICLE 13: ACCOUNTS**

- (a) The monies of the Association shall be kept in such a Bank or Banks as members may agree upon from time to time.

- (b) The Signatories to the Association's Account's shall be the Chairperson, the Secretary General and the Treasurer of the Governing Council. The transaction shall be valid provided it is signed by Chairperson as a principal signatory, and either the treasurer or the secretary general.
- (c) Proper and complete books of account shall be kept at all times by the Association's offices.

**ARTICLE 14: FINANCE**

The Association shall be financed by subscription, donations, fundraising activities and investments made by the Association and Subvention from Makerere University

**ARTICLE 15: AUDIT**

Auditors shall be appointed at the AGM and their duties regulated in accordance with Terms of Reference drawn by the BOT.

**ARTICLE 16: NOTICES**

- (a) A notice may be given by the Association to any member whether personally or by telephone, email, known offices or sending it by Post to him/her or to his registered address within Uganda supplied by him/her to the Association for the giving of notice to him/her.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a registered letter containing the notice.

**ARTICLE 17: AMMENDMENT OF THE CONSTITUTION:**

- a) The Constitution shall be amended as may be deemed necessary by a Special Resolution passed at a General Meeting called for that purpose provided it shall not be amended more than once in the lifetime of the Governing Council.
- b) This constitution shall be registered with the Registrar of Documents and published in the Uganda Gazette as soon as it is approved by the General assembly and all the required registration procedures are fulfilled.

**Reviewed and adopted this 20<sup>th</sup> day of July 2011**

**Membership**

	<b>Name</b>	<b>Department</b>	<b>Signature</b>
1	Fatumah Nakatudde	Academic Registrar/Chairperson	
2	Edward Kisuze	Academic Registrar/	

		Asst.Ag.Secretary	
3	Apolot Josephine	Human Resources	
4	Magezi K.A.	“	
5	Dorothy S. Zaake	“	
6	Richard Mugisha	“	
7	Jude Bwire	MakCHS	
8	Ibanda T		
9	Acon Michael	Finance	
10	Agaba Didas	Academic Registrar	
11	Akoyo Lillian	IACE	
12	Charles Ssentongo	Academic Registrar	
13	Dr. Jane Bbosa	University Hospital	
14	Edith Lutwama	Library	
15	Dembe Amos Ashaba	Internal Audit /Ag. General Secretary	
16	Denis Adoko Abongo	Procurement	
17	Evelyn Karindiriza	Academic Registrar	
18	Frances Nyachwo	Academic Registrar	
19	Gladys Khamili	Academic Registrar	
20	Gordon Murangira	Academic Registrar	
21	Paul Apunyo	Academic Registrar	
22	Hildah Mukisa	Academic Registrar	
23	Iteu Ruth Eyoku	Academic Registrar	
24	James Okello	Academic Registrar	
25	Joan Basigira	Academic Registrar	

26	John Paul Obuya	Legal Office	
27	Kabanda Dorothy	Academic Registrar	
28	Kyazze Mbabaali F	Academic Registrar	
29	Lukabila Edward	Dean of Students	
30	Makubuya Godfrey	Human Resource	
31	Margaret Etuusa	Academic Registrar	
32	Mary Harriet Ndobooli	Academic Registrar	
33	Mbabazi Denis	Academic Registrar	
34	Nabushaho Harriet	Academic Registrar	
35	Namusoke Joyce	Academic Registrar	
36	Patience Rubabinda Mushengyezi	Academic Registrar	
37	Proscovia Nakayiki	Academic Registrar	
38	Resty Naiga	Academic Registrar	
39	Sam Kwesiga	Finance	
40	Sematengo Margaret	Finance	
41	Susan Mbabazi	Academic Registrar	
42	Joan kayaga	Academic Registrar	
43	Herbert Batamyé	Academic Registrar	