



UNIVERSITY OF EMBU

OFFICE OF THE DEAN OF STUDENTS

COVER PAGE

UNIVERSITY OF EMBU

'STAR CLUB'

CONSTITUTION



UNIVERSITY OF EMBU

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DEFINITIONS

- Art.[1]** Executive Committee refers to a permanent and standing sub-committee of the Club consisting of the five Officers with the Chairman as chair, formed at every election in an annual general meeting.
- Art.[2]** Member refers to both voting members and non-voting members
- Art.[3]** Quorum refers to the minimum number of members that must attend a Club meeting for decisions made at that meeting to be considered valid Club decisions

NAME

- Art.[4]** The Club/society shall be officially known as _____

OBJECTIVES

- Art.[5]** This Club shall be organized to do any of the following:
- a. To sponsor _____
 - b. To promote _____
 - c. To provide _____
 - d. To support _____
 - e. To form _____
 - f. To encourage _____
 - g. To stimulate _____

SPECIFIC CLUB ACTIVITIES

- Art.[6]** The Club shall carry out/participate in activities such as: Public seminars, visiting the sick, innovation days etc



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COMPLIANCE

- Art.[7]** The activities of the Club will at all times be conducted in accordance with the University's procedures, codes of practice and policies.
- Art.[8]** If there is a national governing body for the Club's activities with which the Club is eligible to register, the Club shall effect and maintain such registration with full knowledge of the Dean of Students.

MEMBERSHIP

- Art.[9]** Full Membership shall be open to all currently enrolled UoEm University students
- Art.[10]** Associate Membership shall be open to Alumni and Visiting students
- Art.[11]** Membership shall be considered complete upon payment of requisite registration / renewal fees.
- Art.[12]** Prospective new members must fill out, sign and return their application for membership to the Membership Committee with appropriate payment.
- Art.[13]** The Membership Year begins on September 30 and ends on August 31.
- Art.[14]** Types of membership in the Club are _____(may be one or more)
- Art.[15]** Rights of members include
- Voting
 - Attend Board meetings,
 - View a copy of the Club Constitution, By-Laws or Policies and an annual report of the Club's financial condition,
 - Receive notification of Club activities
 - Any other as members may deem fit
- Art.[16]** Membership may be restricted, suspended or revoked if
- Member in arrears for dues or other indebtedness to the Club beyond December 1 of a membership year
 - Member who has engaged in behavior or conduct detrimental to the Club.
 - If the Club members vote for suspension



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- d. Voluntary departure by member
- e. Suspension from the University
- f. Transfer from the University

RECORDS

Art.[17] The Club shall maintain the following mandatory records

- a. Income and expenditure record
- b. Profit and loss records
- c. Statement of accounts
- d. Budgets
- e. Minutes of meetings
- f. Updated record of members

Art.[18] The executive may maintain any other record it may deem fit for the effective running of the Club.

Art.[19] Minutes of all meetings shall be kept and formally signed three top officials of the Club.

Art.[20] Copies of the minutes shall be made available to members.

CLUB GOVERNANCE

Art.[21] The affairs of the Club shall be administered by an executive committee consisting of not less than five persons made up of the chairperson, secretary, treasurer and 2 members.

Art.[22] The committee members shall be duly members of the Club.

Art.[23] There shall be a patron of the Club, proposed through a Club minute from members of staff of the university and formally appointed by the Dean of Students.

Art.[24] The Club may expand the committee to meet any other lawful objects of the Club. Additional committee members will up the Club Executive as approved by Club



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Membership, and voted on at an Annual General Meeting but shall not have signatory control of the Club bank account.

Art.[25] No member of the Committee or the Club) shall enter into or purport to enter into any contractual arrangement or transaction on behalf of the Club with express approval of the members in a meeting and the Dean of Students.

Art.[26] The quorum for a Committee meeting shall be 2/3 of members present in person.

Art.[27] No member of the Committee shall be removed from office except by the approving votes of two thirds of those present in person or by proxy at a General Meeting.

Art.[28] In the event of a single vacancy within the Executive, the remaining executive may appoint a Club member to fill the position for the remainder of the term.

Art.[29] In event of two or more executive resignations the remaining executive shall call a full general meeting to replace and fill the vacancies within the Club executive, at the soonest possible convenience.

ART.[30] The executive committee shall govern the Club in accordance with this Constitution and shall be responsible to the membership.

EXECUTIVE COMMITTEE

Art.[31] The Chairman shall:

- a. Schedule all Board meetings
- b. Prepare the agenda for Board meetings
- c. Determine if a member's absence is acceptable
- d. Determine that a quorum is present
- e. Ensure that any meeting or actions of the Executive Committee is reported to the Board
- f. Convene, conduct and adjourn the meeting, (g) enforce parliamentary rules of order as necessary
- g. Appoint an acting Secretary in the absence of the Secretary, (i) enforce the provisions of and interpret this Constitution when necessary



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- h. Supervise and manage the operations and activities of the Club
- i. In his absence the chairman shall appoint the acting Chairman will be one of the other four members of executive committee

Art.[32] The Secretary shall:

- a. Maintain a register of the members of the Club, which shall be available for inspection by members and office of the Dean of Students
- b. Give notice of meetings of the members and the Committee;
- c. Draw up the agendas for and minutes of those meetings;
- d. Notify the office of the Dean of Students promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- e. Take responsibility for the operation and updating of a suitable Club web-page displaying (at a minimum) current Club contacts and the constitution;
- f. Inform the office of the Dean of Students if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the The Office of the Dean of Studentss may prescribe).

Art.[33] The Treasurer shall:

- a. keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- b. develop and implement control procedures to minimise the risk of financial exposure, to be reviewed regularly with the University's Internal Audit Section
- c. ensure that bills are paid and cash is banked in accordance with the procedures
- d. prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- e. ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- f. seek advice as necessary on tax matters from the University's Finance Division;



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- g. develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- h. make all records, procedures and accounts available on request for Internal Audit;

MEETINGS

Art.[34] There shall be two types of meetings: annual general meeting and regular meetings

Art.[35] Notice of meetings shall be atleast 5 academic days'

Art.[36] Quorum for regular meeting shall be atleast 30% of total membership present in person or proxy.

Art.[37] Quorum for general meeting shall be atleast 70% of total membership present in person or by proxy.

Art.[38] Prior to all meetings notice of the agenda shall be sent out with the notice of the meeting.

Art.[39] The chairperson shall preside over all Club meetings

Art.[40] members shall sign an attendance form

ANNUAL GENERAL MEETING

Art.[41] There shall be one Annual General Meeting every academic year, which shall be held in _____ (Between September and April)

Art.[42] The Agenda of the AGM must include:

- a. The presentation of written reports by the Club Executive;
- b. The presentation of the Clubs' annual financial report;
- c. Ratification of the Club's Constitution and/or changes made to it;
- d. The election of Club Executive;
- e. Approval of the Club Annual Activity Plan
- f. Other business and other motions as moved.



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ELECTIONS AND VOTING

- Art.[43]** Voting at all Club meetings shall be democratic, with a simple majority required for the passage of a motion. except where this Constitution provides otherwise, shall be determined by a majority of members present and voting.
- Art.[44]** Any form of voting shall be in the form of secret ballot
- Art.[45]** All tied motions are lost
- Art.[46]** No proxy voting shall be permitted
- Art.[47]** The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election once.
- Art.[48]** The members of the Club shall not allow any individual to hold more than one Office at a time.

FINANCE

- Art.[49]** The assets and income of the Club shall be applied solely in furtherance of its' aforementioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.
- Art.[50]** Records of all Club income and expenditure (including all receipts) shall be kept by the elected Club Treasurer and transferred to the care of the incoming Treasurer at the end of the current Treasurer's period of office.
- Art.[51]** All Club funds shall be lodged in a bank account opened in full knowledge of Club membership and passed by a minute

DISSOLUTION CLAUSE

- Art.[52]** The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.



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- Art.[53]** The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days' notice from the office of the Dean of Students if at any time the Club ceases to be actively report for one academic year..
- Art.[54]** In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be surrendered to or at the direction of the University.

INTERPRETATION

- Art.[55]** Any question about the interpretation of this Constitution shall be settled by the The Office of the Dean of Students.
- Art.[56]** This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

AMENDMENT OF THE CONSTITUTION

- Art.[57]** Amendments to this Constitution can be adopted at any scheduled meeting of the Club by a two-thirds (2/3) affirmative vote of the Club members provided the proposed amendment has been supported by two executive members and presented to all Club members at least fourteen (14) days before said vote is taken.
- Art.[58]** No amendment by an old Board may occur within two months or less towards the month in which a new executive committee is to be elected.
- Art.[59]** The Club may appoint a Constitution Review Committee to review this Constitution, upon a motion to amend the constitution supported by 2/3 of members of the Club.
- Art.[60]** Amendments to the Club constitution must be presented to the office of the Dean of Students for approval.
- Art.[61]** Constitutional changes take effect upon approval by the office of the Dean of Students.