



**UNIVERSITY OF EMBU**  
**OFFICE OF THE DEAN OF STUDENTS**

CLUB/SOCIETY REGISTRATION REVIEW CHECKLIST (REVIEW. NO.: \_\_\_\_)

Name of proposed club/society: \_\_\_\_\_

s/n	Description	Yes	No	Remarks
1.	Proposed name of club/society is unique			
2.	Proposed name of club/society is acceptable			
3.	Activities of the club/society are unique from other clubs			
4.	Approved copy of the proposed constitution signed by atleast 3 officials, 5 members and patron is attached			
5.	Proposed objectives of the club/society is acceptable			
6.	Adoption of the constitution by a minute in a meeting of the proposed club/society.			
7.	Nature of meetings to be held are defined			
8.	Constitution provides for engagement of the office of students affairs			
9.	Copies of minutes of the last two meetings are attached.			
10.	Minutes are signed by at least 3 club/society officials			
11.	Meeting attendance signed by all participants is attached			
12.	List of names of members of the club/society (signed by each one of them) is attached			
13.	Club/society registration form duly filled in			
14.	Patron is a member of staff of the university			
15.	Proposed patron is patron of another club			Confirm at Students' Affairs Office

Notes by reviewer

Recommended for registration  Not recommended for registration

Reviewed by: Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Approval of review \_\_\_\_\_

Dean of Students: Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_





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STANDARD CONTENTS OF A CLUB/SOCIETY CONSTITUTION

- 1) Cover page
- 2) Definitions
- 3) Name of club/society
- 4) Objectives
- 5) Specific club activities
- 6) Compliance
- 7) Membership
- 8) Records
- 9) Club governance
- 10) Executive committee
- 11) Meetings
- 12) Annual general meeting
- 13) Elections and voting
- 14) Finance
- 15) Dissolution clause
- 16) Interpretation
- 17) Amendment of the constitution
- 18) Executive committee and members sign

*Draft template of club constitution is available on the university website (Dean of Students/ clubs and societies sub portal).*

*It is recommended you use that template and customize to your club's needs.*