



**UNIVERSITY OF EMBU**  
**OFFICE OF THE DEAN OF STUDENTS**  
CLUB/SOCIETY REGISTRATION GUIDELINES

1. Proposed name of club/society should be unique
2. Proposed name of club/society should be acceptable
3. Activities of the club/society should be unique from other clubs
4. Approved copy of the proposed constitution signed by at least 3 officials, 5 members and the patron should be attached
5. Proposed objectives of the club/society should be acceptable
6. Adoption of the constitution by a minute in a meeting of the proposed club/society.
7. Nature of meetings to be held should be defined
8. Constitution should provide for engagement of the office of students affairs
9. Copies of minutes of the last two meetings signed by officials and the patron of the club should be attached
10. Minutes signed by at least 3 club/society officials and the patron should be attached
11. Meeting attendance signed by all participants should be attached
12. List of names of members of the club/society and their registration numbers (signed by each one of them) should be attached
13. Club/society registration form duly filled in (This form is available on the university website (Dean of Students /clubs and societies sub portal)
14. Patron of the club should be a member of staff of the university

\*\*\*\*\*Please note that use of inaccurate or falsified information in registration of clubs/societies will lead to disciplinary action

