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DeKUT INNOVATORS CLUB CONSTITUTION



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DEKUT INNOVATORS CLUB



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY (DeKUT) INNOVATORS CLUB

(1) NAME

The full name of the club shall be **DeKUT INNOVATORS CLUB**.

(2) AIMS

The aim of the club shall be non- political and shall be:

- a) To foster cohesion amongst the members.
- b) To assist members in matters of non-academic projects, securing attachments and practical applications of skills gained theoretically in class.
- c) To be problem solvers by visiting companies, analyzing their problems and then solving them.
- d) To market the University as far as technology is concerned by participating in the various competitions both internally and externally.

(3) MEMBERSHIP

- a) Full membership of the Association shall be all BSc. & BEd. Electrical & Electronics, Civil and Mechanical Engineering, Mechatronics Engineering, Chemical Engineering, GEGIS & GIS, Computer Science and IT students of the University.
- b) The membership fee shall be a one off payment of Ksh 200 (Two hundred shillings only), which is non-refundable.
- c) There shall be a semester subscription fee of Ksh 100 (One hundred shillings only) payable within first two weeks of the beginning month of each semester.
- d) In the subsequent months following the beginning month of the semester, a monthly subscription fee of Ksh 50(fifty shillings only) shall be payable. This may be reviewed from time to time depending on the club's financial needs and shall be through members' resolution.

NOTE: Subscription fees shall be made to the treasurer by 15th day of each month stipulated in (c) and (d) above. The members should ensure complete adherence to this since default in payment by any member shall lead to:

- i) Denial of access to club's resources, if he/she defaults payment from the first to the second consecutive month.
 - ii) Expulsion of a member who fails to remit such fees for three consecutive months.
- e) A person automatically ceases to be a member of the Association if he or she:
- i. Has not paid membership fees and monthly subscription fees as stipulated in (d) (ii) above.
 - ii. Has ceased to be a student in the University.

NOTE: The Alumni who belonged to the club during their duration of study can still choose to belong to the club but as mentor and for connections outsourcing.

- iii. Has not attended three consecutive meetings without a genuine apology. Such apology should always be:
 - a) In writing and handed over to the Secretary.
 - b) Verbal, where the member personally presents himself/herself to the club leaders.
- iv. Doesn't give timely reports on the given project (non-committal on the tasks given).
- v. Misappropriates the club's resources.

(4) SOURCES OF FUNDING

The club's main sources of finance shall be member's registration fee and semester and monthly subscription fees. The club also intends to get funding from the University RTMCL Department towards implementation of viable projects.

(5) MEMBERSHIP RIGHTS AND RESPONSIBILITIES.

Full members shall be:

- a) Eligible to hold any office except that of the patron.
- b) Entitled to participate in the elections of the officials of the Association.
- c) Free to give his or her opinion in the annual general meeting and special general meeting.

(6) PATRON

The patron of the association shall be the permanent employee of the University, who will:

- i. Be the advisor of the Association in matters pertaining to operations within the University Statutes.
- ii. Arbitrate in case of dispute or appoint the arbitrator.

The new bearer of this office shall be elected by the members only if the current bearer of the office:

- a) Willfully resigns from the office based on personal reasons.
- b) Leaves the University.

(7) OFFICE BEARERS

The office bearers of the Association shall be:

- a) Chairperson
- b) Vice-chairperson
- c) Treasurer
- d) Secretary
- e) Vice-secretary
- f) Organizing Secretary
- g) Project Manager
- h) Vice Project Manager
- i) One elected Member

(8) DUTIES OF THE OFFICE BEARERS

a) CHAIRPERSON

The Chairperson shall be responsible for carrying out the aims of the Association and shall, unless prevented by illness or other sufficient cause, preside over all general meetings.

b) VICE-CHAIRPERSON

- In the absence of the Chairperson, he or she shall execute the duties of the Chairperson.
- c) **SECRETARY**
- i. The Secretary shall deal with all the correspondence of the Association except ANY correspondence that falls to another officer.
 - ii. The Secretary shall, in consultation with the chairperson, issue notices convening all general meetings of the Association and shall be responsible for writing and keeping minutes of all such meetings and for preservation of all records or proceeding of the Association.
- d) **VICE –SECRETARY**
In the absence of the Secretary, he or she shall execute the duties of the secretary.
- e) **TREASURER**
- i) The Treasurer shall keep records of all the money paid by members.
 - ii) The Treasurer shall disburse under the direction of the Chairperson and the Secretary, all money belonging to the Association and shall maintain all the records of money paid by the Association.
 - iii) The Treasurer shall ensure that proper books of account of all money received and paid by the association are written up, preserved and available for inspection.
- f) **ORGANISING SECRETARY**
- i) The Organizing Secretary shall deal with the issue of organizing and planning of the Association’s events in consultation with the office bearers.
 - ii) The Organizing Secretary shall prepare a pocket-friendly budget of the money needed to ensure the agreed event(s) succeeds.
- g) **PROJECT MANAGER**
- i) The Project Manager shall avail the available projects at the beginning of each semester, allocate the projects to the members, receive members’ personal projects and periodically receive reports on the progress of all the projects.
 - ii) He/She shall receive the project proposals and budgets, and make resource allocations to all the projects.
- h) **VICE PROJECT MANAGER**
In the absence of the Project Manager, he or she shall execute the duties of the Projects Manager.
- i) **ONE ELECTED MEMBER**
He/she shall:
- i) Assist the Treasurer in handling the club’s finances.
 - ii) Perform any duties assigned by the Chairperson in consultation with the other office bearers.

(9) ELECTION OF THE OFFICE BEARERS

- a) Elections shall be conducted after every **ONE** calendar year.
- b) The full members of the Association shall propose office bearers during the annual general meeting.
- c) The election shall be through secret ballot and shall be presided over by the patron.
- d) The winner shall be decided by simple majority in the first round.
- e) A re-run will be done for leading contenders with equal number of votes in the first round.

(10) IMPEACHMENT OF NON-PERFORMING LEADERS

A proceeding will be brought against an official, asserting that because he/she has committed an offence. The member claiming impeachment should possess tangible evidence which should be presented to the leadership and the patron in the presence of members. Members will afterwards be required to vote on the same after the official affected has been given a chance to defend him/herself.

(11) GENERAL MEETINGS

- a) Only full members shall have the right to participate in any general meeting.
- b) There shall be two classes of general meeting: Annual General Meetings and Special General Meetings.
 - i) The annual general meeting shall be held in July every year. Notice in writing accompanied by the agenda for the meeting shall be sent to all members not less than two weeks before the date of the meeting. The agenda of the annual general meetings shall consist of the following:
 - Confirmation of the minutes of the previous annual general meeting.
 - Consideration of the club accounts
 - Election of office bearers.
 - Any other business with the approval of the Chairperson.
 - ii) A special general meeting may be called for any specific purpose by the Chairperson.

(12) AUDITOR

- a) An auditor shall be appointed every year by the members. All the Association account records or documents shall be open for inspection by the auditor before the annual general meeting.
- b) A copy of the auditor's report shall be furnished to all members during the annual general meeting.
- c) No Auditor shall be an office bearer, but must take part in all the leaders' meetings

(13) PUBLIC RELATIONS MANAGER

- a) A Public Relations Manager shall be appointed every year by the members. He/she shall be in charge of all the relationships with other clubs and external associations.
- b) He/she shall coordinate all the external activities such as industrial visits and trips in collaboration with the Organizing Secretary.
- c) No Public Relations Manager shall be an office bearer, but must take part in all the Leaders' meetings.

(14) AFFILIATION

The association shall not be affiliated to any other association or political group as the case may be.

(16) AMENDMENT OF THE CONSTITUTION

No amendment shall be made to this constitution unless:

- a) A written notice has been given to the Secretary who shall notify the members about the proposed amendment before annual general meeting.
- b) It will be passed by **three-quarter** of the full members of the Association present during the AGM.

(17) DISSOLUTION

- a) The Association shall not be dissolved except by a resolution passed at any general meeting of members by a vote of three-quarters of all the members present
- b) The Association can be dissolved by the change of the law of the land of republic of Kenya.

NB: If this constitution by any chance is in conflict either with:

- a) **The Constitution of Kenya**
- b) **The University Statutes;**

THEN THE TWO ARE SUPERIOR.