



## **KYAMBOGO GAVEL CLUB CONSTITUTION**

**MEMORANDUM AND ARTICLES OF THE KYAMBOGO GAVEL CLUB (KGC)**

*This constitution was drafted on 14/08/23*

### **PREAMBLE:**

We the students of Kyambogo University, **REALIZING** the need to develop skills in public speaking, self-expression and networking, **AWARE** of the vital and constructive role that the club can play in promotion of soft skills amongst the students' body, **DETERMINED** to establish a strong club culture with an active and member involving focus that will last for generations. **DESIROUS** to provide a supportive and positive learning experience in which members are empowered to be the best version of themselves socially, mentally and intellectually, **DO HEREBY** on this day of 2023 adopt this constitution with the view of promoting development of soft skills among students.

## **ARTICLE 1: NAME**

The name of the club will be the **Kyambogo Gavel Club (KGC)** and will be operational within the university.

## **ARTICLE 2: SUPREMACY**

This constitution shall be supreme and binding authority of the club, and if any resolution, decision or policy of the club or its members, is inconsistent with any provision of this constitution, the provision of this constitution shall be called upon and a resolution made in agreement with it.

### **Problem**

- Low confidence in self-expression among the youth
- Low numbers involved in self-improvement
- Poor public speaking culture and ability among the youth
- Low connectivity amongst the students' circles
- Low connectivity of students with the corporate world

### **Objectives**

- To have over 100 students subscribe to the club and involve in self-improvement
- To register the club with the university and have a designated room to operate in
- To have students develop their public speaking, self-expression problem solving skills as well as networking
- To provide a full cabinet of twelve members who can hand over
- To provide students with certificates of excellence (in public speaking, self-expression and problem solving) with the patron's signature and president and good caretakers to confirm their participation in programs of the club

## **ARTICLE 3: DEFINITIONS AND ABBREVIATIONS**

**KGC-** Kyambogo Gavel Club

## **ARTICLE 4: MEMBERSHIP**

### **4.1 The association shall consist of the following members:**

- **Standard members:** Any student at Kyambogo University shall be eligible to be an ordinary member upon payment of membership fee.
- **Associate members:** Any non-student at Kyambogo University that wishes to join the KGC shall be eligible to be an associate member upon approval from the executive and patron and payment of the associate member's fee.
- **Honorary members:** Any person of high standing in society that is nominated for their exceptional and outstanding contribution to the discipline of statistics shall be eligible to be an honorary member of the association.

**4.2 Application for full ordinary or associate membership:** An applicant shall become a full ordinary or associate member of the association after payment of the stipulated membership fee.

**4.3 Nomination for honorary membership:** Any person shall become an honorary member after being elected with a simple majority in the general meeting following a motion supported by at least two full members.

## **ARTICLE 5: RIGHTS AND DUTIES OF MEMBERS**

**5.1 Standard Rights of club members:** These members shall have a right to:

- Attend and participate fully in proceedings of any or meeting duly convened without discrimination.
- Nominate or be nominated, elect or be elected to any office in the government of the association.
- Vote at all annual and general meetings.
- Pay membership fees and make any other contributions as approved by the President, to be remitted to the treasurer as payment relates.

**5.2 Rights of honorary members:** Honorary members shall have a right to attend and participate in the proceedings of weekly meetings and to ensure smooth running of all club activities. They shall have no right to vote. They shall have the right to be knowledgeable about the workings of the club.

## **ARTICLE 6: TERMINATION OF MEMBERSHIP**

**6.1 Withdrawal from the club:** Any person who is a member of the association may withdraw from the association by notifying the general secretary, in writing, of such withdrawal.

## **ARTICLE 7: OFFICES OF THE CLUB**

**7.1 Patron.** There shall be one patron of the association who shall be appointed by the executive committee.

**7.2 The Executive Committee.** There shall be a government of the club headed by the President. The government of the club shall be called the executive committee and shall consist of:

- President
- Vice president
- Vice President Education
- Vice President Membership
- Vice President Public Relations
- Treasurer

- General Secretary
- Sergeant at Arms

## **ARTICLE 8: FUNCTIONS AND DUTIES OF THE EXECUTIVE AND PATRON**

**8.1 Collective and individual responsibility** All members of the executive shall collectively be responsible to the club through its general assembly for their official actions, decisions and policies. Each member of the executive shall be individually responsible to the executive.

**8.2 Power to initiate policies** The executive shall have a duty to formulate, initiate, execute and terminate policies, work programs and activities for the association.

**8.3 The patron** The patron shall be the chief advisor of the association. He/she shall be a full-time member or staff of the University.

**8.4 The president:** The duties of the president shall be:

- To be head of the executive and leader of the club
- To ensure weekly meetings
- To coordinate the activities of all the other executive officers and shall be answerable to the association
- To preside over and conduct all the meetings of the executive assembly
- To be charged with ensuring the efficient and smooth running of the association and implementation of its objectives, policies and decisions
- To be the representative of the association in other similar associations
- To report on the progress or otherwise of the association during the term of office to the general assembly
- He may assign any duty to any executive member at any time as he/she may wish necessary

**8.5 The Vice president**

- To be the official assistant of the president
- To assist the president in providing the association with good and conscientious leadership in running its affairs
- To run the affairs of the association as the acting president in the event of unprecedented absence or incapacity of the president
- To do anything assigned to him/her by the president

## **8.6 Vice President Education**

- To educate members about the format of the KGC meetings and their roles in meetings
- To ensure uniform participation of all club members
- To assess and document progress made by every member and advice accordingly from time to time.

## **8.7 Vice President Membership**

- To be the registrar and keeper membership records
- To foresee the expansion of the club and assure in new members

## **8.8 Vice President Public Relations**

- To ensure all members are comfortable and well settled in the club
- To resolve any queries and misunderstandings by members
- To foresee networks with external Gavel clubs and other bodies.
- He or she shall also be an adviser to the executive committee

## **8.9 Treasurer**

- To be the custodian of all club funds and monies.
- To source funding for club activities
- To source service providers for any club activities

## **8.10 Sergeant at Arms**

- To find and ensure a proper location for weekly meetings
- To communicate to members meeting venues in case of changes
- To ensure a tidy and conducive environment during meetings
- Ensure all members have seats during meetings

# **ARTICLE 9: WEEKLY MEETINGS**

**9.1 The Semester weekly meetings** There shall be Weekly general meetings every Tuesday in which all members are invited to attend and encouraged to bring a new member or friend for the expansion of the club. Meetings shall be held from 5:00 pm to 7:00 pm in the RAC building.

## **9.2 Format of weekly meetings**

**9.2.1 Toastmaster** Introduces himself and welcomes members to the meeting new members have to introduce themselves in less than 1 minute. Introduces theme of the day and different role takers who will be given a minute to identify themselves and clarify their roles in the meeting:

- Timekeeper
- Grammarian
- Table topics master
- Ah counter
- General evaluator
- Hark Master
- Speech Evaluators

***The toast master is in charge of modulating the meeting and ensures all members are actively participating as well as the role takers.***

**9.2.2 Ice Breaker Speech session (5 mins)** This is a session where a new member is given an opportunity to give his/her first speech which is usually about a random topic he/she is passionate about or about themselves. The speech should be funny, relatable and basically breaks the ice before the next speaker.

**9.2.3 Speaker of the day (9 mins)** The speaker of the day is the main speaker and talks about the chosen theme of that given meeting. The speech should be planned i.e. researched and compiled, rehearsed and coherently delivered following the standards and guidelines of a good speech. These include; audibility, eye contact, body language and movement, audience engagement and proper use of the English language.

**9.2.4 Break session (5 mins)** This is an interaction session where all members are invited to participate in getting to know each other, especially new members. During this session the treasurer also collects the president's basket which caters for the refreshments and gifts for outstanding participants during the meeting.

**9.2.5 TABLE TOPICS SESSION (8 mins)** In this session, the table topics master asks a maximum of three random questions which are to be answered randomly by members from the audience. These questions could be political, social, academic or religious and are meant to make the meeting more interactive. The table topics session is more of a debate in relation to the different topics brought and the audience's opinions which could differ.

***The Toastmaster then invites the General Evaluator who will take over the rest of the meeting.***

#### **9.2.6 GENERAL EVALUATOR SESSION** He/she then invites the;

**Hark master (2mins):** The hark master checks the listening skills of the audience through asking random questions about statements and phrases made by people who participated in the meeting.

- **Ah Counter (2mins):** The ah counter takes note of how many pause fillers (ahs) used by every speaker during the meeting. These pause fillers are considered as factors that make a bad speech.
- **Speech evaluators (2mins):** Both the speech evaluators take note of the delivery and context of both the speeches given including positive criticism basing on the standard guidelines of a good speech.
- **Grammarian (2mins):** The grammarian gives the word of the day/week which is basically a new English word. He/she must encourage people to use the word and explain its meaning and give an example. He also has to note and correct the grammatical errors of all the speakers during the meeting.
- **Time keeper (2mins):** The timekeeper is in charge of making sure people manage time including the role takers of the day.

***The general evaluator then provides a summary of evaluation (6mins) and hands back to the toastmaster to take over the closing session.***

#### **9.2.7 CLOSING SESSION**

- Closing the remarks from the toast master (5mins)
- In case there are any announcements by the president or any committee member they shall be done in this session.
- Closing prayer by new member
- Group Photo(5mins)

## STANDARD GUIDELINES FOR A GOOD SPEECH

Content:

- **Clear Structure:** Organize your speech with a clear introduction, body, and conclusion. Each section should flow logically, guiding the audience through your message.
- **Relevance and Focus:** Stay on topic and avoid irrelevant information. Clearly define the purpose of your speech and stick to it.
- **Captivating Opening:** Start with a compelling hook—a story, quote, surprising fact, or question—to grab the audience's attention from the beginning.
- **Compelling Storytelling:** Use anecdotes, examples, and personal stories to illustrate your points. Stories make your content relatable and memorable.
- **Supporting Evidence:** Back up your claims with credible sources, statistics, and expert opinions. This adds weight to your arguments and builds trust with the audience.
- **Variety in Content:** Incorporate different types of content, such as facts, statistics, anecdotes, quotes, and visuals, to maintain audience interest and cater to different learning styles.
- **Clarity and Simplicity:** Use clear and concise language to ensure your audience understands your message. Avoid jargon and complex sentences that might confuse listeners.
- **Transitions:** Use smooth transitions between ideas and sections to guide your audience through your speech without confusion.

Delivery:

- **Confidence and Presence:** A confident speaker captures the audience's attention and conveys authority. Maintain eye contact, stand tall, and use gestures purposefully.
- **Tone and Inflection:** Vary your tone and inflection to emphasize key points, maintain engagement, and prevent monotony.
- **Pacing and Pauses:** Speak at a steady pace, allowing the audience to follow your ideas. Strategic pauses can build suspense, highlight important moments, and give listeners time to process information.

- **Volume and Projection:** Ensure your voice reaches all parts of the audience without straining. Adjust your volume for different parts of the speech, such as softer for anecdotes and louder for main points.
- **Body Language:** Your gestures, facial expressions, and posture should reinforce your message. Avoid distracting movements and ensure your body language aligns with your words.
- **Engagement with the Audience:** Connect with your audience through eye contact and inclusive language ("we," "us"). Respond to audience reactions and adjust your speech accordingly.
- **Summary:** Remember, a successful speech balances both delivery and content effectively, capturing the audience's attention and leaving a lasting impact.

## **ARTICLE 10: ELECTION OF THE EXECUTIVE**

**10.1 General Elections** The election of the executive committee members shall be held towards the end of term of office of the current executive and it shall be by secret ballot. ONLY members shall have the right to vote or to stand for elections.

**10.2 Electoral Committee** The Executive committee during the electoral meeting shall first elect a temporary President who shall preside over the election of leaders. The meeting then elects a five-member committee that will constitute the Electoral Committee and be responsible for counting the votes. Upon Completion of these two elections, the meeting then embarks on the election of the leaders.

**10.3 Eligibility** Any member willing to contest for any office on the executive must:

- Be a fully paid up and registered member of the association with no pending dues
- Be an ordinary or associate member
- Be in their first or second year of study
- Be nominated and seconded by two fully paid-up members of the association

**10.4 Offices with restrictions President:** For a member to contest for presidency he/she must have been a member of the club for more than a year and well conversant with the operation of the club. He/she must have a clean criminal record i.e. must not

have been involved in criminal activities like theft and vandalism of university property or riots.

**10.5 Tenure of Office** The Patrons shall have a three-year tenure of office and the Executive Committee shall have a one-year tenure of office, after which fresh elections shall be conducted.

**10.6 Vacancies** When a vacancy falls due before the next general election it shall be filled by a nominee of the executive committee. If any office remains vacant after receipt of applications, the Electoral committee shall re advertise such offices and in the event that they still fall vacant, the general assembly shall nominate members to fill such offices. In an incidence that the nominated members exceed the vacancies, an election shall be conducted and the nominee with the majority shall take up the office.

**10.7 Returning Officer** He/she shall always be the outgoing VP Public Relations or anyone appointed by the executive.

**10.8 Election Procedures** The Electoral Committee shall advertise the various offices on the executive to be contested for and invite interested persons to pick and fill in Electoral application forms. The Electoral Committee reserves the right to dictate the application fees for the various offices available for election but the fee for any office shall not exceed 30,000/=. The Electoral Committee shall publish a list of all successful applicants that meet all the eligibility criteria. The Electoral Committee shall then convene a meeting of all members of the association in which the successful applicants shall be interviewed and given an opportunity to campaign to the members of the association as well. The Electoral committee shall organize the secret ballot elections on a day they deem convenient.

**10.9 Campaigning and Canvassing.** The returning officer may, at his/her discretion, allow the candidate time to campaign and canvas as he may think fit. Candidates shall be declared elected when they have obtained a simple majority on duly held election.

**10.10 Election Disputes** Any candidate who is not satisfied with the results shall file a petition to the patron in writing within 14 days.

**10.11 Election of Honorary members** The election of the honorary members shall be during the annual general meeting by secret ballot and ONLY ordinary members and associate members shall have the right to vote.

## **ARTICLE 11: RESIGNATION OF THE EXECUTIVE**

**11.1 Resignation of the Executive** A member of the executive may resign their post by giving 14 days written notice to that effect to the executive. The President shall immediately assign the duties attached to that post from which the executive nominates a person to fill the vacancy.

**11.2 President's resignation or Incapacity** The President may resign his/her post after tendering 30 days written notice to that effect to the executive. If the president dies, resigns or for any other cause, becomes incapable of carrying on the duties of their office, the Vice President shall assume the office of the President and exercise the functions, duties and powers thereof for the balance of the term.

## **ARTICLE 12: FINANCE AND AUDIT**

**12.1 Source of Funds** The association shall derive its revenue from the following sources:

- Monies collected as membership fees and annual subscription fees
- Grants from friendly association, organizations or bodies
- Donations
- Monies accruing from fund-raising activities
- Monies from any property and business acquired by the association for the purpose of raising funds to enable the association implement its objectives
- Any other lawful source

**12.2 Bank Account** All monies collected or received by the treasurer shall be deposited on a bank account in the name of the association, operated by any bank agreed upon by members at the annual general meeting.

**12.3 Authorized Signatures** Any instrument for drawing any money whatsoever from the account opened for the association shall be signed by the treasurer, the President and the Patron.

**12.4 Remuneration and Out-of-pocket Expenses** The officers of the association shall not be entitled to any payment from the club's money, as such officers, but they shall be entitled to reimbursement for out-of-pocket expenses properly incurred by them in the course of executing their duties as such officers.

**12.5 Authorized Expenditure** The monies and other resources of the association shall be expended only on activities of the association approved by the executive.

**12.6 Petty Cash** The treasure shall hold and keep in his custody an amount of petty cash which must not exceed ten thousand Uganda shillings.

**12.7 Auditing and Auditors Report** The association shall at each annual general meeting, by two thirds majority, appoint an auditor to hold office, until the next annual general meeting. The said auditor or auditors shall have a right to access at all times to the book of accounts, receipts, vouchers and invoices of the association and shall be entitled to require from the officers of the association such information and explanation as he or they may deem fit. The auditor or auditors shall audit the association's books of accounts and the treasurer shall read the auditor's certified report at the annual general meeting. The report shall be open to inspections by any member after the treasurer has read it. Whenever and wherever the auditor's report reveals discrepancies or evidence of wrong doing on part of any person or officer of the association or any other organ in relation to the conduct of the association, such a person or officer of the association or organ shall be liable to account to the association, for any such discrepancies or wrong doing so revealed.

## **ARTICLE 13: DISCIPLINE**

**13.1 Suspension and Dismissal** The President shall have no power to dismiss a member of the executive. The President may for good cause, suspend any member of the executive and subsequently the general assembly may, by simple majority, require such a member to resign honorably or dismiss him/her with censure after the approval of the patron. The executive shall have no powers to expel a member from the association, but shall have powers to suspend a member if they deem it to be in the interest of the association. A member suspended shall have a right to be heard before the executive committee, who shall make an appropriate recommendation to the general assembly, provided that the suspended member shall not be compelled to utilize or exercise his right. The association, on receipt of recommendation from the executive in respect of the suspended member, may, by a resolution supported by a simple majority in the general assembly, exclude and expel the suspended member.

**13.2 Motion of Censure** The general assembly may by a two thirds majority and for a good cause, adopt a motion of censure in respect of any member of or the entire executive.

**13.3 Vote of No Confidence** A vote of no confidence may be moved at the general assembly in respect of any member of or the entire executive by a petition addressed to the general secretary and signed by at least two thirds of fully paid-up members of the

association. The notice calling the general assembly at which it is proposed to move a vote of no confidence shall specifically state that it is purposed to move the same.

**13.4 Disputes and Mediation** The grievance procedure for disputes between:

1. Association members
2. Association and members
3. Association and relevant non-members
4. Members and non-members, on issues that regard the association shall be as follows:
  - a. That the parties to the dispute meet and resolve the dispute within 14 days
  - b. Failure to do so, the parties to the dispute shall be settled by the mediator, who shall be the patrons, who shall be impartial, allow all parties to be heard and then encourage a just mediation to be reached
  - c. In an incident that no mediation is reached, the Patrons shall advise on other relevant higher authorities of the University to which the dispute should be reported for handling.

## **ARTICLE 14: AMENDMENT TO THE CONSTITUTION**

**14.1** Any provision of this constitution may be amended at a general meeting of the association and an amendment shall be passed by three quarters of all full members present and voting at such a general meeting.

**14.2** A notice calling a general meeting at which it is proposed to amend the constitution shall specifically state this fact and indicate the exact amendment proposed.

**14.3** It shall not be lawful to table a constitutional amendment at an extraordinary general meeting.

**14.4** An amendment to the constitution, when duly passed, shall not affect the validity of completed transaction.

## **ARTICLE 15: INTERPRETATION AND CONSTRUCTION**

**15.1** The President shall take the obligation to explain or interpret any article in the constitution

**15.2** The President's interpretation can be challenged by any member of the executive

**15.3** In such a situation where the President's interpretation has been challenged, the issue will be taken to the V.P Education to interpret to the house and a win of two thirds majority considered such an article.

**Date: this 23rd day of August 2023**

APPROVAL:

ACHIRE HENRY NESTER

**PRESIDENT**

MR. SMARTSON

**PATRON KYU GAVEL CLUB**

**DEAN OF STUDENTS**