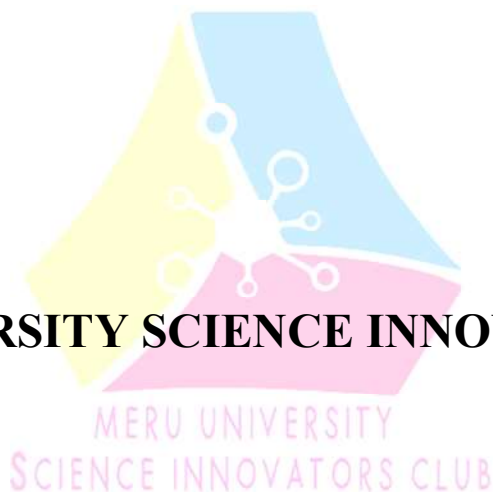# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

MERU UNIVERSITY SCIENCE INNOVATORS CLUB

CONSTITUTION

DISCLAIMER

This **Constitution** is the exclusive property of the **Meru University Science Innovators Club** of Meru University of Science and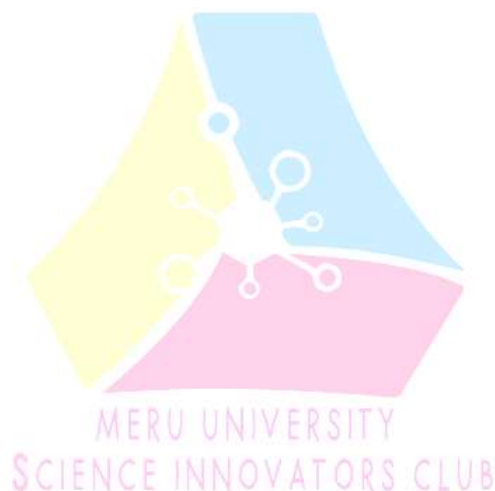 Technology**.** Unauthorized duplication, distribution, or transfer of this document, in whole or in part, is strictly prohibited. This document is intended solely for use by club members and affiliated parties, and any reproduction or sharing outside the club's purview must receive prior written consent from the Executive Committee. Violations of this policy may result in disciplinary action or other appropriate measures.

MERU UNIVERSITY
SCIENCE INNOVATORS CLUB

CONSTITUTION

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Article One

PREAMBLE

We, the members of the Meru University Science Innovators Club, recognizing the immense potential of innovation and technology to drive progress and solve global challenges, hereby establish this constitution to govern the activities and operations of our club.

We aim to foster a vibrant and inclusive community of innovators, entrepreneurs, and technologists. Through collaborative efforts, knowledge sharing, and practical projects, we strive to:

Promote Innovation: Encourage creative thinking, problem-solving, and the development of innovative ideas.

Skill Development: Enhance our technical skills and knowledge in various fields of technology.

Entrepreneurship: Cultivate entrepreneurial spirit and support the development of innovative ventures.

Community Engagement: Connect with the wider community through workshops, hackathons, and outreach programs.

Ethical Technology: Promote the responsible and ethical use of technology.

By adhering to this constitution, we commit to upholding the values of integrity, respect, and collaboration, and to work towards a brighter future through innovation.

SUPREMACY OF THIS CONSTITUTION

This **constitution is considered the supreme sovereign** governing **body of** rules **for** the **club**.

1.1 Name:

The name of this organization shall be the **Meru University Science Innovators Club**.

1.2 Motto:

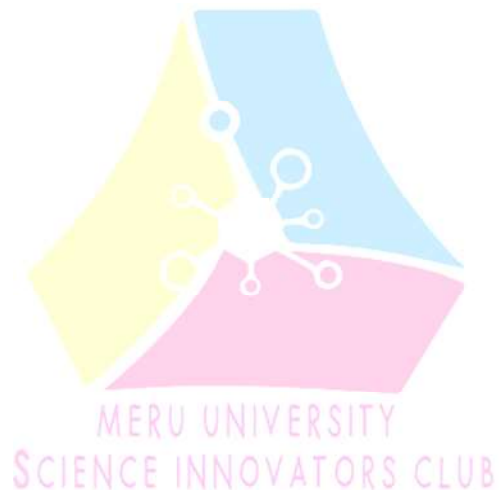Innovate, Collaborate, Elevate

1.3 Vision:

To be a leading innovation hub at Meru University, empowering students to become creative problem solvers, tech entrepreneurs, and global citizens.

1.4 Mission:

To foster a vibrant community of innovators, provide opportunities for skill development, and promote the application of technology to address real-world challenges.

<u>CLUB LOGO</u>

<center>**Article Two**</center>

Objectives

The objectives of the Meru University Science Innovators Club are as follows:

1. **Foster Innovation:** To promote a culture of innovation and creativity among club members.
2. **Skill Development:** To enhance members' technical skills and knowledge through workshops, seminars, and projects.
3. **Entrepreneurship:** To encourage entrepreneurial thinking and support the development of innovative ventures.
4. **Community Engagement:** To engage with the wider community through outreach programs, hackathons, and collaborations.
5. **Ethical Technology:** To promote the responsible and ethical use of technology.

Communities

1. **Web Development Community**

   A community focused on building and designing interactive, user-friendly websites. Members get hands-on experience with the latest web technologies, frameworks, and design practices, working on real-world projects that enhance their coding and design skills.

2. **Robotics and IoT Community**

   Dive into the world of robotics and the Internet of Things (IoT) in this community. Members explore robotics programming, embedded systems, and IoT solutions, creating smart devices and autonomous robots that can solve practical challenges.

3. **Cybersecurity**

   This community equips students with essential knowledge and skills to protect information and systems from cyber threats. Members learn about ethical hacking, digital forensics, and secure system design, gaining insights into defending against a constantly evolving threat landscape.

4   **Blockchain Community**

Focused on blockchain technology, this community explores decentralized systems and cryptocurrencies. Members learn to build secure and transparent applications on the blockchain, understanding its applications in finance, supply chain, and beyond.

5   **Graphics Design & UI/UX**

For students interested in design, this community covers graphic design fundamentals and user experience (UX) principles. Members work on projects that involve creating visually appealing graphics and intuitive user interfaces, preparing for careers in digital design

6   **Machine Learning and AI**

This community is dedicated to artificial intelligence and machine learning. Members get hands-on with data science, algorithms, and predictive modeling, learning how to create intelligent systems that can analyze data and make informed decisions.

7   **Android Development**

In this community, students learn to design and build mobile applications for the Android platform. Members work on practical projects, developing user-friendly apps that solve real-world problems and gaining skills that are in high demand in the tech industry.

8   **Cloud Computing Community**

This community explores cloud technologies, teaching members how to deploy, manage, and scale applications on cloud platforms. Members gain hands-on experience with cloud services and learn best practices for efficient, secure cloud solutions.

Our Partners

Our valued partners include:

1   **Microsoft Learn**

2   **Microsoft**

3   **Google Developer Student Clubs**

4   **IEEE**

5   **WiSSA**

6   **Zindi**

Article Three

Membership

Membership Eligibility

1. **Full Membership:** Full membership shall be open to all students of Meru University who share the club's objectives and are willing to actively participate.
2. **Honorary Membership:** Honorary membership may be conferred upon individuals who have made significant contributions to the club or the field of technology.

Membership Rights and Responsibilities:

1. **Rights:**
   - Participate in club activities and events.
   - Vote and hold office in the club.
   - Access club resources and facilities.
   - Receive updates and notifications from the club.
2. **Responsibilities:**
   - Adhere to the club's constitution and bylaws.
   - Actively participate in club activities.
   - Contribute to the club's goals and objectives.
   - Respect other members and uphold the club's values.

Registration and Certification

Registration Fee:

1.**First time Registration:** Ksh.100 only

2.**Registration Renewal:** Ksh.100

Certification

Certification is awarded at the end of every academic year, to all active members who had registered and attended the weekly sessions about 50% of the overall number of the sessions.

Payment Methods:

- **Online Payment:** A till is provided for the payment through Mpesa.
- **Bank Transfer:** We don't have a bank account yet but we are working on it.
- **Mobile Money:** The money is transferred through our Mpesa Till No.

Article Four

Executive Committee

4.1 Composition:

The Executive Committee shall consist of the following officers:

1 Patron of the club

2 Assistant patron of the club

3 Chairperson

4 Vice Chairperson

5 Coordinator

6 Secretary

7 Treasurer

8 Social Media Manager

9 Community Leads

10 Co-Leads

4.2 Election and Term of Office:

1. The Executive Committee shall be elected by the general membership through a democratic process.
2. The term of office for each executive member shall be one academic year.
3. Elections shall be held annually, and re-election is permissible.

4.3 Duties and Responsibilities:

1.Patron

Authorization and Approval:

- o The Patron is responsible for signing official letters on behalf of the club to secure venues for hosting major club events.
- o The Patron approves and directs letters addressed to university leadership, such as the Vice Chancellor (VC) or Deputy Vice Chancellor (DVC), to request funding for club activities, event support, or transportation needs.

Oversight and Supervision:

- o The Patron oversees the overall operations and activities of the club, ensuring alignment with the club's mission and university policies.
- o The Patron provides strategic guidance to the Executive Committee to promote effective governance and sustainability of club activities.

Representation and Advocacy:

- o The Patron serves as the club's official representative in high-level meetings with university administration and advocates for the club's interests.
- o The Patron connects the club to external organizations, larger institutions, and potential partners to foster collaborations and expand the club's reach.

2. Assistant Patron

Acting Patron Duties:

- o   In the absence of the Patron, the Assistant Patron assumes all responsibilities of the Patron, including signing official documents, overseeing club operations, and representing the club in administrative matters.

Event Attendance and Support:

- o   The Assistant Patron attends all major club events to support and encourage participation among members.
- o   The Assistant Patron is an active member of the event organizing committee, contributing to decision-making on key club matters and assisting in event planning and execution.

3.Chairperson :

- ○   Overall Leadership: Oversee the entire club's operations and strategy.
- ○   Team Management: Lead and manage the executive committee and other club members.
- ○   Preside over club meetings and activities.
- ○   Represent the club in official matters.
- ○   Oversee the overall functioning of the club.

4.Vice Chairperson:

- ○   Assist the President in their duties.
- ○   Take over presidential responsibilities in the President's absence.
- ○   Organize and lead specific club activities.

.   **5.Coordinator:**

- ○ Mentorship: Provide guidance and support to club members.
- ○ Partnership Building: Establish and maintain relationships with external organizations and industry professionals.
- ○ Event Planning and Execution: Organize workshops, seminars, hackathons, and other events.
- ○ Financial Management: Oversee the club's budget and ensure financial sustainability.

6.Secretary:

- ○ Maintain accurate records of all club meetings and activities.
- ○ Handle correspondence and communication.
- ○ Prepare and distribute meeting minutes and agendas.

7.Treasurer:

- ○ Manage the club's finances.
- ○ Collect membership fees and other dues.
- ○ Maintain accurate financial records.
- ○ Prepare financial reports for the club.

8.Social Media Manager Roles

- ○ Strategy and Planning: Develop social media strategy, build brand awareness, and manage crises.
- ○ Content Creation and Curation: Create and curate engaging content.
- ○ Community Management: Interact with the audience, build community, and provide customer service.

- ○ Analytics and Reporting: Track performance, analyze data, and generate reports.
- ○ Paid Advertising: Manage paid campaigns, allocate budgets, and optimize performance.

8.Community Leads

- ○ Specialized Knowledge: Lead specific interest groups or communities within the club (e.g., web development, android, Machine learning and AI).
- ○ Mentorship: Provide technical guidance and mentorship to members within their respective communities.
- ○ Skill Development: Organize workshops, tutorials, and coding challenges to enhance members' skills.
- ○ Project Guidance: Assist members in developing and executing projects.
- ○ Collaboration: Work closely with other community leads and the executive committee to foster a collaborative environment.

9.Co-Leads

- ○ Support to Leads: Assist community leads in organizing events, workshops, and mentoring activities.
- ○ Decision-Making: Participate in decision-making processes within the club, providing input and feedback.
- ○ Skill Development: Continuously improve their own skills and knowledge to better support the club's goals.
- ○ Community Building: Foster a positive and inclusive community atmosphere.
- ○ Event Planning and Execution: Contribute to the planning and execution of club events.

Article Five

Meetings and Quorum

5.1 Regular Meetings: The club shall hold regular general meetings at least once a month. Special meetings may be called as needed.

5.2 Quorum: A quorum shall be constituted by a majority of the active members of the club.

5.3 Meeting Procedures:

 The Chairperson or Vice Chairperson shall chair all meetings.

- Minutes of all meetings shall be kept and maintained by the Secretary.
- Decisions shall be made by a majority vote of the members present at a meeting.
- In the event of a tie, the presiding officer shall have a casting vote.

Article Six

Finances

- 6.1 **Budget**:

  The Executive Committee shall prepare and maintain an annual budget for the club. The budget shall outline projected revenues and expenditures for all planned activities, projects, and events. The budget shall be reviewed and updated periodically to reflect any changes in the club's operational or project requirements.

- 6.2 **Fundraising**:

  The club may engage in a variety of fundraising activities, including but not limited to donations, sponsorships, and events, to support its operations and projects. All fundraising initiatives must be presented to and approved by the Executive Committee to ensure alignment with the club's values and goals.

- 6.3 **Financial Records**:

  The Treasurer shall be responsible for maintaining comprehensive and accurate financial records. These records include, but are not limited to, income statements, balance sheets, bank statements, and transaction receipts. All financial records shall be securely stored and regularly updated to reflect the club's financial status accurately.

- 6.4 **Audits**:

  To uphold transparency and accountability, regular financial audits may be conducted. Audits will involve a thorough review of all financial transactions, budgetary allocations, and any discrepancies found in financial records. These audits can be conducted by an internal audit team appointed by the Executive Committee or by an external auditor if deemed necessary.

- 6.5 **Disbursements**:

  All disbursements shall be made in accordance with the approved budget. The Treasurer, with authorization from the President and the Executive Committee, shall oversee all club-related expenditures. Disbursements for non-budgeted expenses must be reviewed and approved by the
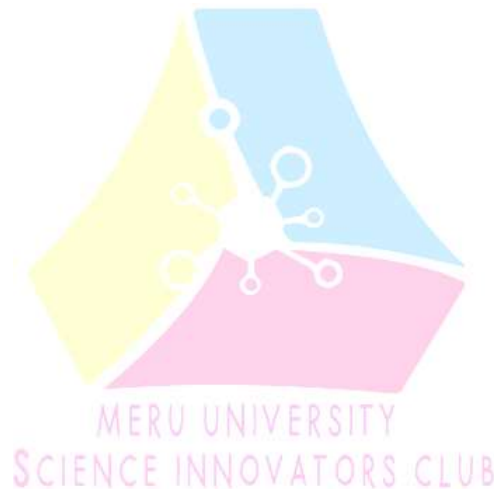
Executive Committee before funds are released. Receipts and supporting documentation must be retained for all disbursements.

- 6.6 **Financial Reporting to Members**:

At the end of each financial year, the Treasurer shall prepare a financial report to be presented at the club's Annual General Meeting (AGM). This report shall provide members with an overview of income, expenses, and the club's current financial standing.

- 6.7 **Reserves and Savings**:

The club shall aim to maintain a reserve fund to ensure sustainability and provide for unexpected expenses. Any funds not utilized within the budget period shall be held in the reserve account for future projects, as approved by the Executive Committee.

MERU UNIVERSITY
SCIENCE INNOVATORS CLUB

Article Seven

7.1 Amendment Process:

Any proposed amendment to this constitution shall be submitted in writing to the Executive Committee by a club member. The proposal must clearly state the purpose of the amendment, the specific sections to be amended, and the intended benefits to the club. Upon receipt, the Executive Committee shall review the proposal in consultation with relevant stakeholders, including legal advisors if necessary. If deemed appropriate, the amendment shall be prepared for presentation to the general membership.

7.2 Notice of Proposed Amendments:

All proposed amendments approved by the Executive Committee must be communicated to the club's general membership at least two weeks prior to the meeting at which the vote will take place. Notice may be given through official club communication channels, including emails, notices, or club meetings, to ensure that all members are aware and prepared to discuss the changes.

7.3 Approval Process:

For an amendment to be adopted, it must receive a two-thirds majority vote of the members present at a duly constituted general meeting. Voting may be conducted by show of hands, secret ballot, or any other method approved by the Executive Committee to ensure a fair and transparent process. In cases where an amendment affects fundamental club values or practices, additional consultations with members may be conducted.
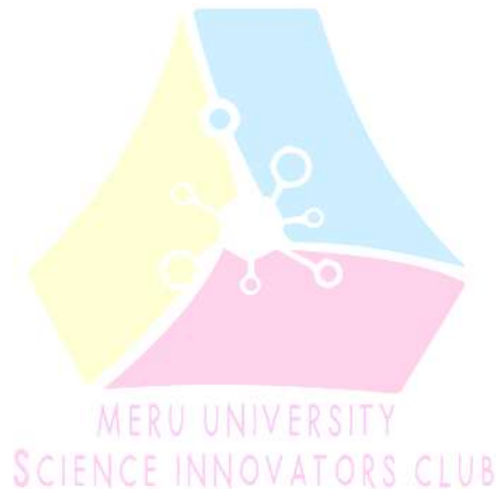
7.4 Effective Date:

An amendment shall take effect immediately upon its approval by the general membership unless otherwise specified within the amendment itself. If the amendment includes a future effective date, it shall be implemented in accordance with that date. The Secretary shall update the official club constitution document to reflect all approved amendments promptly.

7.5 **Record of Amendments**:

The Secretary shall maintain a permanent record of all amendments, including the date of approval, the voting results, and a summary of the changes made. This record shall be accessible to all members upon request to ensure transparency and accountability in the club's governance.

7.6 **Review of Amendments**:

The Executive Committee shall periodically review the constitution and any amendments to ensure they remain relevant and in alignment with the club's mission and objectives. If necessary, further amendments may be proposed to address evolving needs and changing circumstances.

Article Eight

Dissolution

8.1 Dissolution Procedure:

The club may only be dissolved through a formal resolution passed by a two-thirds majority vote of members present at a specially convened general meeting called explicitly for the purpose of considering dissolution. Notice of this meeting must be provided to all active members at least 30 days in advance and must include a clear agenda outlining the proposal for dissolution. The Executive Committee shall oversee the process, ensuring that members are fully informed and that dissolution is pursued only after exploring all reasonable alternatives.

8.2 Finalization of Affairs:

In the event of dissolution, the Executive Committee shall be responsible for the orderly closure of the club's activities. This includes terminating ongoing projects, settling any outstanding debts, and ensuring compliance with all relevant legal and regulatory obligations. The Treasurer and other financial officers shall prepare a final financial report summarizing the club's financial status at the time of dissolution.

8.3 Distribution of Assets:

Upon dissolution, any remaining assets, after settling liabilities, shall be allocated in a manner consistent with the club's objectives and mission. Remaining funds and resources shall either be:

- Donated to a charitable organization aligned with the club's values, as determined by the members in the dissolution meeting, or
- Used for a purpose that reflects the club's commitment to innovation, science, and community advancement, as approved by a majority of the members.
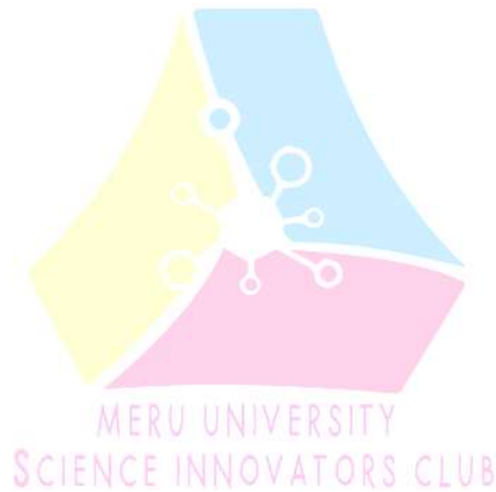
8.4 Record of Dissolution:

A permanent record of the dissolution proceedings, including meeting minutes, voting results, and the final financial report, shall be archived by the Secretary or designated officer. This

documentation shall be retained for a specified period as per university policies or legal requirements and made available to relevant stakeholders upon request.

8.5 **Notification to Stakeholders**:

The Executive Committee shall notify all stakeholders, including sponsors, partners, and the university administration, of the club's dissolution in writing. This communication shall include a summary of the dissolution proceedings and, if applicable, details of the final distribution of assets.
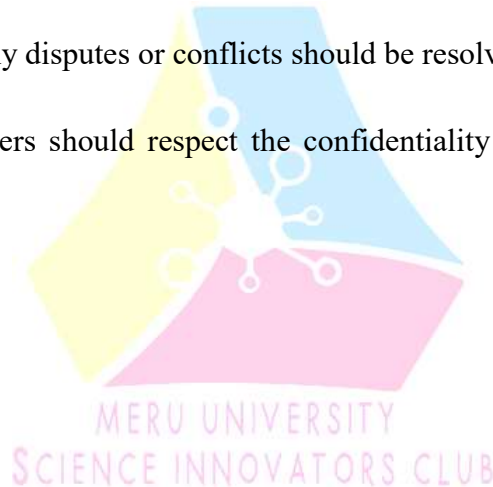
Article Nine

Code of Conduct

9.1 Respect: All members are expected to treat each other with respect, regardless of their background or beliefs.

9.2 Integrity: Members should uphold the highest standards of honesty and integrity in all their dealings with the club.

9.3 Academic Integrity: All work submitted by members should be original and adhere to academic integrity standards.

9.4 Conflict Resolution: Any disputes or conflicts should be resolved peacefully and amicably.

9.5 Confidentiality: Members should respect the confidentiality of sensitive information and intellectual property.

Article Ten

Executive Committee Members

The Executive Committee shall consist of the following officers:

1.Patron: Dr.Amos Chege Kirongo,PhD.

2.Assistant Patron: Rodgers Bosire

3.Chairperson: Jairus Musundi Kibisu

4.Vice chairperson : Grace Ngari

5.Coordinator: Emmanuel Bett

6.Secretary: Rebecca Okoko & Phenny Mwaisaka

7.Treasurer: Celestine Kilonzo

8.Social Media Manager: Joy Shaney Opiyo

9.Community Leads and Co-leads:

- **Android Community:** Newton Wamiti and Lewis Wanjohi
- **Machine Learning Community:** Ephy Mucira and Rebecca Okoko
- **Web Community:** Dennis Peter, Steve, and Sam Mwai
- **Cyber Security Community**: Wencylous Idagwa
- **Graphics Design Community:** Braison Odhiambo
- **UI/UX Community:** Brian Mongare and Collins Wanjiku
- **Cloud Computing Community:** Collins Munene
- **Robotics & IoT**: James Wanaina and Hellen Mueni

- **Blockchain(ICP):**Steve, Denis peter

SIGNATORIES

Dr.Amos Chege Kirongo,PhD.   Rodgers Bosire

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Patron Innovators Club   Assistant Patron Innovators Club

Jairus Musundi Kibisu   Grace Ngari

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Chairperson Innovators Club   Vice Chairperson Innovators Club

Emmanuel Bett   Celestine Kilonzo

——----------------------   ——----------------------

Coordinator Innovators Club   Treasurer Innovators Club

Joy Shaney   Rebecca Okoko

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Social Media Manager   Secretary Innovators Club

The Executive Committee shall be responsible for the overall management and direction of the club.

This Constitution shall come into effect from the date of its adoption by the general membership.

Appendix A

Social Media and Contact Information

Official Social Media Handles

1. **LinkedIn**: <u>Meru University of Science Innovators Club</u>
2. **Twitter/X**:@InnovatorsMust
3. **Instagram**:<u>@meruuniversity_innovators</u>
4. **YouTube**: <u>Meru University Science Innovators</u>

Email Contact

- **Official Email**:innovatorsmust@gmail.com
  - *Recovery Email*: mustinnovatorsrecovery@gmail.com
  - For security and recovery, a secondary email account should be established . This account will assist with password recovery and account management in case of unauthorized access or forgotten credentials.

Future Recommendations

To ensure smooth handovers and continuity:

1. **Account Management Document**: Maintain a secure document accessible only to the executive committee with current passwords, linked recovery emails, and account backup codes if available.
2. **Password and Access Recovery Plan**: Review the email and social media account recovery options each academic year to ensure no lapses in access.
3. **Security and Backup**: Regularly update security measures like two-factor authentication (2FA) for all major accounts to reduce the risk of unauthorized access.