



CONTENTS OF THE CONSTITUTION

- **Preamble and acknowledgement**
- **Chapter 1: Name, Mission, Visions, Objectives**
 - 1.1: Name
 - 1.2: Mission and Visions
 - 1.3: Objectives
- **Chapter 2: Activities of the club**
 - Dos and Don'ts of the Club
- **Chapter 3: Address and Meetings**
- **Chapter 4: Membership**
 - 4.1: Rules on membership
 - 4.2: Rights and freedoms
 - 4.3: Responsibilities of members
 - 4.4: Revokement of membership
- **Chapter 5: Leadership**
 - 5.1: Rules on holding office
 - 5.1.1: Officer's tittles, Methods of nomination, Eligibility to

hold office.

5.1.2: Duties of officers

5.1.3: Length of term and any term limit

5.1.4: Where the executive will be voted and equality

5.2: Rules on elections, appointments and removal of officers

5.2.1: a) When and how elections will take place (Voting process)

b) Rules for elections

5.2.2: General and specific appointment procedures

5.2.3: Impeachment and removal of officers

5.2.4: Procedure for electing an interim or permanent officer or replacement of an officer in case of a vacancy

5.3: Formation and dissolution of committees

5.3.1: List of all standing committee

5.3.2: Duties of each committee

5.3.3: How committee members will be elected and revoked

5.3.4: Removal procedures or adding committee

5.4: Creation of by-laws and Executive

5.4.1: Procedures for by laws establishment and amendments

5.4.2: Creation of executive board/committee

- **Chapter 6: Finance**

6.1: Sources of finance

6.2: Finance management and audit

6.3: Procedures for acquiring money from the account

6.4: Uses of funds

- **Chapter 7: Dissolution**

7.1: Reasons for dissolution

7.2: Dissolution process

- **Chapter 8: Advisors**

PREAMBLE AND ACKNOWLEDGEMENT

We as **clinicians**,

Acknowledge Supremacy of **Almighty God** in creating a platform to build competence clinicians through sharing knowledge, welfare and unity.

We **honor** those who stood still in making sure the constitution comes to life.

We are **committed** to ensure that the constitution shall be followed to the later.

We **exercise** our so reign and inalienable right to ensure proper governance of the club and have fully participated in creating this constitution.

We **adopt, enact and give** this constitution to ourselves and to the future generations.

GOD BLESS MERU UNIVERSITY CLINICIANS

CHAPTER 1–NAME, VISIONS AND MISSION

1.1: Name

Clinicians Club of Meru University–CCMU

1.2: Visions and Mission

Vision: To have competent, innovative and marketable clinical officers globally.

Mission: We strive to nurture and mentor clinical officers with competitiveness and holistic services in respect to our professionalism.

1.3: Objectives

- a) To carry out community diagnosis through community participation and sensitization.
- b) To organize academic and extra-curriculum activities for clinical medicine students.
- c) To speak for clinicians in matters of administration.
- d) To create a forum for clinicians to give back to the society in

terms of service such as free medical camps.

- e) To create a uniting forum for all clinicians
- f) To provide mentorship amongst ourselves and organize for the same from relevant sources.
- g) To solicit for sponsorship and bursaries to the needy students within clinical medicine course.
- h) To facilitate for strong and active alumni program within the scope of the fraternity.
- i) To establish a forum and formula for working in synergy with other organization within and out of the university.

CHAPTER 2: ACTIVITIES OF THE CLUB

Dos and Don'ts

a) Authorized club's activities and programs

- i. Conduct community outreach programs
- ii. Attend conferences pertaining clinical medicine students' organization
- iii. Mentorship sessions
- iv. Team building activities
- v. Implementing theme days
- vi. Supporting innovations under the Club's name
- vii. Offering to volunteer services for disaster relief efforts
- viii. Any other relevant activities approved by the club

b) Unauthorized activities

Club shall not take part in;

- i. Any political activity
- ii. Any activity that violates human rights
- iii. Any other activity that exceeds the club's objective

CHAPTER 3: ADDRESS AND MEETINGS

ADDRESS: Meru University of Science and Technology

Clinicians Club of Meru University,

P.O.BOX972-600202,

MERU.

E-mail: cliniciansclubmust@gmail.com

Phone number: +254110081800

MEETINGS:

Where: Venue to be communicated in the notice by secretary/chairperson.

When: Official meetings will be planned within the 2nd week of the semester.

Frequency: Twice a month.

Method: Method of calling the meeting shall be formal (official letters) and informal (text messages)

Who calls the meeting: The executive of the club through the Organizing Secretary.

Notice of meeting: Shall be given two (2) days prior for the members and one (1) week for those above rank of members.

Agenda: Be based on needs and formulated by executive committee.

Duration: As determined by agenda(s) of the day.

CHAPTER 4: MEMBERSHIP

4.1: Rules and Eligibility for Membership

Eligibility: Membership is open to any clinical medicine undergraduate student.

Rules on Membership

- a) A member should pay a one-time membership activation fee of KSh.100(nonrefundable)
- b) Membership renewal fee of KSh.50 per trimester.
- c) All fees of the club are compulsory.
- d) If a member allows his or her membership to lapse, and wishes to rejoin the club they will pay the normal renewal subscription.
- e) Every club member shall maintain good reputation and protect club from ridicule.
- f) Membership is personal and non-transferable.
- g) In case of revocation of membership to executive, such a member is not eligible for any post in the election.

- h) In case of expulsion of a member, such a member can apply to join the club after one (1) month of expulsion and shall follow the registration procedure.

4.2: Rights and Freedom

- a) An active member may seek election to any office or position established in the club.
- b) An active member shall have the right to take part in all activities organized by the club.
- c) An active member shall have the right access to all relevant information relating to the affairs of the club including books and records of account, audit reports and minutes of meetings when necessary.
- d) An active member shall have the right to education that will enable them to be responsible members in the club.
- e) An active member shall have the right to speak at meetings.
- f) An active member shall have the right to vote, to add to, delete portions or change by laws.
- g) An active member shall have the right to apply for dismissal from the club.

4.3: Responsibility of the members

Every member shall

- a) Comply by the letter and spirit of this constitution.
- b) Have an obligation to attend club meetings.
- c) Have a responsibility to act with mutual respect and courteousness towards their fellow members.
- d) Have a responsibility to participate in club activities.
- e) Actively to participate in electoral process.
- f) Have a responsibility to educate about the club governance and structure.
- g) Have a responsibility to pay all club fees.

4.4: Revokement of a member

- a) A successful application letter to leave the club will be required for voluntary cessation of membership.
- b) Any member involved in political activities using the club's name will be expelled.
- c) Any member involved in misappropriation of funds will pay and be expelled.
- d) Any member involved in poor confidentiality cases and negative speech about the club will be expelled.
- e) Any member involved in sexual harassment of a club

member or a guest will be expelled.

- f) Any member involved in continued wrongful disruption of club activities will be expelled.
- g) Any member who is dormant will be expelled.

CHAPTER 5: LEADERSHIP

5.1: Rules on holding office

5.1.1: Officers titles, methods of nomination and Eligibility to hold the office

Officer's titles

- a) Chairperson
- b) Vice chairperson
- c) Secretary
- d) Organizing secretary
- e) Treasurer
- f) Auditor general
- g) Opportunity and research coordinator

Methods of nomination

A nomination for candidacy to an open executive board position will be recognized as the submission of a platform describing the candidate's qualities and intentions for the office.

Eligibility of the office

- a) High integrity
- b) An active member who has never been dismissed
- c) Mental stability
- d) Transparency

5.1.2: Duties of Officers

i. Chairperson

- i. Be the head of the club and being responsible for all matters on behalf of the club.
- ii. Precede over club meetings in accordance with the constitution.
- iii. Sign the minutes of the meetings.
- iv. Sign the club's budget and expenditure concurrently with the secretary and treasurer.
- v. Call emergency meetings with the club when necessary.
- vi. Develop meetings agendas.
- vii. Oversee the other members of the executive are fulfilling their duties.

- viii. Be an ex-official member of all standing committee.
- ix. Perform any other duty as may be determined by members from time to time.

ii. Vice chairperson

- i. Be the principal assistant to the chairperson and shall deputize the chairperson in their absence.
- ii. Oversee and advice the appointed committees.
- iii. Supervise events.
- iv. Perform any other duty as may be determined by members from time to time.

c) Secretary

- i. Takes minutes of the club.
- ii. Distribute minutes to all members.
- iii. To keep all records and documents of the club.
- iv. Sign all club minutes.
- v. Sign the club's budget and expenditure concurrently with

- the chairperson and the treasurer.
- vi. Act as chief returning officer.
 - vii. Update members' roster every semester.
 - viii. Write official letters and dispatch to relevant authorities.
 - ix. ix. Perform any other duty as may be determined by members from time to time.

d) Organizing secretary

- i. Oversees group learning aspect of the club.
- ii. Notify members on meetings.
- iii. Handle and organize group learning activities i.e. talks, forums, speeches and visit to on site medical facilities and institution.
- iv. Perform any other duty as may be determined by members from time to time.

e) Treasurer

- i. In charge of management of finances.

- ii. Keep books of accounts.
- iii. Avail books of accounts for auditing and inspection.
- iv. Sign the budget and expenditure concurrently with the secretary and chairperson.
- v. Ensure proper accounting for all money expended on the club's activities.
- vi. Ensure that all the audited accounts are tabled before Annual General Meeting (AGM)
- vii. Perform any other duty as may be determined by members from time to time.

f) Auditor general

- i. Have access to books of account and audit them during their term in office.
- ii. Perform any other duty as may be determined by members from time to time.

g) Opportunity and Research coordinator

- i. Handle individual learning aspects of the club and develop

- opportunities for individuals to learn directly from volunteering and research opportunities.
- ii. Work to develop mentoring and tutorial opportunities for the club members.
 - iii. Perform any other duty as may be determined by members from time to time.

5.1.3: Length of term and any term limit

Length of term will be equal to one (1) academic year

Term limit: A club officer can only serve for one term in any given post.

5.1.4: Where the executive will be voted and equality

Where: Venue of the first academic year meeting.

Equality: No members of the same gender should have more than 2/3 of the normal population.

5.2.0: Rules on elections, appointment and removal of officers

5.2.1: When and how elections will take place and Rules for elections

When: During the first meeting of the academic year

How: The secret ballot box is the method to be used

Rules for elections

- ✓ Elections should be free and fair
- ✓ The contestants should be their own agents during election
- ✓ Elections should be open and voluntary to members
- ✓ Any other rule formulated by the election committee

5.2.2: General and Specific appointment procedures

Members of the committee or any other special post shall be appointed by the chairperson and approved by the executive.

5.2.3: Impeachment and Removal from office

- i. Any officer found violating club's constitution should be removed from office.
- ii. Removal is by a petition containing 60% of signatures of voting members. The officer will be given an opportunity to defend him/herself within the first week of petition.
- iii. A quorum of 2/3 majority blind vote of the present voting members will be made to decide if the officer will be removed.
- iv. The auditor of the club is the monitor of this process to ensure legitimacy.

5.2.4: Process of resignation from office.

- i. The resigning officer shall write an official letter addressed to the club and give it to the secretary citing reasons for resignation.
- ii. The letter will be presented before the executive officials for consideration.
- iii. The executive officials shall consult the resigning officer to determine the best cause of action to take.
- iv. The executive officials will decline or accept the

- resignation as they deem fit.
- v. The resignation process shall take a minimum of 14 days within which the resigning officer will still be holding office.
 - vi. If the resignation is declined, the resigning officer will continue to hold office.

5.2.5: Procedure of Electing an Interim or Permanent officer or Replacement in case of a vacancy

- i. In the event of a vacancy (resignation or removal) the officer next in command may take the vacant position temporarily or permanently (until the term of office ends) or a special appointment will held for the remaining vacant position.
- ii. If the executive can operate with the vacant position, it may choose to leave it vacant until regular election periods.

5.3.0: Formation and Dissolution of committees

5.3.1: List of all standing committees

- ✓ Financial committee-Permanent
- ✓ Electoral committee-Temporary
- ✓ Vetting committee-Temporary
- ✓ Disciplinary committee-Permanent
- ✓ Any other committee that shall be instituted by the executive from time to time

5.3.2: Duties of each committee

a) Financial committee

- i. Estimating, quantifying the budget with approval from the executive.
- ii. Ensure proper finance management of club's assets.
- iii. Receive and withdraw cash, from the clubs account with approval from the executive.

b) Electoral committee

- i. Advertising election posts.
- ii. Prepare and conduct elections in accordance with the constitution.

- iii. Process election results.
- iv. Announce the results.
- v. Conduct special elections in case of resignation or removal of officers.

c) Vetting committee

Test integrity and competence of the aspirants vying for any elective post.

d) Disciplinary committee

Ensure discipline of members in and out of the club and that the rules are followed and the constitution is followed.

5.3.3: How committee members will be elected or removed

- i. Nomination and approval by the executive by at least 5 executive members.
- ii. The standing committees shall report to the executive at least once in a month.
- iii. Any committee member will be removed in accordance to Chapter 5, Article (2) (3)

- iv. Treasurer and Auditor general shall be ex-official members of each committee.

5.3.4: Procedure for Adding and Removing any committee

Procedure for adding

- i. Need for a specific committee
- ii. Chairperson calls a special executive meeting to discuss the issue
- iii. Approval is by more than 2/3 of the executive

Procedure for removal

- i. Need for removal
- ii. When the purpose of temporary committees stated above has been achieved, they shall be terminated automatically
- iii. Chairperson calls for a special meeting for discussion
- iv. Approval is by more than 2/3 of all executive team members

5.4.0: Creation of Bylaws and Executive

5.4.1: Bylaws establishment and Amendments

- i. Proposal of a bylaw(s) and amendment of existing laws by members to the Electoral committee.

- ii. The proposer collects signatures of 60% members supporting the proposal.
- iii. Forwarding the proposals and signatures collected in support of the proposal to the executive by the electoral committee.
- iv. The executive will nominate a committee as per chapter 5, Article (3) (4)
- v. The committee will be in charge of scrutinizing the proposed bylaw or amendment and draft it for the purpose of formal documentation in the constitution.
- vi. This procedure will take a maximum of 14 days upon which before or elapse of the period, the bylaw or amendment will be presented to the executive for approval.
- vii. The executive will go through the drafted bylaw or amendment for certification that it is the original proposed document. Upon verification, the approved bylaw or amendment will be signed by the chairperson, the special committee and the auditor general into law.
- viii. After signing the proposed document into law, the amendments or bylaw made are documented, and the amendment process is closed.

5.4.2: Creation of Executive board/committee

The executive board shall consist of the following members who shall be automatically added:

- ✓ Chairperson
- ✓ Vice chairperson
- ✓ Secretary
- ✓ Treasurer
- ✓ Organizing secretary
- ✓ Auditor general
- ✓ Opportunity and research coordinator

CHAPTER 6: FINANCE

6.1: Sources of Finance

- i. Membership fee (KSh.100 per academic year) and renewal fee (KSh.50 per trimester)
- ii. Grants and donations from acceptable organizations
- iii. Any other sources identified by the executive council and the same shall not be in contravention of this constitution

6.2: Finance management and Audit

- i. Members shall appoint auditor(s) after every start of the academic year. Such auditors shall have access to books of account and audit them during their period of office.
- ii. The treasurer should give regular details of the financial position to the committee.
- iii. The treasurer must keep clear records.
- iv. Consistency in handling money and keeping records by the treasurer and financial committee.

Opening of a Club's bank account will have the following as signatories:

- ✓ Treasurer
- ✓ Auditor general

- ✓ One member-Who will be appointed on a Special appointment basis based on Chapter 5, Article (2) (2)

6.3: Procedure for acquiring money from the account

Finance committee shall quantify the amount of funds to be used in a certain activity and presented to the members followed by approval by the executive. Signatories to withdraw funds from the account.

6.4: Uses of Funds

Finance all activities of the club according to the plans of the semester.

CHAPTER 7: DISSOLUTION

7.1: Reason for dissolution

Mutual agreement by all members to dissolve the club.

7.2: Dissolution process

- i. Notice of dissolution to be dispatched.
- ii. $\frac{3}{4}$ of the members to approve dissolution.
- iii. Withdrawal of all funds from the account and closure of the account.
- iv. Settle all outstanding debts and the remaining assets and profits to be divided among members.
- v. Club ceases to exist.

CHAPTER 8: ADVISORS

Comprises of Non-voting members

- ✓ Dean of the school
- ✓ Chairman of the department
- ✓ Club patron
- ✓ Permanent lecturers
- ✓ Any other person approved by the executive

**GOD BLESS KENYA, GOD BLESS MERU UNIVERSITY, GOD BLESS
CLINICIANS' CLUB OF MERU UNIVERSITY**

*****THE END*****

MUCH APPRECIATION TO THE FOLLOWING CONSTITUTIONAL COMMITTEE MEMBERS WHO DEDICATED THEIR TIME, ENERGY AND RESOURCES TO DRAFT THIS CONSTITUTION.

INTERIM COMMITTEE MEMBERS/LEADERS

1. MARTIN NJERU- CHAIRPERSON
2. JAMALDIN YAHYA- ORGANIZING SECRETARY
3. BETTY KAIRO- SECRETARY
4. EMMANUEL CHARO- CHIEF EDITOR
5. STEPHEN KITHOME- MEMBER
6. EDWIN TEITUK- MEMBER
7. AMOS NG'ETICH- MEMBER
8. ELIUD MOMANYI- MEMBER
9. CAROLINE MAINGI- MEMBER
10. FRED KIPLAGAT- MEMBER
11. ANTONY ODHIAMBO- MEMBER
12. CHURCHILL BEN- MEMBER
13. SUZANNE WAMBUI- MEMBER
14. RIDWAN OSMAN- MEMBER
15. DEBE MUSEVENI- MEMBER