UNIVERSITY OF DAR ES SALAAM

COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGIES

UDSM ICT Students' Society (UISS)

CONSTITUTION

September 2020

UDSM ICT Students' Society

UISS

Drafted By

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Contents

Abbreviations

ARIS	-	Academic Registration Information System
DoCSE	-	Department of Computer Science and Engineering
DoETE	-	Department of Electronics and Telecommunications Engineering
GPA	-	Grade Point Average
ICT	-	Information and Communication Technology
SEO	-	Search Engine Optimization
TCRA	-	Tanzania Communications Regulatory Authority
UDSM	-	University of Dar es Salaam
UISS	-	University of Dar es Salaam Information and Communication Technology Students' Society

Article 1: Definition of terms

Unless the context suggests otherwise, the following terms used in this constitution shall have the stated meanings assigned to them.

1.1 **Society** refers to the UDSM ICT Students' Society;
1.2 **Member** means founder member or ordinary member of UISS;
1.3 **Volunteer** refers to the UISS member that participates in various issues or activities of UISS without financial or material support;
1.4 **Constitution** means the constitution of UISS, including the subsequent amendments;
1.5 **General meeting** means the annual ordinary meeting that shall be convened once per calendar year;
1.6 **Extraordinary meeting** means a meeting convened to discuss urgent matters of the Society;
1.7 **Resolution** means a resolution adopted by the representation of UISS as approved by the General Meeting;
1.8 **Signatory** means a leader of UISS with a legal authority, recognized by the Society, to sign official documents or agreements on behalf of UISS; and
1.9 **Co-founder** means a member of UISS that conceived the original idea of establishing the Society, and that significantly participated in writing, revising, and processing this constitution.

Article 2: Background

The UDSM Vision of 2061[1] capitalizes on "becoming a leading center of intellectual wealth spearheading the quest for sustainable and inclusive development." Correspondingly, the UDSM mission[1] to realize this great vision is to "advance the economic, social, and technological development of Tanzania through excellent teaching and learning, research, and knowledge exchange." Motivated by the vision and mission of UDSM, we found that students of the university, especially those from ICT related disciplines, lack a collaborative environment to exploit their intellectual wealth and promote national development. Therefore, such students lack a well-structured and a formal platform to share their brilliant constructive ideas and apply ICT tools to address societal problems. Even after completion of their studies, most ICT students of the university get employed in areas unrelated to their specialties—a consequence that diminishes the students' intellectual and professional aspects. Moreover, no formal ICT students' network exists to cultivate students' useful ideas, inventions, and innovations that would otherwise assist the nation achieve its goals in the ICT sector.

The UDSM vision largely implements the National Five-Year Development Plan of 2016/17—2020/2021[2] and the Tanzania Development Vision of 2025[2], which highlight the importance of ICT in promoting inclusive and sustainable industrial economy. These policies introduce potential local challenges that can be addressed more effectively through ICT. In addition, the policies envisage that the young intellectual group from higher learning institutions, including UDSM, can quickly track the rapidly changing technology and can apply advanced ICT tools to positively revolutionize the Tanzanian community. Despite the merits that this millennial group can impact,

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[1] https://udsm.ac.tz/web/index.php/mission-and-vision
[2] https://www.mof.go.tz/

we noted absence of active ICT Students' Societies in the university. Absence of such types of Societies may partly obscure the UDSM efforts to achieve its vision by 2061.

Therefore, after receiving consultation from our academic advisor, Dr. Baraka Maiseli—staff from the department of Electronics and Telecommunications Engineering, University of Dar es Salaam—we established a non-profit academic society called *UDSM ICT Students' Society* (UISS). This association is voluntary and non-political, and focuses on exploiting the intellectual wealth of UDSM students, especially those from ICT-related disciplines, to address practical societal challenges. Co-founders of UISS strongly believe in friendly intellectual interactions among young ICT students to generate meaningful human development and prosperous transformation. Below are the core values of UISS that help the Society achieve her goals:

- o Creativity – Members of the Society believe in using imaginations and original ideas to create outstanding products and services that perfectly meet demands of the Tanzanian community;
- o Innovation – Our belief is that new ways of using technology can help to address common practical problems that hinder human development;
- o Collaboration – UISS believes that cooperation and teamwork can promote sustainable socio-economic development within a short time while ensuring high quality solutions;
- o Integrity – We believe that integrity promotes strong inter-relationships and trust among ourselves and with collaborating partners;
- o Commitment – We believe that dedication and perseverance bring success; and
- o Excellence – UISS believes that her vision can be achieved by demonstrating outstanding performance in all angles of ICT.

This constitution gives different principles that govern existence and operations of UISS. The constitution directs leaders to run the Society effectively while maximizing its positive impacts to the local and international communities. In addition, the constitution establishes objectives, vision, and missions of UISS.

Article 3: Profile

3.1 Name of the Society: UDSM ICT Students' Society
3.2 Abbreviation: UISS
3.3 Motto: *Aspire creativity and innovation for humanity*
3.4 Core values: Creativity, innovation, collaboration, integrity, commitment, and excellence
3.5 Category: voluntary, non-political, and non-profit society
3.6 Headquarters:

        University of Dar es Salaam,
        College of Information and Communication Technologies,
        P. O. Box 33335, Dar es Salaam, TANZANIA.
        Email: uiss@udsm.ac.tz

Article 4: Co-founders

The UDSM ICT Students' Society has been founded by eight people (Table 4.1).

Table 4.1. Co-founders of the UDSM ICT Students' Society.

SN	Name	Title	ID	Affiliation	Signature
4.1	Mr. Simon Machera	Student	2017-04-06866	DoCSE, UDSM	
4.2	Ms. Beatrice Nkondola	Student	2018-04-02395	DoETE, UDSM	
4.3	Mr. Onesmo Kivuyo	Student	2018-04-01857	DoETE, UDSM	
4.4	Mr. Nelson Kimaro	Student	2018-04-02488	DoETE, UDSM	
4.5	Mr. Kelvin Zacharia	Student	2018-04-01847	DoETE, UDSM	
4.6	Ms. Tanyamaria Figueiredo	Student	2018-04-02535	DoCSE, UDSM	
4.7	Mr. Danford David	Student	2017-04-06862	DoCSE, UDSM	

Article 5: Objectives

The objectives of the UDSM ICT Students Society are to

5.1 Establish a conducive collaborative environment for UDSM ICT students and stakeholders in ICT to share and implement constructive ideas in the ICT field;

5.2 Promote unity and love among UDSM students pursuing studies in ICT related disciplines;

5.3 Apply ICT to address practical societal challenges that hinder human socio-economic development;

5.4 Create awareness of ICT and emerging technologies within the Tanzanian community;

5.5 Establish an environment for members to acquire information on scholarship opportunities in ICT fields;

5.6 Enhance publicity and reputation of UDSM through students' activities, events, inventions, and innovations in ICT;

5.7 Promote academia-industry-government collaboration, especially in areas related to ICT;

5.8 Facilitate exchange programs between UDSM ICT students and ICT students from other institutions;

5.9 Facilitate UDSM ICT students to acquire professional knowledge and skills in ICT;

5.10 Provide trainings, workshops, and seminars in areas of ICT;

5.11 Establish mutual collaboration with local and international Societies with goals similar to those of UISS;

5.12 Reveal potential ICT opportunities and share them with members;

5.13 Assist members to be linked with stakeholders in ICT;

5.14 Cultivate, shape, and promote capabilities of members in different aspects of ICT;

5.15 Create a sustainable network between ICT alumnae and ICT students of UDSM for knowledge and skills sharing, professional development, and career development;

5.16 Participate and contribute in UDSM and national ICT related programs or agendas;

5.17 Develop programs and innovative strategies to assist UDSM ICT students achieve higher performance in their ICT subjects;

5.18 Collaborate with the university (UDSM), stakeholders, industries, and government to assist students majoring in ICT to commercialize and market their inventions and innovations, including those generated from final year projects;

5.19 Assist members to obtain Intellectual Properties from their inventions and innovations;

5.20 Empower and create a conducive environment for UDSM ICT students to provide professional development programs in ICT;

5.21 Equip pre-university students with basic practical knowledge and skills in ICT, hence preparing them to be effective inventors and innovators as they advance with ICT;

5.22 Motivate pre-university students to pursue ICT related programs when they join universities or higher learning institutions;

5.23 Establish an environment, in collaboration with stakeholders and government, for UDSM ICT students to create self-employment opportunities for themselves;

5.24 Link UDSM ICT students from different universities and higher learning institutions outside Tanzania and those from within the country, and provide a common platform for exchanging constructive ideas that may promote positive socio-economic transformation in the country.

5.25 Participate in the national agenda of fostering inclusive and sustainable industrial economy through ICT; and

5.26 Promote community engagement in all ICT related areas.

Article 6: Obligations

The UDSM ICT Students' Society has the obligation to

6.1 Follow, implement, and protect the constitution;

6.2 Ensure that objectives, vision, and missions of the Society are accomplished;

6.3 Ensure that members are supplied with necessary information and resources as described by the constitution;

6.4 Develop strategic plans aiming at promoting growth of the Tanzanian community;

6.5 Remind members on their rights, responsibilities, and potential benefits they may reap from the Society;

6.6 Advise members on various constructive ideas related to the vision and missions of the Society; and

6.7 Execute disciplinary measures to members as per guidelines stipulated in this constitution.

Article 7: Vision

The vision of UISS is to become a leading international Society that exploits fully the intellectual wealth of ICT students to promote inclusive and sustainable national development.

Article 8: Mission

The mission of UISS is to empower innovative and creative young students to promote human socio-economic development through application of affordable and effective ICTs.

Article 9: Leadership and management structure

Article 9.1: Qualities of leaders

ALL leaders of UISS shall be elected through guidelines stipulated in this constitution, and shall have the following qualities:

9.1.1   Tracked academic records with an overall GPA of 3.5 or above for men and of 3.0 or above for women;

9.1.2   Ability to provide leadership in a way that meets expectations of UISS members;

9.1.3   Adult with good health (physical, mental, emotional, social, and spiritual);

9.1.4   Ability to motivate, mobilize, gain respect and acceptance, and resolve conflicts;

9.1.5   Innovative with constructive ideas of realizing and implementing vision and missions of the Society;

9.1.6   Ability to plan and organize;

9.1.7   Ability to deliver and demonstrate higher organizational and interpersonal skills;

9.1.8   Trustworthy, effective listener, humble, and faithful that treats UISS members fairly and with respect irrespective of their tribes, religions, races, or genders, among other social constructs;

9.1.9   Ability to respect and defend the constitution of UISS;

9.1.10 Wise and kind-hearted that connects well with UISS members;

9.1.11 Ability to volunteer unconditionally, especially in situations where the Society lacks material or financial support;

9.1.12 Ability to protect confidential information of the Society;

9.1.13 Ability to build agendas, points, or motions and defend them well; and

9.1.14 Integrity that gains respect from people.

Article 9.2: Types of leaders and responsibilities

The UISS management shall include the following types of leaders (Figure 1):

9.2.1   Guardian (Patron or Matron)

The Guardian shall be an academic staff of the University of Dar es Salaam, and shall

A1 Oversee all operations of the Society;

A2 Advise UISS leaders and members on matters aiming at promoting sustainable development of the Society;

A3 Link UISS and the University of Dar es Salaam, especially in situations where other UISS leaders cannot directly engage the university management;

A4 Assist UISS management to link the Society with stakeholders or other local and international organizations with goals similar to UISS;

A5 Provide technical (expert) support, whenever needed, to UISS; and

A6 Be requested for guardianship by leaders of the Society every second semester of an academic year.

9.2.2 Chairperson

The Chairperson shall be a student of the College of Information and Communication Technologies, University of Dar es Salaam, and shall

B1 Respect, follow, and defend the constitution of UISS;
B2 Ensure that UISS executes effectively its objectives, vision, and missions, and that the Society achieves the agreed strategic plans;
B3 Coordinate and ensure proper functioning of all organs of UISS;
B4 Call and take the overall charge of the meeting;
B5 Represent UISS as its figurehead;
B6 Communicate with local and international stakeholders and collaborating partners;
B7 Listen and analyze comments and recommendations from subordinates and members before making final decisions;
B8 Develop creative and innovative ways to promote sustainable growth of UISS;
B9 Support and supervise subordinates; and
B10 Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.3 Vice Chairperson

The Vice Chairperson shall be a student of the College of Information and Communication Technologies, University of Dar es Salaam. In the absence of the Chairperson, or in situations that the Chairperson cannot carry out his/her normal duties, then the Vice Chairperson shall execute such duties until the Chairperson resumes carrying out the duties. The Vice Chairperson shall remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.4 Secretary

The Secretary shall be student of the College of Information and Communication Technologies, University of Dar es Salaam, and shall

C1 Assist the Chairperson on various activities of the Society;
C2 Prepare and take minutes of the meetings;
C3 Ensure effective organization and conduction of the meetings
C4 Keep all records of the Society;
C5 Establish communications and correspondences;
C6 Ensure that the Chairperson is constantly kept informed on urgent matters that require his/her attention; and
C7 Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.5   Treasurer

The Treasurer shall be a student from the College of Information and Communication Technologies, University of Dar es Salaam, and shall

D1 Advise UISS on all financial matters, including effective fundraising strategies;
D2 Prepare and give financial reports (earnings and expenditure) of the Society;
D3 Ensure security of the UISS funds;
D4 Issue payments subject to approval by Chairperson, Secretary, and one selected UISS member;
D5 Organize and store UISS financial records;
D6 Perform financial planning and budgeting;
D7 Undertake general financial oversight;
D8 Perform banking, bookkeeping, and records keeping;
D9 Control fixed assets and stock; and
D10   Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.6   Project Manager

The Project Manager shall be a student from the College of Information and Communication Technologies, University of Dar es Salaam, and shall

E1 Advise the Society on all matters related to UISS projects;
E2 Perform activity and resource planning;
E3 Organize and motivate a project team;
E4 Monitor and ensure effective execution of the UISS activity plan;
E5 Control time management;
E6 Perform cost estimation and budget development;
E7 Ensure customer satisfaction;
E8 Analyze and manage project risks;
E9 Monitor progress of UISS projects;
E10   Manage projects reports and necessary documentations; and
E11   Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.7   Social networks manager

The Social Networks Manager shall be a student of the College of Information and Communication Technologies, University of Dar es Salaam, and shall

F1 Ensure that UISS achieves maximum social impact to the community;
F2 Design and implement effective social media strategies for community engagement;

F3 Monitor and analyze SEO and web traffic metrics, and take appropriate actions when necessary;

F4 Provide technical assistance on the design and implementation of social networks advertisements;

F5 Oversee design and proper operation of social media accounts (Facebook, LinkedIn, WhatsApp, Instagram, Twitter, and YouTube);

F6 Communicate with followers of UISS social networks, and respond to their queries in a timely manner;

F7 Monitor reviews in UISS social networks, and advise the management whenever necessary;

F8 Ensure that UISS social networks receive regular maintenance;

F9 Remain up-to-date with state-of-the-art technologies (tools and applications) and trends in social networks;

F10 Collaborate with IT Manager to ensure proper operation of UISS social networks;

F11 Generate, edit, publish, and share useful contents (original text, pictures, videos, and news) to UISS social networks;

F12 Identify trends and audience preferences, and use the information to further improve UISS social networks; and

F13 Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.8 IT manager

The IT Manager shall be a student of the College of Information and Communication Technologies, University of Dar es Salaam, and shall

G1 Advise the Society on ICT related matters;

G2 Monitor and manage all ICT operations of the Society;

G3 Ensure data security, network access, and effective operation of backup systems;

G4 Audit UISS IT systems and assess their performances; and

G5 Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.

9.2.9 Events manager

The Events Manager shall be a student of the College of Information and Communication Technologies, University of Dar es Salaam, and shall

H1 Plan, organize, and implement UISS events;

H2 Develop feedback surveys of events;

H3 Generate reports on outcomes of the events;

H4 Liaise and negotiate with vendors;

H5 Hire venues for handling events;

H6 Handle logistics;

<u>H7</u> Manage budgeting and invoicing;

<u>H8</u> Manage branding and communications;

<u>H9</u> Secure permits for handling events; and

<u>H10</u>   Remain in leadership for one year, and may be re-elected for the subsequent one year after which he/she shall not have the right to contest for any other leadership position in the Society.
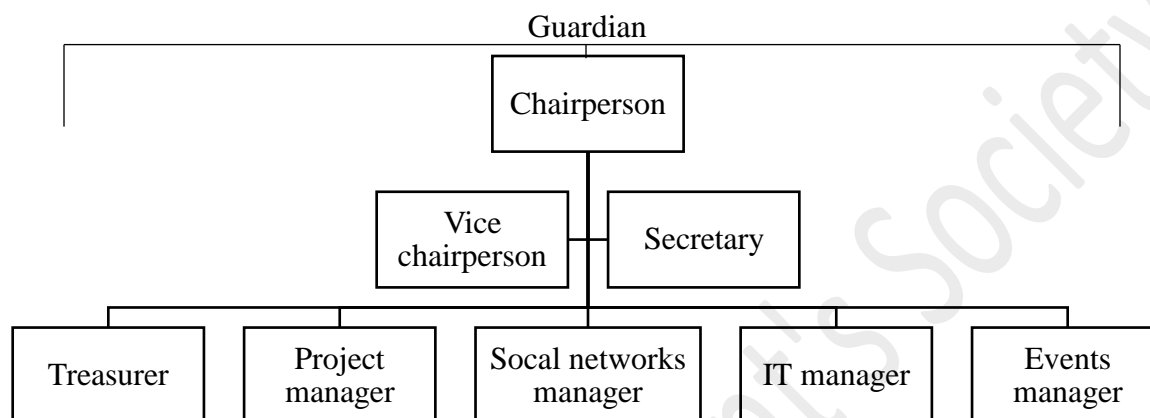
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                    │      Chairperson         │
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Figure 1. Management structure of the UDSM ICT Students' Society.

Article 9.3: Election

9.3.1   There shall be free and fair election of the leaders for every second semester of an academic year;

9.3.2   The vacating leadership shall hand over all possessions of the Society (e.g. office files, credentials of online systems and banks, and Society assets) to the new leadership;

9.3.3   Only UISS members shall be eligible to vote for leaders;

9.3.4   ALL members shall have equal rights to contest for leadership positions;

9.3.5   A temporary electoral committee of ten members shall be formed by UISS members, under guidance by the Chairman, the same day of the election.

9.3.6   Leaders that end their tenure shall not form part of the electoral committee, and shall vacate their positions during the election;

9.3.7   The electoral committee shall monitor and handle all activities of the election;

9.3.8   Among other tasks, the electoral committee shall objectively evaluate supporting documents of the potential candidates and, upon approval by the members on the two-thirds majority rule, eliminate candidates that do not qualify according to guidelines stipulated in this constitution;

9.3.9   The committee shall be dissolved by the newly elected Chairman immediately after the election;

9.3.10 On the election day, potential candidates shall submit their supporting documents, including ARIS academic results signed and stamped by Heads of their respective departments, to the electoral committee;

9.3.11 During the election, potential candidates shall each be given a maximum of ten minutes to respond to various queries from members;

9.3.12 Votes shall be counted in a transparent and well-organized way, and members shall witness the counting process;

9.3.13 Contestants shall have representatives to assist counting of their votes, and to ensure that they are voted fairly and properly;

9.3.14 Under guidance by the electoral committee, contestants and their representatives shall be involved in the counting process;

9.3.15 Before and during the election day, there shall not be any campaign activities, and potential candidates shall only present themselves the day of the election; and

9.3.16 A contestant shall be declared a leader immediately if he/she casts at least two-thirds of the valid votes.

Article 10: Membership

Article 10.1 Qualities of members

ALL members of UISS should possess the following qualifications:

10.1.1 Registered students of the University of Dar es Salaam;

10.1.2 Major in ICT discipline or ICT related subjects; and

10.1.3 Ability to dedicate time for the Society.

Article 10.2 Responsibilities

As a way to promote growth and prosperity of UISS, members shall have the following responsibilities:

10.2.1 Respect, protect, and follow the constitution of UISS;

10.2.2 Respect decisions drawn from meetings held according to policies and guidelines stipulated in this constitution;

10.2.3 Cooperate with UISS management and members in various legal and agreed activities of the Society;

10.2.4 Participate in meetings of the Society;

10.2.5 Collaborate with other members and stakeholders in activities and events of UISS;

10.2.6 Ensure that UISS achieves its mission, vision, and objectives; and

10.2.7 Maintain equality and mutual respect among members (and collaborating institutions or organizations) irrespective of gender, nationality, race, age, ethnicity, religion, political orientation, and other discriminatory social constructs.

Article 10.3 Rights

The UDSM ICT Students' Society treats all members equally and grants them access to different rights:

10.3.1 Nominate and/or vote for leaders of the Society

10.3.2 Contest for leadership under guidelines governed by the UISS constitution;

10.3.3 Receive all financial reports, including revenues and expenditure, of the Society;

10.3.4 Give constructive comments aiming at fostering prosperity of UISS;

10.3.5 Appeal against decisions made on his or her membership;

10.3.6 Be listened to before being taken disciplinary measures; and

10.3.7 Gain benefits of the Society.

Article 10.4 Selection

10.4.1 Membership of UISS shall be achieved through a clear application process;

10.4.2 Leaders of the Society shall have a responsibility to evaluate and approve membership applications;

10.4.3 Prospective members shall be given an evaluation form that inquires essential information needed by the evaluation team. The questions in the form should reflect elements stipulated in Article 10.1 of this constitution;

10.4.4 There could be additional verification procedures of the information provided by the applicants; and

10.4.5 Outcomes of the selection should be communicated to all applicants through their contacts submitted along with the forms.

Article 10.5 Disciplinary measures

10.5.1 There shall be a Disciplinary Committee formed by the Chairperson of the Society;

10.5.2 The Disciplinary committee shall, among other relevant roles assigned by the Chairperson, perform the following tasks:

A1 To ensure that members of the Society maintain good conduct with respect to guidelines and regulations provided in this constitution;

A2 To institute, whenever possible, additional disciplinary regulations with aims of fostering reputation and prosperity of the Society, as well as of maintaining good conduct of members in the Society;

A3 Receive and discuss all disciplinary issues from members;

A4 Receive and discuss appeals from members regarding disciplinary measures taken on them;

A5 Recommend appropriate disciplinary measures to members with issues; and

A6 Submit report with recommendations on disciplinary measures directly to the Chairperson for necessary actions.

10.5.3 Any member that violates items of the UISS constitution or that demonstrates misconducts shall receive appropriate disciplinary measures, including cancellation or freezing of membership. Typical misconducts include, but not limited to, the following:

A1 Inciting members with religious or political ideas;

A2 Demonstrating any kind of discriminatory behavior to members; and

A3 Engaging in unusual behavior that can tarnish the image of UISS.

Article 10.6 Termination

Membership in the Society shall be terminated under the following circumstances:

10.6.1 Death;

10.6.2 Deregistration of a member in the university for different reasons;

10.6.3 Violation of terms of this constitution; and

10.6.4 Demonstration of any unusual behavior with an intention of destroying the Society.

Article 11: Meetings

The UDSM ICT Students' Society shall have three types of meetings: Annual General Meeting, Extraordinary Meeting, and Leadership Meeting.

Article 11.1 Annual general meeting

The annual general meeting shall

11.1.1 Be conducted yearly. However, under special circumstances, extraordinary meetings may be convened to discuss matters of emergence;

11.1.2 Be run by Chairman;

11.1.3 Constitute all members of UISS;

11.1.4 Have quorum of more than 60% of legitimate members;

11.1.5 Make final decisions;

11.1.6 Be preceded by a fourteen-day notice to members informing them on the specific venue, day, and time that the meeting will be held; and

11.1.7 Have, among other agendas, the following core functions:

<u>A1</u> To elect leaders of the Society;

<u>A2</u> To amend the constitution, if necessary;

<u>A3</u> To discuss activities, directions, and progress of UISS;

<u>A4</u> To receive and discuss disciplinary reports from the Chairperson, and approve or disapprove the recommendations made on the reports by the Chairman; and

<u>A5</u> To receive and discuss appeal reports of members from the Chairperson, and approve or disapprove the recommendations made on the reports by the Chairman.

Article 11.2 Extraordinary meeting

The extraordinary meeting shall be called on urgent matters that demand immediate resolution by the Society. Subject to a one-day prior notice, this meeting shall

11.2.1 Be run by the Chairperson, who will be entitled to define the urgency;

11.2.2 Constitute all members of UISS;

11.2.3 Have a quorum of more than 30% of legitimate members; and

11.2.4 Make final decisions depending upon the urgency of the matters under discussion.

Article 11.3 Leadership meeting

Leaders shall plan and regularly carry out internal meetings to discuss various matters of the Society. These meetings shall be attended by respective leaders of the UISS management, and shall have the following aims:

11.3.1 To evaluate progress and performance of UISS operations;

11.3.2 To establish strategies for running the Society effectively, including conduction of professional trainings or workshops to improve leadership skills;

11.3.3 To motivate leaders in their respective positions;

11.3.4 To promote teamwork; and

11.3.5 To set and/or revise strategic plans of the Society.

Article 12: Communications

12.1 ALL communications between UISS and members/stakeholders shall be done through the authorized channels:

> Email: uiss@udsm.ac.tz and udsmict@gmail.com
> Facebook page: https://www.facebook.com/udsmict
> Instagram: UDSM-ICT
> LinkedIn: https://www.linkedin.com/udsmict
> YouTube: udsmict@gmail.com

12.2 Communications made outside the authorized channels shall be considered unofficial, and UISS shall not be held responsible for the impacts resulted from such communications;

12.3 UISS shall use English as an official communication language. Under specific circumstances, however, Swahili may be used to communicate information to the community with limited knowledge in English; and

12.4 UISS shall follow TCRA communication guidelines and policies, and shall provide necessary cooperation to local or international authorities whenever the guidelines and policies are violated by the Society.

Article 13: Financial information and regulations

There shall be financial regulations recognized by the UISS constitution.

13.1 The UDSM ICT Students' Society is a not-for-profit Society, meaning that it is run based solely on donations from stakeholders or collaborating partners;

13.2 Guided by the UDSM management, UISS shall open bank accounts, and relevant financial regulations shall apply for withdraws or deposits of funds from/to the designated accounts of the Society;

13.3 All financial transactions intended for UISS shall be made through the designated bank accounts of the Society. Local transactions shall be done in Tanzanian Shillings using Control Numbers generated by the respective UDSM organs; deposits from international stakeholders shall be made in foreign currency through the Control Number generated by the designated UDSM organ.

13.4 Funds and properties of UISS shall be used solely to promote objectives, vision, and missions of the society;

13.5 Funds shall be kept in the designated bank accounts approved by the UISS management;

13.6 There shall be transparency on financial transactions or bank statements of the Society;

13.7 Withdrawals of funds from the accounts shall follow financial procedures, and shall receive written consent from Chairperson, Secretary, Treasurer, and one selected member of UISS;

13.8 Books of UISS accounts shall be kept at the headquarters of the Society, and all financial reports shall be submitted to the general meetings and UISS management;

13.9 All payments shall be made either by cash, bank transfer, or mobile money transfer;

13.10 All funds shall be spent upon approval by Chairman, Secretary, and Treasurer;

13.11 UISS accounts and financial books shall receive auditing by both internal and external auditors after every six months or at the end of every financial year;

13.12 UISS management as well as members shall have the power to inquire and quest for audited books, financial reports, balance sheets, or any UISS financial account; and

13.13 There shall be petty cash paid with consent from the management.

Article 14: UISS constitution

Article 14.1 Amendments

14.1.1 This constitution shall provide members with an opportunity to amend its articles depending upon the needs;

14.1.2 The amendments shall be centered on providing a better version of the previous constitution without affecting the original vision of the Society;

14.1.3 The power to amend the constitution shall solely be derived from UISS members;

14.1.4 There shall not be random procedures for amendment of the constitution;

14.1.5 The amendments shall be made through annual general meetings upon approval by two-thirds of the legitimate members;

14.1.6 Leaders of the Society shall not amend the constitution randomly without the knowledge of the members and without following procedures stipulated in this constitution;

14.1.7 Article 14.7, which, among other provisions, recognizes co-founders of the Society as permanent members, shall not be amended in a way that destroys its original intention; and

14.1.8 The amended constitution shall be signed by Chairperson and Secretary of UISS, and shall be notarized by the advocate.

Article 14.2 Dissolutions

14.2.1 The power to dissolve UISS shall solely be derived from UISS members;

14.2.2 Dissolution of UISS shall be achieved after all attempts have failed to maintain its existence;

14.2.3 The Society shall ensure that all debts, liabilities, and expenses are paid before dissolution;

14.2.4 UISS shall be dissolved in annual general meetings upon approval by two-thirds of legitimate members;

14.2.5 Upon dissolution, all UISS assets shall be transferred to a non-profit organization with similar goals as UISS, and there shall not be conditions for the transfer. Such an organization shall be approved by two-thirds of the UISS members; and

14.2.6 Any member of UISS, including co-founders, shall not have financial or material gain resulting from the dissolution of the Society.

Article 14.3 Coalitions and collaborations

14.3.1 UISS may form coalitions or collaborations with local and international entities, such as groups, organizations, institutions, and universities;

14.3.2 The coalition or collaboration shall aim at promoting vision and missions of UISS;

14.3.3 The entities that UISS coalesce or collaborate with shall not have bad reputation or inappropriate records that can destroy prosperity and reputation of the Society; and

14.3.4 There should be transparency among members on all types of coalitions or collaborations that UISS make.

Article 14.4 Declarations

14.4.1 All properties acquired by UISS, whether movable or immovable, shall be the properties of the Society, and ownership shall be vested in the name of the Society;

14.4.2 Members of UISS have equal rights to own properties of the Society;

14.4.3 There shall be clear ways, known to the UISS members, through which properties of the Society are acquired; and

14.4.4 The UISS properties shall only be used to portray objectives, vision, and missions of the Society. None of the property shall be divided randomly, and without acknowledgement of the UISS members.

Article 14.5 Disputes in interpretation

14.5.1 Disputes resulting from misinterpretation of this constitution shall be resolved in a friendly manner;

14.5.2 Resolution of the disputes shall be done through annual general meetings; and

14.5.3 Unresolved disputes may be escalated to higher legal organs to obtain resolutions.

Article 14.6 Disqualification and removal of leaders

Leaders may be disqualified or removed constitutionally from their positions if they demonstrate the following behaviors:

14.6.1 Become of unsound mind;

14.6.2 Resign their positions by notice in writing to the Society;

14.6.3 Abuse power or use their positions for personal gains;

14.6.4 Display unpleasing image that threatens the reputation of UISS;

14.6.5 Discriminate members based on their races, tribes, religions, political orientations, family history, or financial status, among others;

14.6.6 Make biased and detrimental decisions that may destroy the reputation of the Society or that may threaten its existence;

14.6.7 Cease to be leaders by virtue of any provision of this contract, or become prohibited by the law form being leaders; and

14.6.8 Be absent from the meetings for more than six consecutive months without knowledge of the UISS management.

Article 14.7 Co-founders of the Society

14.7.1 The co-founders of the Society shall remain permanent members of the Society, even after expiration of their leadership positions; and

14.7.2 If needed, co-founders of UISS may be consulted for recommendations, comments, and advices to foster prosperity of the Society.

Acknowledgement

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Concluding remarks

This constitution is the property of UISS members, and shall govern ALL activities of the Society. Upon approval by a relevant legal authority, all Articles in the constitution shall bear equal legal effects. Any change or modification of the constitution shall follow legal procedures, and UISS members shall be involved in the process of constitutional amendment. Concerns regarding the constitution, if any, should be communicated through formal channels encapsulated in this constitution.