



CONSTITUTION OF AJIRA CLUB - KCA UNIVERSITY

In Alignment with the Ajira Kenya Program

(Skills Development | Mentorship | Access to Jobs & Gigs | Infrastructure & Support | Linkages & Networking)

Prepared & Ratified by the Founding Members Ajira Club - KCA University

REVISED VERSION 2026

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1.0 PREAMBLE & NAME

We, the students of KCA University, inspired by the national vision of Ajira Kenya to transform Kenya into a global freelancing hub by empowering youth with digital skills and opportunities, hereby establish the Ajira Club - KCA University. This club serves as a vibrant campus embodiment of Ajira Kenya's mission, fostering a community where young minds harness 21st-century digital competencies to thrive in the global digital economy.

By nurturing innovation, collaboration, and resilience, the Ajira Club - KCA University commits to bridging the gap between education and employment, equipping members to contribute to Kenya's emergence as a leader in digital freelancing and remote work.

The official name of the organization shall be the Ajira Club - KCA University, hereinafter referred to as "the Club."

2.0 PURPOSE & OBJECTIVES

The purpose of the Ajira Club - KCA University is to cultivate a dynamic ecosystem that empowers students to excel in the digital economy, directly aligning with Ajira Kenya's national framework. Through targeted initiatives, the Club aims to unlock opportunities in freelancing, gig work, and digital entrepreneurship, positioning members as key contributors to Kenya's vision of becoming a global hub for online jobs and innovation.

The objectives of the Club are structured around Ajira Kenya's five pillars:

1. Skills Development:

To provide comprehensive training in 21st-century digital skills, including but not limited to web development, graphic design, content creation, data analysis, and AI-driven tools, enabling members to build competitive portfolios and certifications.

2. Mentorship:

To facilitate personalized guidance from industry experts, alumni, and Ajira Kenya mentors, fostering personal and professional growth through one-on-one sessions, peer mentoring circles, and career coaching.

3. Access to Jobs & Gigs:

To connect members with real-world opportunities such as freelance gigs, internships, attachments, and full-time digital roles via job boards, partnerships with platforms like Upwork and Fiverr, and exclusive Ajira Kenya-linked programs.

4. Infrastructure & Support:

To ensure access to essential resources, including digital tools, workspaces, and support services, while advocating for university-level enhancements in internet connectivity, software access, and entrepreneurial incubation.

5. Linkages & Networking:

To build strategic connections with local and global stakeholders, including employers, Ajira Kenya affiliates, tech companies, and fellow youth networks, through events that promote collaboration and knowledge exchange.

These objectives collectively nurture digital skills, create pathways to economic independence, and propel Kenya's transformation into a digital workforce powerhouse.

3.0 MEMBERSHIP

Membership in the Ajira Club - KCA University is open to all registered students of KCA University who demonstrate a commitment to digital innovation and personal growth. Eligibility requires enrollment in any undergraduate or postgraduate program at the university.

3.1 Rights of Members:

- Participation in all Club activities, including workshops, mentorship programs, and networking events.
- Voting rights in elections and decision-making processes.
- Access to Club resources, such as skill-building materials, job alerts, and exclusive partnerships aligned with Ajira Kenya.

3.2 Responsibilities and Expectations:

- Active participation in at least 70% of Club meetings and events to foster a collaborative environment.
- Adherence to the Club's code of conduct, which promotes integrity, respect, inclusivity, and ethical digital practices in line with Ajira Kenya's values.
- Contribution to Club initiatives through volunteering, idea-sharing, or leadership roles.
- Payment of fees: A one-time registration fee of KES 200 upon joining; a semester support fee of KES 100 to cover operational costs; and reasonable fees for special events, networking activities, or banquets as determined and communicated by the Executive Committee with sufficient notice.

Membership may be revoked for violations of the code of conduct, non-payment of dues after reasonable notice, or inactivity, subject to a fair review by the leadership team. The Club encourages diverse representation to reflect Kenya's youthful, innovative spirit.

4.0 LEADERSHIP & GOVERNANCE

The Club shall be governed by an elected Executive Committee, ensuring democratic principles, accountability, and alignment with Ajira Kenya's emphasis on mentorship and skills pathways. Leadership positions include:

1. Chairperson

- Provides overall vision and strategy for the club.
- Represents the club in external engagements, especially with Ajira Kenya and other stakeholders.
- Chairs meetings and ensures all activities align with the club constitution and Ajira Kenya's vision.
- Oversees the execution of programs and ensures accountability of all leaders.

2. Vice Chairperson

- Assists the Chairperson in strategic duties and acts as second-in-command.
- Oversees long-term planning and special projects.
- Steps in as acting Chairperson in their absence.
- Ensures constitutional compliance and serves as primary liaison with university administration.

3. Coordinator

- Manages day-to-day operations and internal coordination.
- Organizes and manages all events, training, workshops, and club activities.
- Handles logistics, scheduling, and member engagement.
- Works directly with committee members and ensures alignment with Ajira Kenya's focus pillars.
- Reports directly to the Chairperson and Vice Chairperson.

4. Secretary

- Keeps accurate records of meetings (minutes, attendance).
- Handles official correspondence of the club.
- Prepares meeting agendas in consultation with the Chairperson.
- Ensures proper documentation of policies, activities, and reports.

5. Treasurer

- Manages all financial records and transactions of the club.
- Prepares budgets, expense reports, and financial updates for meetings.
- Ensures funds are used responsibly and transparently.
- Leads in sourcing funds through proposals, partnerships, and club activities.

6. Public Relations Officer

- Manages all external communications, digital presence, and club branding.
- Coordinates marketing of events and activities.
- Builds and maintains relationships with media partners and stakeholders.

Elections shall be held annually at the end of the academic year through a democratic process: Nominations open two weeks prior, followed by a secret ballot vote requiring a simple majority. All members in good standing may vote. Terms of office are one academic year, with eligibility for re-election up to two terms.

Duties emphasize mentorship (e.g., leaders mentor successors) and skills development (e.g., training in leadership roles). Accountability includes quarterly reports to members, adherence to university policies, and mechanisms for impeachment by a two-thirds vote for misconduct. This structure builds future-focused leaders equipped to drive Kenya's digital transformation.

4.1 Qualifications of Leadership

- i. Must be an active member of the club.
- ii. Demonstrate leadership skills.
- iii. Must have stayed in the club for at least one semester.
- iv. Eligible members: Students between 1.2 to 4.1.
- v. 4.2 students are not allowed to vie for leadership positions.

4.2 Ways of Getting into Leadership

- Voluntary sign-up for leadership positions.
- Mandatory counselling of new leaders.
- Orientation of new leaders before assuming office.
- Leaders who fail to comply with duties may face suspension of leadership.

4.3 Operational Committees

To ensure efficient execution of activities aligned with Ajira Kenya's pillars, the Executive Committee may establish temporary or standing working groups focused on specific objectives (Skills Development, Mentorship, Events, etc.). These groups shall be coordinated by the Coordinator and comprise volunteer members from the general membership. The Coordinator shall report on committee activities during Executive and general meetings. This structure ensures agility while maintaining focus on Ajira Kenya's five pillars.

5.0 MEETINGS

Regular meetings shall be held weekly on Fridays or Thursday from 2:00 PM to 4:00 PM, providing a platform for skill-sharing, updates, and collaborative planning. A quorum of at least 50% of active members is required for official decisions, which shall be made by majority vote unless otherwise specified.

Emergency meetings may be called by the Chairperson or a petition from 20% of members, with at least 24 hours' notice. Provisions for online/virtual sessions via platforms like Zoom or Microsoft Teams shall be made when necessary, ensuring accessibility and inclusivity in line with Ajira Kenya's infrastructure pillar.

All meetings shall be documented, with minutes distributed within 48 hours to promote transparency and engagement.

6.0 FINANCES

The Club's financial sustainability shall draw from diverse sources:

1. Membership fees (Registration Ksh 200)
2. Every semester support fee (Ksh 100)
3. Reasonable fees for special events as determined by the Executive Committee
4. Voluntary contributions
5. Sponsorships from corporate partners
6. Grants from Ajira Kenya or university funds and proceeds from events

Financial transparency is paramount: The Treasurer shall maintain detailed records, provide monthly statements to the Executive, and facilitate annual audits by an independent university approved auditor. Expenditures must align with the Club's objectives, with budgets approved by the Executive Committee. This framework supports infrastructure and access pillars, ensuring resources empower members toward digital opportunities.

7.0 CALENDAR OF EVENTS

The Club shall operate on a semester-based calendar, planning activities that blend education, inspiration, and fun to nurture digital skills and networks:

First Month: Orientation workshops on digital freelancing basics; membership drive.

Mid-Semester: Skill-building sessions (e.g., coding bootcamps); mentorship pairings; job/gig webinars with Ajira Kenya experts.

End of Semester: Networking dinners (with fees determined by Executive Committee); job fairs or gig expos; interactive activities like hackathons or team-building games.

Ongoing: Bi-weekly guest speaker series; online forums for gig sharing.

This calendar adapts annually to Ajira Kenya's evolving programs, ensuring members are future-ready contributors to Kenya's digital economy.

8.0 AMENDMENTS

This Constitution may be amended to remain flexible and responsive to Ajira Kenya's framework and university needs. Proposals require submission in writing by any member, followed by Executive review. Amendments shall be debated at a general meeting with at least two weeks' notice and adopted by a two-thirds majority vote of quorum members. Ratified changes take effect immediately, preserving the Club's visionary alignment.

9.0 DISSOLUTION

The Club may be dissolved by a two-thirds vote at a special meeting called for this purpose, or if membership falls below 10 active members for two consecutive semesters. Upon dissolution, assets shall be liquidated and distributed to similar university clubs or Ajira Kenya initiatives, in compliance with KCA University policies. Liabilities shall be settled from remaining funds, ensuring responsible closure without prejudice to members.

10.0 ADOPTION CLAUSE

This Constitution is hereby adopted and ratified by the founding members of the Ajira Club - KCA University on this day, 21st January 2026, in witness whereof we affix our signatures, committing to uphold its principles and advance Ajira Kenya's mission of empowering Kenya's youth as global digital leaders.

SIGNATURES:

Chairperson: _____

Vice Chairperson: _____

Coordinator: _____

Secretary: _____

Treasurer: _____

Public Relations Officer: _____

Witnessed by:

KCA University Student Affairs Office: _____

Ajira Kenya Representative: _____

This Constitution supersedes all previous versions and shall be reviewed biennially to ensure continued alignment with Ajira Kenya's national objectives and KCA University policies.