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| KIBABII UNIVERSITY UNESCO INFORMATICS ASSOCIATION (KUUIA). |
| THE CONSTITUTION |
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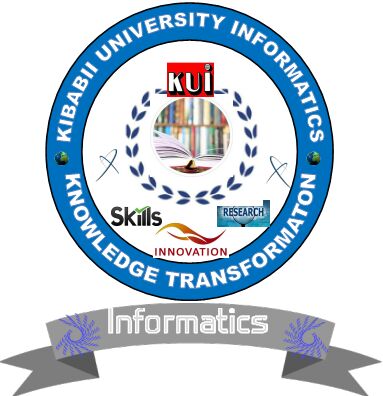
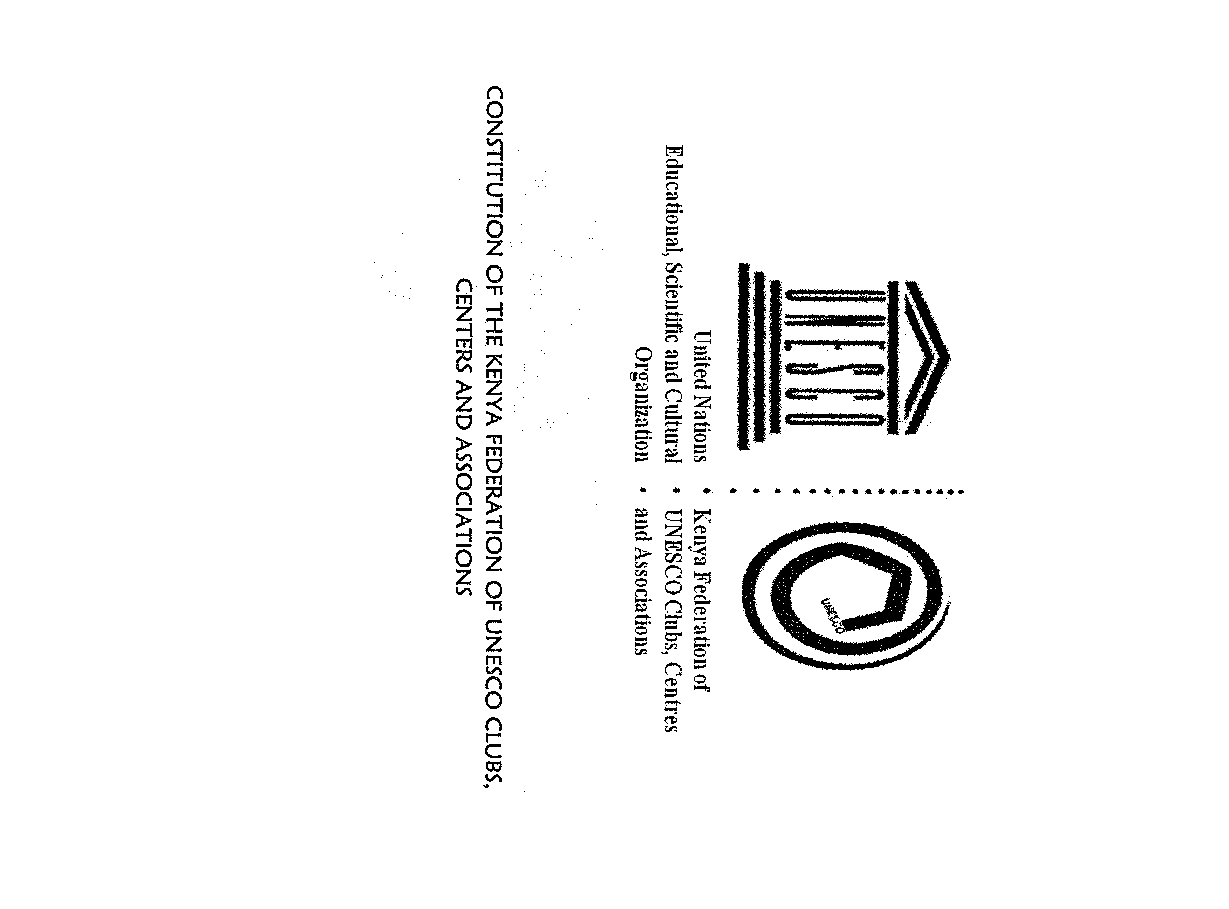
 

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# PREAMBLE

Kibabii University UNESCO Informatics Association (KUUIA) is a non-political Association based at Kibabii University and bound by all rules of Kibabii University. The Association shall but not be limited to handling ICT matters brought forward by its members.Article 1: NAME, AREA OF OPERATIOIN, LOGO, MISSION AND VISION

## 1.1 Name

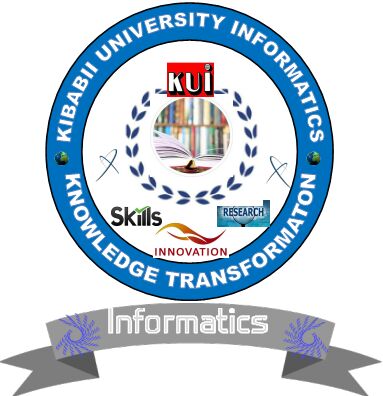
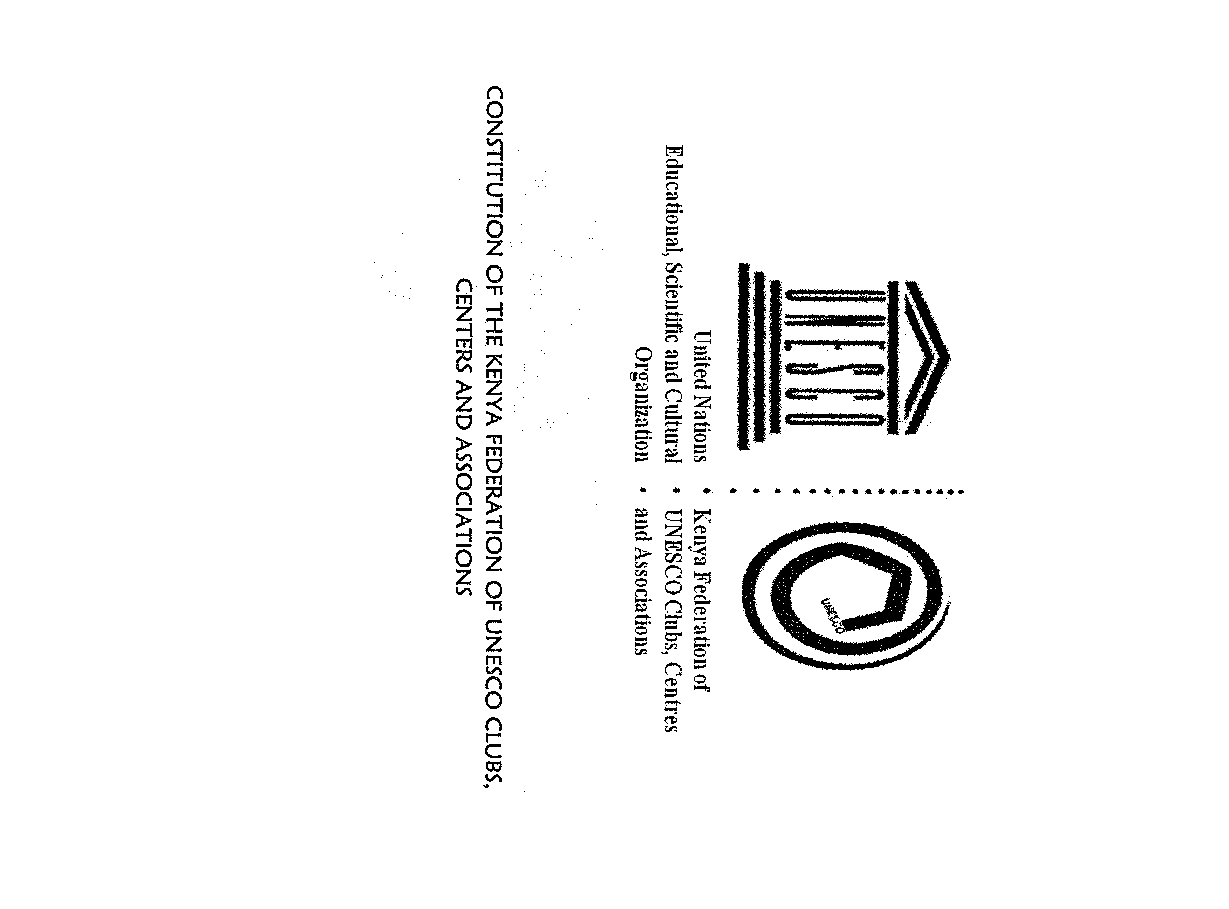
The Association name shall be **Kibabii University UNESCO Informatics Association** abbreviated as KUUIA. It is composed of computing students as well as the academic staff in the computing discipline. The activities of the Association shall be of academic and industrial benefit to its members.

## 1.2 Area of operation

This constitution apply shall be applicable to all students who are members of the Association in the Main Campus.

## 1.3 Logo

1. The logo of the Association shall be

1. The logo can be only be changed with the approval of the KUUIA Executive.
2. The name of KIBABII UNIVERSITY UNESCO INFORMATICS ASSOCIATION (KUUIA), Letter Head or Head Logo of KUUIA shall not be used without the authority of KUUIA Executive.

## 1.4: Vision

To be an avenue through which computing students can link with the ICT industry through research, innovations and skills.

## 1.5: Mission

Encourage practical approach to ICT problems, career development through projects and academic interactions as well as research, innovations and mentorship programs.

# Article 2: OBJECTIVES

1. To enlighten the Kibabii University fraternity and society on the modern world of computing and emerging issues in technology.
2. To create a platform for member’s exposure to the industries which may lead to job opportunities and industrial attachments
3. To enhance unity and spirit of teamwork for students who share common interest in the world of computing.
4. To equip the KUUIA members with skills to cope up with drastically changing technology.
5. To market the ICT skills of members to the outside world through participating in university and colleges forums, seminars, workshops and exhibitions.
6. Organize exchange programs, workshops, symposia and seminars to enlighten the surrounding society on ICT.
7. Promoting the utilization of science and technology for peaceful purposes, for the welfare of the humanity.
8. To further activities aligned to the programs, priorities and guidelines of UNESCO.

# Article 3: MEMBERSHIP

## 3.1 Normal Membership

1. The membership of the Association shall be open to the interested student from the school of computing and informatics at the beginning of every academic year.
2. One must be a student from school of computing and informatics (SCAI) and a student in Kibabii University in order to become a member.
3. Registration for any member of KUUIA must be through payment of non-refundable fee applicable during registration which will be done every academic year.

## 3.2 Associate Membership

The associate membership shall be granted to students who complete their undergraduate studies in Kibabii University upon payment of a non-refundable registration fee that will be agreed upon by members of the Association.

Associates membership will be open to students currently taking master’s degree at Kibabii University and shall be renewable even after completion of studies at Kibabii University.

# Article 4: RIGHTS OF MEMBERS AND ASSOCIATES

## Rights of Ordinary members

1. To vote during elections.
2. To vie for a post.
3. To benefit from success of the society.
4. To air their opinion on improvement on the activities of the society.
5. To access books of accounts and question usage.
6. To be awarded with a certificate (for consistent and active members during till time of completion of his/her course).

## Rights of associates

1. Have no right to vote.
2. Can guide the Association on decision making

# Article 5: CONDUCT

1. Executive member who fail to attend three (3) consecutive general meeting without permission will have their seat declared vacant pending a by-election.
2. Members who fail to attend three (3) consecutive meeting without a genuine reason will face the disciplinary committee.
3. Abusive language or assaults of the members will not be tolerated.
4. In case of an offence the rightful code of conduct will be brought out.

# Article 6: THE EXECUTIVE

## 6.1: Composition of the Executive

1. The executive should be composed of: -
2. Chairperson
3. Vice-Chairperson
4. Treasurer
5. Project Manager
6. Organizing-Secretary
7. Secretary
8. Webmaster and
9. Class representatives.

## 6.2: Qualifications for Executive

1. Criteria for selecting viable nominees for the specified positions as stated in 6.1 above:

1. Registered member of KUUIA
2. A student in school of computing and informatics.
3. Competent and responsible member
4. He/she should have never been involved in any disciplinary case or should have already been cleared of any charges in the event of such case.
5. Should have proof of participating in KUUIA activities and events in the past.

## 6.3: Criteria for Nomination to Executive

* 1. The chairperson should not be in the same year with the vice-chairperson.
  2. The Chairperson must be a third year or a fourth year.
  3. Project manager must be a fourth year or a competent associate.
  4. Other members of executive can be elected from any year of study.
  5. One class representative per year of study except for the first years with two representatives.

# Article 7: RESPONSIBILITIES

## 7.1 THE PATRON

1. The patron shall be the head or any other lecturer of the school of computing and informatics or a head in the ICT department.
2. **The roles** of the patron are:
3. The chief advisor and auditor of the Association.
4. Presiding over activities/events such as official openings, awards presentations and similar events of the Association and in absence send a representative.
5. Shall be the link between the Association and the School of computing and informatics and the administration.
6. Using links/his contacts and the patron shall help the Association in inviting guests/speakers to the Association’s events.

## Role of the Chairperson

1. To chair KUUIA meetings.
2. To call general elections and by election.
3. To dissolve the existing office at the end of the current term.
4. To brief the members on the official decisions.
5. To brief the patron on the Association activities.

## Role of Vice Chairperson:

1. Engagement

The vice chair creates public awareness initiatives and ensures the organization is visible to the community and those interested in assisting the Association.

1. Reporting

The vice chairperson shall prepare operational and financial reports for the executive committee and patron of the Association. These reports are typically presented to executives to review the Association’s status, as well as exchange ideas and suggest changes to improve operation.

1. Organizational Policies

Working with the executive committee of the Association, the vice chairperson plans, develops and enforces policies and objectives for the Association to ensure it maintains its values and meets established goals.

1. Management

Under the direction of the executive committee, the vice chairperson will spearhead the day-to-day activities of the Association. This includes developing responsibilities for the staff, hiring, developing and mentoring staff, as well as ensuring the Association accomplishes tasks to meet its overall goals.

## 7.4 Role of the Secretary

1. Liaising with the Chair to plan meetings
2. Receiving agenda items from committee members
3. Circulating agendas and reports
4. Taking minutes
5. Circulating approved minutes
6. Maintaining effective records and administration

## 7.5: Role of organizing secretary:

1. Organizing venue for all Association’s meeting.
2. Organizing for all activities of the Association.
3. Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the Association.

## 7.5: Role of the Treasurer:

1. Keep financial records and the account books of Association.
2. Receive money on behalf of the Association.
3. Prepare and read budget during annual general meeting.
4. Banking finances to Association bank account.

## 7.8: Role of the class representative:

1. Represent the class during official meeting.
2. Bring up issues affecting their class mates.

## 7.9: Role of the Project Manager:

1. Production of documents and paper work
2. Setting deadlines and milestones for project.
3. Work beak down in the event project.
4. Arching and storing template.

## 7.10: Role of the Webmaster:

1. Maintain the website and systems of the Association.
2. Head of development team.

# Article 8: ELECTIONS

1. KUUIA elections shall be conducted four weeks before the end of the second semester of every academic year.
2. Elections shall be called by the chairperson upon dissolving the existing office within the last four weeks of the semester. If he/she does not dissolve the office within the specified time, the office shall be deemed dissolved and patron shall call elections immediately.
3. The following seats shall be declared vacant upon dissolving of office in (2) above:
4. The Chairperson
5. The Vice chairperson
6. The Organizing secretary
7. The Treasurer
8. The Secretary
9. Webmaster
10. The class representatives for each year of the study.
11. In the event that an official resigns or is removed from office, a by-election shall be held to elect a new official within fourteen days.
12. Only registered members will be allowed to vie for any post and also vote during election.
13. Nomination for the specified positions shall be conducted two weeks before the elections.
14. An electoral commission comprising maximum of nine (9) members and minimum of seven(7) shall be formed to vet the applicants on as stated in article 6 section (1)
15. Nomination for the specified positions shall be conducted according to prescribed criteria in Article 6.3
16. Names of the qualified nominees to vie for specified positions should be publicized on any public notice boards of the university.
17. Only registered members shall be allowed to vote.
18. Voting is by secret ballot .One person one vote.
19. A representative from the School of Computing and Informatics will oversee the elections.
20. An individual shall hold same post for a maximum of two terms (two academic years).
21. Two third (2/3) representation in the elective positions apply.

## Qualifications for Electoral Body

1. Must be a finalist.
2. Must be a registered member of KUUIA.
3. Must have been active participants in KUUIA activities

# Article 9: FUNDS

1. The main source of funds for the Association is membership contribution and donations.
2. Membership registration fee will be as agreed upon by the members of executive.
3. The finances of the Association shall not be lent to any person for whatsoever reasons.
4. The projects where the Association gets 30% of the total amount of money generated in any given project.

# Article 10: AMEDMENT OF THE CONSTITUTION

The constitution is subjected to amendment by approval of two thirds (2/3) of members.

# Article 11: ENACTMENT OF THE CONSTITUTION

The constitution becomes lawful upon being signed by the chairperson, the treasurer and the Secretary.