**MWENGE CATHOLIC UNIVERSITY**

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**THE CONSTITUTION OF MWENGE CATHOLIC UNIVERSITY**

**COMPUTER SCIENCE STUDENTS ASSOCIATION,**

**P.O BOX 1226, MOSHI, KILIMANJARO.**

**(MWECAUCSA)**

**2023**

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**THE CONSTITUTION OF THE MWECAU COMPUTER SCIENCE STUDENT’S ASSOCIATION (MWECAUCSSA).**

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*PREAMBLE****.***

**WHEREAS WE,** the members of MWECAU Computer Science Students Association have firmly and solemnly resolved to build in our Association founded on the principles of freedom, justice ethics and professionalism.

**AND WHEREAS,** those principles can be realized in a professional association which the executive is accountable to members, thereby ensuring that all members’ rights are preserved and duties of every member of the association is faithfully discharged.

**Association’s Aims**

The ICT club of MWECAU is student organization for those who are taking ICT courses in their studies, it was founded in 2023 with the intension of providing everything students need to explore their ideas, develop new skills related to the field of computers. We also help in building confidence in students with the help of various programs. This club consists of computer enthusiasts and technically minded hobbyists as the executive members.

**PART ONE: PRELIMINARY PROVISIONS.**

**ARTICLE 1**

**Short title.**

This constitution shall be cited as **“*The Constitution of MWECAU STUDENT’S COMPUTER SCIENCE ASSOCIATION”*** and shall come into force soon or after its adoption by members to this Association at least 20 members.

**Article 2**

**Interpretation section**

**In this Constitution unless the context require otherwise;**

“**The Constitution**” meansThe Constitution of MWECAU Computer Science Students.

“**Member**” means a member of the association.

“**President**” means the president of MWECAU Computer Science Students Association

**Article 3**

**Applications**

This Constitution shall apply to govern and limit the functions and objectives of the club to imparting the knowledge and practical and achievable skills on Computer Science Students Association.

**PART II: REGISTRATION, HEAD OFFICE AND CORE VALUES.**

**Article 4**

**Registration**

MWECAU Computer Science Students Association is the independent association at Mwenge Catholic University of Tanzania operating independently, in accordance with the laws and regulations of Mwenge Catholic University of Tanzania and Constitution of the United Republic of Tanzania.

The association shall operate within and outside Mwenge Catholic University of Tanzania.

**Article 5**

**Head office**

The head office of the Association shall be at Mwenge catholic university of Tanzania main campus P.O BOX 1226 Moshi, Kilimanjaro Tanzania and other offices may be at any area within The Mwenge catholic university of Tanzania as otherwise directed by the executive committee from time to time.

**Article 6**

**Core values**

1. Integrity.
2. Teamwork.
3. Excellence.
4. Trust.
5. Peace and tolerance.
6. Professionalism.
7. Participation and inclusion.

**PART III: OBJECTIVES, VISION AND MISSION.**

**HAVE RESOLVED TO COMBINE OUR EFFORTS TO ACCOMPLISH THESE MISSION, VISION AND OBJECTIVES**

**Article 7**

**Mission**

1. The club shall provide informational and technological support and reasoning to its members and the community.
2. The club shall encourage creativity and collaboration for the spirit of innovation.
3. The club shall produce applications of information and communication technology to the academic and to the industry.

**Article 9**

. **Vision**

The main vision of the club is to explore the students to the latest advancements in computer technology and give individuals an opportunity for sharing and extending ideas, views and knowledge in the field of computers and fast changing technology.

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**Article 8**

***Club’s Objectives***

The technology is evolving at a lighting speed and we are expected to know about it if we want ourselves to sustain in the computer world as the saying goes “Necessity is the mother of innovation” The necessity of place where the newer technologies could be learnt without any hassles gave birth to the computer club. The club provides a strong platform for students to practically implement their innovative ideas in computer for different applications. The club offers indispensible guidance, workshop and organizes various events for students to explore their full potential.

**The Objectives of the Computer Science Students Association are;**

1. To nurture the minds of students towards creativity and steer and their talents towards high quality research in different areas of computer technology.
2. To provide students a platform where they can share their knowledge on current trends in Information Technology and make student able to convert theoretical knowledge in practical work.
3. To make students aware of the evolving technologies by organizing seminars, workshops and visiting lecturers or expertise.
4. To let our students to excel in the area of computers and cognitive sciences and produce high quality graduate having self confidence in nation.
5. To keep pace with the competitive world by conducting various activities.

**PART IV: MEMBERSHIP.**

**Article 10: Admission of members**

The association shall regard the following qualification in admitting new members:-

1. A member should be a student’s Pursuing Computer science and ICT as a course.
2. A member should be honest and a volunteer
3. A member should be ready to participate in all activities of the association.
4. A member should be ready to agree with the regulations of this Constitution

**Article 11:**

**Types of members**

The following shall be types of members to the organization;

1. Honorary membership: This kind of membership shall be held by students who are pursuing Computer science and ICT as a Program.
2. Associate members: This kind of membership shall be held by person (s) or Institution (s) which in one way or another helps in fulfilling the Mission, Objectives and Vision of the Association.
3. Expert members: this kind of membership shall be held by a graduate student of computer science at Mwenge Catholic University

**Article 12**

**Rights of members**

The following shall be the rights of members to the organization unless the context require otherwise;

1. All members are equal within the association

2. All members must be treated equally in all the time throughout the time of membership 3.Every member has equal right (apart from associate member) to contest for any position, elect and to be elected as a leader within club.

4. All members have freedom of expression before the association’s organs in an ethical way

5. Every qualifying member has a right to be given all information associated with association without any restrictions.

6. Every member shall be awarded a certificate of membership and appreciation for the better contribution to the club.

**Article 13:**

**Duties of Members and Leaders**

The following shall be the obligations of members unless the context require otherwise;

1.Every member has to pay the entrance and membership fees.

2. Every member has to participate in all club activities aiming at fulfilling association’s vision, mission and objectives of the association.

3. Every member has the duty to obey and to abide by this Constitution of MWECAUCSSA.

4. Every member has the right in accordance with the procedure provided by the law to take legal action to ensure the protection of this constitution and the law of the University.

5. Every member has the duty to attend all the meetings of the association.

6. Every member has the duty to protect the association’s properties, and also to respect another person’s properties.

7. Every member has the duty to respect any appointed or elected leader of the association.

**Duties of leaders**

1. Every leader has the duty to obey and to abide by this constitution of MWECAUCSSA.
2. Every leader has a duty to respect members of the association.
3. . Every member has the duty to protect the club’s properties, and also to respect another person’s properties.
4. Every leader has the duty to protect this constitution.
5. Every leader has to participate in all societal activities aiming at fulfilling association’s vision, mission and objectives of the association.

**Article 14**

**Termination of members and leaders.**

Membership shall be terminated if:

1. Death, if the Organization ceases to exist;
2. Mental disorder as approved by the doctor
3. Going against the constitution
4. Resignation, by written notice to the chairperson and executive committee plus ethics and professionalism committee.
5. If a member does not perform his/her duties and activities for 2 consecutive months.
6. Any negative information spread by a member that can damage the name of the club.

A leader shall be terminated if:

1. Death
2. Mental disorder as approved by the doctor.
3. Resignation, by written notice to the chairperson and executive committee plus ethics and professionalism committee.
4. Going against the constitution
5. If a leader does not perform his/her duties and activities for 2 consecutive months.

**PART FIVE: ASSOCIATION LEADERSHIP**

**Article 15**

**President/ Vice president.**

The president and vice president shall be elected...

President/vice president shall have the following duties:-

1. To conduct and lead all meetings
2. Shall sign and approve all legible contracts on behalf of the club.
3. To represent or select representatives of the association in different events or meetings.
4. The president shall have the authority to suspend any leader who shall misbehave and leads to the damage of an association reputation

**Article16**

**General Secretary/ Deputy Secretary.**

The general secretary and deputy secretary shall be elected.

General secretary/Deputy secretary shall have the following duties:-

1. To write minutes of all meetings.
2. To preserve all documents of the association.
3. Advisable and able to advise
4. Should be confidential
5. Able to communicate on behalf of the association
6. Able to prepare report on quarter half year, and annual bases
7. To register new member and prepare the a calendar of the association

**Article17**

**Treasurer and Assistant Treasurer**

Thetreasurer and assistance shall be elected.

 Shall have the following duties:

1. To advice on the income and expenditures of the association.
2. Trustworthy and honesty
3. Confidential
4. Keep records and financial management of the association
5. Receive and pay all expenses on behalf of the association
6. Prepare quarter, half a year and annual financial report
7. Signatory to cheques and payments of the association
8. Ready to perform other activities as assigned by the association

**Article18**

**Public Relations officer/ Assistant Public Relations officer**

ThePRO/ Assistance shall be elected.

Shall have the following duties

1. Spokesperson of the association and boundary spanning role
2. To coordinate all the organs of the association
3. To conduct research on any matter that has benefit or can damage of the association
4. Conflict resolutions within the association
5. To advise the association leaders and members
6. Organizing events of the association.
7. Has the duty to build, maintain and promote good image of the association.

**Article 19**

**Project Manager/ Assistance Project Manager**

The project manager shall be elected.

1. To coordinating all project that operated within the association.
2. To the relevance project to be presented in the association.
3. To find the expertise of the project context.
4. To conduct research on any matter that has benefit or can damage of the association
5. To create the right condition that enable the project team to carry their duties.
6. To organize all project teams in the organization.
7. To acts as the motivator, facilitator, integrator, communicator of the association ( MWECAUCSSA)

**Article 20**

**Legal officer**

The legal officer shall be elected from member.

To advice the association on legal matters concerning election, signing of contract, and constitution amendment.

**Article 21**

**Executive committee**

There shall be the executive committee comprises with 8 top leaders and two members elected by members at general meeting working together with the top management leaders.

The executive committee shall be selected at a General meeting by the new elected chairperson with not less than 10 people who shall include top management leaders.

(1)The executive committee shall be responsible to:-

1. Prepare long and short term development plans
2. Run and supervise all the club activities according to the constitution.
3. Implement all the resolutions and directives of the General meeting.
4. Cessation of leadership and membership for any indiscipline case.
5. Approve financial statements
6. Sign the members book
7. Set policy and principles that concern finance and administration
8. Report on the General Meeting about the association progress including income and expenditure, the balance sheets of the ongoing financial year, and approximates on the expenses and income of the coming year
9. Preserve the association to any accusations
10. Preserve and keep all the property of the association
11. Perform all other activities which seems to be urgent to accomplish the objectives of the club.
12. Enact by –laws and principles for operating daily activities of the society that shall be sent to the General Meeting to be endorsed.

(2)**Executive Committee Meetings**

1. The Executive Committee meetings shall be held at least once per month and at any time of need
2. president/vice president shall lead the meeting; during their absence, anyone among the Executive Committee member shall be appointed to lead the meeting
3. All the meetings shall be valid if the attendance are at least half of the members to make decision
4. Any member of the Executive Committee who fails to attend 4 consecutive meetings shall be removed from the Executive Committee and replacement made by the Executive Committee from among the members of the association.
5. All the meetings shall be convoked by the President
6. Every member of the Executive Committee shall have one vote except the President who will have the casting vote in case the ballot ties.
7. All the activities shall be written down in the Executive Committee book and signed by the President or secretary.
8. The Executive Committee shall have the power to accept new members.

(3) **The Cessation of Executive Committee Membership**

Membership of executive committee shall beceased if one of the following happens:

1. If he/she resigns
2. If he/she is suspended both in Executive. Committee and membership by the General meeting; but after being given a chance to defend him/herself.
3. Death
4. Mental retardation as approved by the doctor.

**Article 22**

**Patron/matron**

There shall be the patron/matron of the club who shall be nominated by the top management of the club and voted for YES or NO by all members. The Patron/Matron shall be responsible in Supervising and advising different matters pertaining all MWECAU Computer Science Student Association’s activities.

**Article 23**

**Association committee.**

There shall be 6 committees in which every committee shall have five members in which there shall be a chairperson and secretary of the committee, but other members of the club shall be allocated in each committee basing on their qualifications and skills they have, the president of the club in collaboration with the executive committee shall have an authority to appoint the members of each committee including leaders.

**(1) Seminars, Training, project writing and Exhibitions committee**

The committee shall have the following duties:-

1. Making network with different companies or organizations
2. Presenting academic papers which are related to the field of computer science.
3. To prepare and preserve all documents of all seminars, training and exhibition.
4. Inviting the already linked companies and organization to come and give seminar and training to members.
5. To maintain relationship with partners and sponsors.

**(2) Debate and Forum committee**

The committee shall have the following duties:-

1. Preparing different debates and forum activities for academic purpose.
2. To help members to acquire stamina and maintain Public speaking protocol.
3. To prepare speech competitions among members so that to help members to improve language skills.
4. To find professional speakers who can speak during debate activities.
5. To prepare topics for discussion among members and invited guest.

**(3)Media relations and Publications committee**

The committee shall have the following duties:-

1. Conducting Information Communication Technology (ICT) seminars in media relations.
2. To present and conduct internet surfing advertising product
3. Preparing and producing fliers, brochures, memo, and banners.
4. Printing T-shirts for club members and other associations.
5. Web, blog, and logo designing.

**(4) Study Tours and Outreach**

The committee shall have the following duties:-

1. To demonstrate the vision and mission of the club as well as University at large to the internal and external community.
2. To reach the community of Tanzanian, companies and institutions for the purpose of practicing computer science activities.
3. To prepare outreach events for the purpose of publicizing the association and Computer science as a professional.

**(5) Fund-Raising committee**

The committee shall have the following duties:-

1. To conduct fund raising activities during club graduation, meeting and training or seminar.
2. Selling T-shirt of the association
3. Finding sponsorship from different partners, for example, the university, Business firms and other volunteers from different sectors.
4. Planning scientific fund-raising events and keeping all records of financial information of the association events as well as making follow up of debts and pledge from different people/organizations.

**(6) Persuasion committee**

The committee shall have the following duties:-

1. To persuade computer science and ict students to join the association.
2. To build positive perception of the association.
3. To encourage members to attend all events related to the association.
4. To train members on various persuasion techniques and theories to be applied.

**(7) Ethics and Professionalism**

The committee shall have the following duties:-

1. Monitoring disciplinary cases during meetings and events.
2. To counsel in disciplinary members of the association.
3. To prepare by-laws of the club to guide members.
4. To propose punishment to in disciplinary members. To educate members about ethics of Computer science as profession.

**Article 24**

**Meetings**

There shall be three types of meeting for the club to run its different activities.

1.  General meeting

2. Executive meeting

3. Special general meeting

(1)**General Meeting**

There shall be two general meeting each semester

The meeting shall involve all the members of the association.

(2) **Functions of the General meeting**

The general meeting shall have the following functions:-

1. To read and approve the minutes of previous general meting
2. To go through the financial statements of the club that has been audited
3. To receive, discuss approve the long and short term plans
4. To discuss and approve the approximate of expenditure of the coming year.
5. To approve new members and take disciplinary actions towards the disobedient members
6. To endorse and enact by –laws and approve its principles including voting, accepting new members, and disseminating information
7. To amend the Constitution
8. To conduct elections.

**Article 25**

**Leadership qualifications**

There shall be the qualifications before the leader qualify to contest for the positions these shall be:-

1. A contestant should be mentally fit.
2. A contestant should be honest and credible.
3. A contestant shall be ready to volunteer
4. A contestant shall advice and be advisable.
5. A contestant shall be aware of the mission, vision and objectives of the association
6. A contestant shall be an active member by fulfilling all the responsibilities and activities of the association.

**PART SIX: ELECTION OF LEADERS AND TERMS OF OFFICE.**

**Article 26**

**Terms of office**

The elected leaders, Executive Committee members including the President, Vice president, chairperson, vice chairperson, Legal Officer, Public Relations officer/Assistant PRO and Project Manager, shall be into power for one year before general election to be held. Subject to this constitution any position shall be vacancy and election of the position shall be held or that vacancy shall be filled otherwise in accordance with this constitution, upon the occurrences of any of the following:-

1. Death
2. Mental disorder as approved by the doctor
3. Going against the constitution
4. Resignation
5. If the leader does not perform his/her duties and activities for 2 consecutive months.
6. Any negative information that can damage the name of the association.

**Article 27**

**General provision governing election.**

The president of the club in collaboration with ethics and professionalism president shall have an authority to form electoral committee which will consists 12 members including the patron/matron and HOD.

The electoral committee shall have the following duties:-

1. The electoral committee chairperson/ secretary shall distribute electoral forms to candidates as directed in part C in electoral form.
2. Names of qualified candidates in all positions shall be released out 7 days before election, and election campaign will start officially.
3. All qualified candidates shall be given the chance to express themselves to members during the general meeting and voting session shall follow.
4. Election shall be secret ballot in all top positions
5. The electoral president shall have an authority to announce the final results.

**PART SEVEN: FUNDS, AUDITING AND FINANCIAL MANAGEMENT**

**Article 28**

**Financial year**

The financial year of the club shall be recognized right after the inception of the association leadership.

**Article 29**

**Sources of funds**

The club shall use the following means as the source of Funds

1. Donors/grants
2. Fundraising, from members and non-members of the association.
3. sponsorships

**Article 30**

**Annual report**

All the annual financial report shall be kept by the treasurer and shall be delivered to the EC and members of the association whenever needed.

**Article 31**

**Bank Account**

The fund of the club shall be deposited in the bank account where chairperson, secretary and treasurer shall be signatories in all bank transactions. The treasurer signature is mandatory and any one other.

**Article 32**

**Auditing**

All financial matters of the association shall be audited by the auditor, and the auditor shall be in position to provide advice on matters pertaining finance uses.

**PART EIGHT: DISSOLUTION AND CONSTITUTION AMENDMENTS**

**Article 33**

**Cessation of the association**

The club shall be ceased if the following happens:

1. The request of 3/4 of all members; and they shall write a signed letter of each member stating the reasons of the cease.
2. Whenever it happens, the auctioneer shall be called and debts shall be paid, the balance shall be given to club organizations whose objectives are similar to MWECAUCSSA.
3. If the patron and Head of department have approved members decision.

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**Article 34**

**Constitution Amendment**

The constitution shall be amended if the following may happen

1. 3/4 of the members need to do so.

**PART NINE: MISCELANEOUS PROVISIONS**

**Article 35**

**Conflict resolution clause**

(a)Where there shall be misunderstanding either among the members /or club and other association, or sponsor shall be solved by the executive committee in with collaboration with ethical and professionalism committee and legal officer. Failure to settle the conflicts it shall be sent to the General meeting.

(b) If there shall be misinterpretation of this constitution it should be sent to the club legal officer, failure to settle the matter it shall be sent to corporate counsel of MWECAU for final interpretation.

***ICT Association Policies***

1. Confidentiality about projects that take place in the association.
2. Building awareness about ICT standards among stakeholders.
3. To promote the use of e- resources to support academic purposes.
4. To Share ideas, resources, skills and practices with lecturers on department of natural science and ICT.
5. To ensure that all resources borrowed from the computer room are returned.
6. To promote and support innovation and entrepreneurship in ICTs
7. To encourage Mwecau ICT development by supporting and providing incentives for innovations in software and hardware;