**CAVENDISH UNIVERSITY ZAMBIA INFORMATION TECHNOLOGY ASSOCIATION also known as (CUZITA)**

**CONSTITUTION OF THE** [**CUZITA)**]

**AT THE UNIVERSITY OF CAVENDISH ZAMBIA**

**Article I Name:**

The name of the organization shall be **CUZITA**.

The name under which your charter is specific or local to the University of Cavendish Zambia. You should not charter an organization under any name that is used by or may be confused with any group off-campus. Any exceptions to this should be discussed with the Office of Student Life prior to beginning the chartering process. (If affiliated with an outside group, a charter of the affiliated outside group must accompany this constitution).

**Article II Purpose:** *(It is advisable to state the purpose in general terms.)*

Section 1 *State the purposes of the organization (remember all Club activities must relate to the purposes of your organization).*

Section 2 *State how the organization proposes to achieve the purposes (such as through lecture, forums, study groups, etc.).*

**Article III Membership:**

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| Section 1 | Membership is open to all CUZ students. All members must |
|  | be currently registered students at the University of Cavendish Zambia. |
|  | (AESS,LAW faculties, staff cannot be |
|  | members of Computer E.I.T organizations, although their participation in club |
|  | activities is welcomed.) |
|  | Prospective members must subscribe to or be interested in |
|  | the purpose of this organization. |
| Section 2  . | Membership in the [**CUZITA]** may not be denied on the basis of the race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with our constitution. |
| Section 3 | A person may become a voting member by attending regularly scheduled meetings and events. |

**Article IV Officers/Election and Committee Structure**

Section 1 Executive

1. There shall be a **president** who shall:
   * preside at all club meetings
   * provide oversight to all events/activities of the organization, delegating as needed.
   * serve as representative for the club at Club Council Meetings or designate another officer to serve in this role.
   * Maintain regular communication with Office of Student Life, Student Government, club advisor, officers and membership
   * Work with the Office of Student Life to verify all officers complete required trainings including SPARC, Budget workshops, etc.

1. There shall be a **vice-president** who shall
2. • assume the duties of the President
   * assist the Treasurer with managing the club budget • oversee club committees
   * assist President in overseeing all events/activities of the club.

1. There shall be a **treasure**r who shall be responsible for
   * process club purchase requests
   * keep records of all Club expenditures, including making sure all vouchers are processed.
   * oversee all club fundraisers, including depositing all funds collected by the club with the CSI Association
   * attend an annual Budget Workshop and other budget trainings as required.

1. There shall be a **secretary** who shall
   * take minutes and attendance at all meeting
   * upload minutes to CSI Connect and email minutes to Office of Student Life
   * maintain an up-to-date membership roster on CSI Connect.
   * handle all correspondence on behalf of the club (email, texts, social media).

**Note: No one is allowed to hold more than one position within this club or any other club.**

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| Section 2. | **Election of Officers:**  Elections will be held in late July/early August. An officer will be elected by receiving votes from the present Executive. Elections held are elections to select a board of directors and maybe held by show of hands, roll call or online polls. Candidates must be present at the election meeting. The Club Faculty Advisor should be present at the finale votes. |
| Section 3. | **Term of office:**  Term of office for elected officers will be Semester Every Semester will without an inclusion of the executive all members elected are board of directors. Therefore they are respondent to the executive. An officer may choose to run for another term. If an officer is unable to complete |

their term of office a new election shall be held to fill the vacant position.

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| Section 4: | **Eligibility to serve as an officer:**   1. Officers must be currently enrolled students at the university for the full term of office. 2. They must be in good and can maintain certain level of information system or computer systems with a high level of security. 3. They must submit a Student Leader Position Acceptance form and complete anti-gender based violence act. |
| **Section 5:** | **Removal from office:**  If an officer does not fulfil their duties as outlined in Article IV Section 1. The membership may request that the officer step down from their duties. The Club Advisor should serve as a non-voting mediator for these proceedings.   1. The officer should be given notice of concerns raised by the membership (verbal and written communication). 2. The officer should be given opportunity to resign from their role or to present reasoning to the full membership on why they should be able to continue in their role. 3. The membership shall upon hearing the officers reasoning cast a 2/3 vote to determine if that officer should be removed from office. 4. If an officer is resigns or is removed from office a new vote to fill the vacated position should be held at the next official meeting of the club. |
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| **Article V Meetings** |
| Section 1 | This organization shall hold regular meetings of the club. At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.  Clubmeetings must be held on campus, advertised a minimum of 48 business hours in advance of the meeting, and open to anyone who wants to attend. |

Section 2 **Quorum:** A simple majority of the membership is required to conduct business (half plus one), or a minimum of 6 current members.

Section 3 Robert’s Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general university regulations.

**Article VI Amendment Procedure**

Section 1 An amendment to this constitution shall be introduced by any voting member and submitted to the Secretary in writing at a regular business meeting.

Section 2 The membership shall be notified about the proposed amendment at least one week prior to a vote on the proposed amendment. A 2/3 vote of the voting membership is required to pass an amendment. The Office of Student Life and the Student Government Club Commission must approve all amendments.

**Article VII Ratification**

Section 1 Ratification of this constitution shall follow the procedures in Article VI- Section 2 of this document.

**Article VIII Regulations**

Section 1: **CUZITA** agrees to abide by the policies of Cavendish University

Zambia as well as all federal, state and local laws. Any changes to this

Constitution and/or bylaws will follow in word and spirit, all College of Staten

University policies and all federal, state and local laws.

Section 2: It is the responsibility of the **CUZITA** to keep both the Student Government office and the Office of Student Life informed of all changes in the constitution, as well as updating officer and membership information each semester.

*Additional Notes*

1. All recognized groups must comply with the general University regulations concerning student organizations.

1. Enough copies of this constitution should be printed for distribution to all members, your Faculty/Staff Advisor, the Student Government, and the Office of Student Life.