



THE CONSTITUTION

PWANI UNIVERSITY COMPUTER
SCIENCE ASSOCIATION

PREAMBLE

We, the students of Pwani University School of Pure and Applied Sciences, Department of Mathematics and Computer Science are aware that the PUCSA Club is created to serve the student community in pursuit of social and academic welfare, peace, prosperity, integrity and dignity of student at large. Exercising our right to determine the form of leadership we deem suitable for our club, conscience of sacred role as the foundation upon which the promotion of our solidarity and strength depends.

Convinced that this constitution shall guarantee continued peaceful existence of PUCSA as self-determining club, recognizes the desire of students of Pwani University and the laws of the school.

DO HEREBY rededicate our efforts to declare, adopt and bond ourselves by this constitution as a constitution of PUCSA

ARTICLE I:

NAME AND LOGO

The club shall be known as PWANI UNIVERSITY COMPUTER SCIENCE ASSOCIATION herein also referred to as PUCSA and which shall be duly registered by the university through the Deans of Student office and below is its logo.



AREA OF OPERATION

The club shall be situated at the main campus of the university

ARTICLE 2:

AIMS AND OBJECTIVES

The aims and objectives of the PUCSA shall be:

- ❖ Promotion of academic welfare of Computer Science and Telecommunication students in university.
- ❖ To establish and maintain cordial relationship with other bodies within and outside the university.
- ❖ To ensure equitable gender representation and participation in student affair in the university.
- ❖ Be a means through which student sense of responsibility, leadership qualities and other talents shall be identified and natured.
- ❖ To promote the participations of members in projects of PUCSA and provide innovation in any other field of national undertaking.

ARTICLE 3:

Membership

Membership shall consist of all interested students in Pwani University.

1. REGISTRATION

- ❖ Each member will be required to pay Ksh100 for registration and renewal fee of Ksh 50 each subsequent semester.

2. CEASATION OF MEMBERSHIP

- ❖ An ordinary member of PUCSA shall cease to be a member upon completion of study at the university or when such a member ceases to be a student at the university.
- ❖ Any member who ceases to be member of PUCSA club shall not be entitled to any refund of subscription fee or any money or donation contributed by him/her at any time or to any part thereof.

Rights of Members

Subject to this constitution unless stated to the contrary, ordinary members shall have the following rights and duties within PUCSA

- ❖ Every ordinary member shall have a fair and equitable right to access the services and facilities offered by PUCSA club, if such access shall not be through unlawful means.
- ❖ To meet regularly and collectively with the organization officials and to get regular feedback on decisions and activities of all the organizations organs.
- ❖ Every ordinary member shall have a right to requisition for a vote to be taken in the AGM.
- ❖ The right to freedom of speech and expression.
- ❖ The right to take part in all activities of the club without hate or hindrance.
- ❖ Clause (v) above shall not extend to;
 - i) Spreading hate speech.
 - ii) Propaganda.
 - iii) Causing physical harm.
- ❖ All ordinary members of PUCSA club shall pay a membership fee and annual subscription fees
- ❖ The membership fee and annual subscription fee shall be decided upon by the special general meeting and approved by PUCSA members in annual general meeting AGM.

- ❖ PUCSA may solicit funds from the university administration or any other willing institution or organization and such funds shall be declared in the PUCSA annual returns

Obligations of Members

- ❖ Every member shall respect PUCSA officials (including decisions and actions legally made and taken by them) as established in this constitution.
- ❖ To adhere to the constitution and the decisions regularly made by the organs of the club.
- ❖ To pay membership fee upon registration and any other fee as may be required.
- ❖ To participate in an effective way in the activities of the club and give full assistance to the action taken by the club provided these actions conform to the constitution.

ARTICLE 4:

1. Composition of the Executive

The Executive of PUCSA shall consist of the following of its bearers

1. Chairperson
2. Vice Chairperson
3. The Secretary General
4. The Treasurer
5. The Secretary
6. The Organizing Secretary

2. Qualifications of the Executive

A person is qualified to be nominated as a candidate for election to the executive if that person:

1. Is an ordinary member of PUCSA
2. Is a fully paid up member of PUCSA
3. Is a student at the University with at least two semesters left for studies
4. Is nominated by a majority vote of ordinary members of PUCSA.

3. *Execute Authority*

- ❖ The executive authority of PUCSA club is to be exercised for the benefit of the members and must be exercised according to this constitution
- ❖ Ensure all members uphold this constitution, and that the constitution is free from willful interference.
- ❖ Manage or appoint other person to manage PUCSA assets and formulate policies and/by law.
- ❖ Recommend creation or dissolution of any office(s) at the AGM or where need arises by a majority vote.
- ❖ Shall be fully responsible for the general administration of PUCSA.
- ❖ Shall make decisions in case of emergency without the due constitution provided that such decision(s) is made in the best interest of PUCSA and that such decision(s) shall be dully reported thereafter to members.
- ❖ To approve new members who are not in the faculty of PUCSA upon fulfillment of the following conditions:
 1. Comply with the constitution
 2. Comply with the decision of the decision
 3. Do not take part in election (By voting or vying)

ARTICLE 5:

4. *Roles of office bearers*

i) Chair Person

- a) Preside over meeting of the Executive, AGM and any other.
- b) Represent PUCSA at National and International levels on issues relevant to PUCSA interest.
- c) Be a signatory of the PUCSA Bank Account
- d) Take charge of the overall administration of the Executive
- e) Be the custodian of the PUCSA constitution and ensure that the constitution is free from willful and malicious interference.
- f) Delegate and/or assign (subject to approval by the Executive) duties, to another member of the Executive and/or any ordinary PUCSA member.
- g) Shall address the first session of the elected executive and every first sitting of the Executive in each semester within the first 21 days.

ii) Vice Chair person

Deputize the chairperson roles in case of absenteeism and any other roles assigned by the executive.

iii) Secretary general

- a) Keep, in a proper business-like manner true and accurate records of the proceedings of every meeting of the executive, the AGM and any other meeting.
- b) Maintain and have custody, subject to the directions of the executive, all correspondence of PUCSA
- c) Keep record of the register and all members.
- d) Be a spokesperson of PUCSA
- e) Issue notice of meetings of the AGM and the executive
- f) Be a signatory to PUCSA bank accounts in the absence of the chairperson
- g) Perform any other duty as may from time to time be assigned by the chairperson
- h) Maintain contact with all other universities and to be responsible for foreign affairs

iv) Deputy Secretary General

Deputize the Secretary General roles in case of absenteeism and any other roles assigned by the executive.

v) Treasurer

- a) Keep, in a proper business-like manner true and accurate records of the accurate up to date record of every financial transaction by PUCSA
- b) Ensure PUCSA books of accounts are safe
- c) Ensure every payment and expenditure is duly authorized
- d) Be a mandatory signatory to PUCSA club bank account
- e) Must prepare and present semester budget at the first meeting of the executive every semester
- f) Present audited financial statements at the AGM
- g) Act and serve, as the caretaker of PUCSA investments and fixed assets.
- h) Perform any other duty as may from time to time be assigned by the chairperson

vi) Organizing Secretary

- a) Co-ordinate activities of the executive with other organs of the club
- b) Avail, or cause to be availed, the facility for the meeting of the executive and in consultation with, and in advice of, the executive, assist to facilitate the orientation of new members.
- c) Take charge of logistics in matters, as resolved for execution by the executive
- d) Perform any other duty as may from time to time be assigned by the chairperson

vii) Website Administrator and Communications director

- a) To manage the PUCSA club website
- b) Dispense information pertained to the club through the club's sites or any other sites than can be accessed by members online.

b) Perform any other duty as may from time to time be assigned by the

chairperson

ARTICLE 6:

ELECTION

- I) The electoral system is based on the twin principles of equity of the vote and the right of every ordinary member to vote stand for election and hold elective office.
- II) Elections must be free and fair, conducted through secret ballot and must ensure fair representation of all members.
- III) The electoral commission will have power to design rules and regulations for the proper conduct of election to implement this section.
- IV) All aspiring candidates must collect their nomination papers from the returning officer at least three days before the campaign period is announced.
- V) For the purpose of these elections provided as per this article of this constitution, the electoral roll shall be the faculty registration roll

Election of CIT officers

The elections for every PUCSA official shall be conducted according to the provisions of this constitution, and the electoral commission rules and regulations governing the conduct of elections

- ❖ Any member appointed to the electoral commission of PUCSA shall be entitled to only one vote for each of the positions contested by more than one member at elections held and conducted under the provisions of this constitution.

Offences

- I) An election offence shall disqualify a candidate
- II) For purposes of this section an election offence includes rigging, use of physical force, intimidation, giving false information, campaigning on the polling day and or any other act or omission which defeats the tenets of free and fair elections

By-Elections

In the event a vacancy is created in the office of congress in the normal course of its functions

- I) The executive shall sanction a by-election for purposes of filling in the vacancy or

- II) Depending on the prevailing circumstances at the time, congress shall provide a clear direction

Re-run of Elections

In case the leading contestants get equal number of votes in an election, the chairman of the electoral commission shall declare a re-run of election between the leading contestants within five calendar days after the election

Where elections are nullified, the chairman of the electoral commission shall issue notice for a re-run of election within five calendar days of the election

A motion of no confidence in a member shall only be moved for

- a) Blatant violation of the provision of this constitution
- b) Gross misconduct
- c) Persistent inability to execute the duties of the office as provided in this constitution

Vacation of Office

A member of the executive shall vacate office

- a) When a new office bearer is elected and inaugurated in accordance with the constitution
- b) If members so resolve that they have no confidence in such a member being an office bearer has ceased to be a student at the university or when such a member completed studies at the university
- c) If such office bearer is convicted of a criminal offence by a competent court of law
- d) If such a person by reason of infirmity of mind or body, is unable to execute the functions of his office
- e) If such an office bearer resigns and personally hands in a letter of resignation to the executive giving reasons for resignation and seven working days' notice of resignation and such resignation accepted by the executive. In the event a vacancy is created
 - i) If the office left vacant has a deputizing officer, the deputy shall assume and act in the vacancy created until by election which shall be within 14 days from the day of general meeting and the executive shall appoint another member to act and serve the vacancy now created after the elevation of the deputy till the by election

ii) If the vacancy created has no deputy the executive shall appoint one person from among the executive to act and serve in the vacancy so created till by election which shall be within 14 days from the day of special general meeting.

Resignation

- I) A member wishing to resign from the council shall tender his/her resignation by a notice giving reasons at a meeting and to the chairman of the C.G.C who shall table the notice to PUCSA immediately
- II) The C.G.C shall have power to accept or reject any resignation from a member
- III) On acceptance of a resignation, the dean of students shall be informed by the chairman within 24 hours and a by-election carried out in accorded to election and by-elections

ARTICLE 7:

1. Liability of the executive council

The members of the executive may be held jointly and or severally liable for negligence and mismanagement of the affairs of PUCSA, but in any event shall not be liable for the misdeeds of individual members in their private capacity nor suffer victimization in the discharge of their responsibility provided that they shall carry themselves with responsibility and dignity without misuse of their office. Vote of no confidence in office bearers

Any motion proposing a vote of no confidence in a member of the executive shall originate from the nominated member who shall table it to the executive in not less than 5 working days clearly stating for such motion and if, after the person who is the subject of the motion is given opportunity to respond to it in the executive, the motion is supported by not less than 75% of the members of the executive, the executive shall then convene a meeting within seven calendar days to approve such resolution

ARTICLE 8:

ACTIVITIES

1. Practical PC networking skills and basics of Operating System platform.
2. Equipping members MS essentials and web programming skills.
3. Invitation of the speakers from the computing industries or sourcing for fellow students from with who have a thing to share.
4. PC support, assembly, maintenance and troubleshooting.
5. Setting apart annual events of two major days of project showcasing by students
6. Upon request, link up students in need of expansive knowledge about components of certain subjects with fellow students who are willing to share with others.

ARTICLE 9:

Meetings of the executive

- i) The Executive shall normally meet at least three times in a semester.
- ii) Every meeting of the Executive shall be convened by the chairperson in a manner resolved by the Executive in its first meeting following inaugurations to offices.
- ❖ The quorum for the commencement and conduct for a meeting of the Executive shall be two thirds of all members.
- ❖ Unless the contrary is stated in this constitution, all decisions of the Executive shall be by consensus.
- ❖ There shall preside at any meeting of the Executive;
 - a) The Chairman or
 - b) In the absence of the chairman, Vice-Chairman
 - c) In the absence of the Chairman and the Vice- Chairman, any other member elected by members present by the members present at that time.

ARTICLE 10:

Committees of the club

Disciplinary committee

- l) Any member, including a member of the governing council or congress, accused of not adhering to discipline, shall be summoned in writing to appear before the ad hoc disciplinary committee of the CIT club which shall be formed by the executive

NB: other committees relevant to our club shall be formed as need arises.

ARTICLE II:

Finances of the club

1. *The finance of PUCSA shall be derived from*

- a) CIT membership and subscription fees as provided in this constitution
- b) Revenue earned from income generating activities
- c) Fundraising activities and donations
- d) Any other source approved by special general meeting.

2. *Expenditure*

- a) All monies received for the purpose of PUCSA club must be applied with thrift and stewardship as per the executive approval to provide maximum benefit to the PUCSA club
- b) Any expenditure of funds in excess of the provision of the budget should be approved by the executive

3. *Signatories to bank account*

- a) The treasurer which shall be mandatory signatory
- b) The chairperson
- c) The secretary general.

NB: any of the three signatories can perform transactions.

ARTICLE 12:

Code of conduct

- I. As by this constitution, discipline shall mean compliance to the rules for proper conduct as embodied in this constitution, by-laws and rules shall be formulated from time to time by the relevant authority
- II) Discipline among members in the conduct of the affairs and operations of PUCSA shall be enforced by the executive committee
- III) Any person found guilty of violation of discipline shall, depending on the extent of the violation, be subjected to: -
 - ❖ Warning in writing, which can only be issued to any one member on not more than two occasions or
 - ❖ Financial penalty of an amount to be determined by the disciplinary committee, in compensation for damages caused as a result of the violation
- IV) No member may sit in an authority that is considering whether such member is innocent or otherwise

ARTICLE 13:

Amendment of the constitution

1. Any amendment shall be subjected to referendum and should achieve a majority vote of at least 60%.
2. The secretary general shall notify dean of students' office in writing of the proposed amendment not less than ten days prior to the referendum.
3. The amended constitution shall be preceded to the dean of the students' office within three working days.
4. The amendment shall be considered as the official club policy once approved by the dean of students' office.

ARTICLE 14:

Dissolution of the club

1. At all means the club will be dissolved
2. If the members wish to dissolve the club, the following shall apply:
 - a. Members shall inform the dean of students through the patron writing.
 - b. They shall call an AGM which will vote in favor of dissolution with a 2/3 majority.
 - c. Once the dissolution vote has been conducted and determined as valid, the club will not carry out any other business apart from liquidating club properties and sharing among the members.

ARTICLE 15:

PATRON

1. Any Lecturer in Computer Science can be the club patron.
2. He/she shall server as club patron until he/she ceases to be a Lecturer.
3. He/she shall assist the club executive in organizing projects and activities that will benefit the members directly or indirectly.
4. The patron shall sign all official communication to the university administration which shall be forwarded through the dean of students' office.
5. He/she will advice the club in order to achieve its goals and objectives.

Authorized signatures:

Club patron

Date

Club chairman

Date