





The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR REGISTRATION OF NEW CLUBS/ASSOCIATIONS/ MOVEMENTS (CUEA/DVC ACA/DOS/05)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	2 (TWO)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMIC AFFAIRS
SIGNATURE	
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NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students office	

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0. CONTENTS AND RECORD OF CHANGES

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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1.	21-11-2018	1 -	Review of Procedure	Dean of Students

0.3 Distribution / Circulation

This Standard Operating Procedure is available on CUEA servers for authorized users.


1.0 PURPOSE

This procedure seeks to ensure that new clubs/movements/associations follow the accepted norms and regulations of clubs in CUEA.

2.0 SCOPE

This procedure shall apply to new clubs/movements/associations seeking registration in CUEA.

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3.0 REFERENCES

- 3.1 CUEA Quality Management Manual
- 3.2 CUEASO Constitution

4.0 DEFINITION OF TERMS

4.1 Abbreviations and Acronym

- 4.1.1 CUEASO: Catholic University of Eastern Africa Students Organization
- 4.1.2 SGC: Students Governing Convention.

4.2 Definition of Terms Used

- 4.2.1 CUEASO constitution a set of laws through which Catholic University of Eastern Africa Students Organization is governed.
- 4.3 Dummy Constitution – The first copy of set of laws submitted by the club seeking for registration.


5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and is effectively applied.

6.0 METHOD

- 6.1 The requesting group shall submit the prerequisites including a dummy constitution, names of office bearers and proposed patron/matron to the Chairperson of clubs/associations/movements.
- 6.2 The Chairperson of clubs/associations/movements shall present the documents to the Students Governing Convention (SGC).
 - 6.2.1 If the submissions in clause 6.2 above meet the qualifications as stipulated in the CUEASO Constitution, the SGC shall give back the documents to the Chairperson of clubs/associations/movements to submit the same to the Dean of Students.
 - 6.2.2 If the submissions do not meet the qualifications as stipulated in the CUEASO Constitution, the SGC shall give back the documents to the Chairperson of

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clubs/associations/movements who will return them to the requesting group to effect amendments.

- 6.3 With the help of the University Legal Adviser, the Dean of Students/Administrative Assistant shall identify gaps in the constitution and its uniqueness with other clubs/associations/movements.
- 6.4 The Dean of Students shall submit the documents to the University Management Board.
- 6.5 The University Management Board shall discuss the request and approve the club/association/movement.
- 6.6 The Dean of Student shall within 30 working days communicate the approval/disapproval to the requesting office through the Chairperson of clubs/associations/movements.
- 6.6.1 If the request is approved, the requesting group shall be informed by the Dean of Students through the Chairperson of clubs/associations/movements.

7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	International affiliations e.g. AISEC	Learning exchanges
(ii)		
(iii)		
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Lack of funds	Miss opportunities
(ii)		
(iii)		

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Students	Various skills acquired
(ii)	University	Ranking of the University/marketing
(iii)	Stakeholders	Community service


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7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1.	Learning exchanges	International affiliations e.g. AISEC	2	2	4	Medium	Empower them
2.	Miss opportunities	Lack of funds	2	2	4	Medium	Empower them
			3	3	9	High	
			2	3	6	Medium	
			2	2	4	Medium	
			1	3	3	Low	

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7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

7.3.1 Articles 14 - 19 of CUEASO Constitution

CLUBS / ASSOCIATIONS AND MOVEMENTS


ARTICLE 14: MEMBERSHIP

- i) Membership in all clubs, movements and associations shall be open to any registered student at The Catholic University of Eastern Africa without any kind of discrimination.
- ii) Three quarters of any Club, Association or Movement's membership must consist of current registered students at The Catholic University of Eastern Africa. However, any club, movement or association is free to be open for associate membership to alumni, faculty and staff of the University.

ARTICLE 15: REGISTRATION

- i) Students proposing to form a club, association or movement shall prepare a constitution in which they shall spell out the objectives and activities of the intended club, association or movement. The names and designations of office bearers, patron, membership requirements and possible source(s) of funding must be indicated.
- ii) Application for registration shall require a minimum of twenty initial members.
- iii) Application for registration shall be submitted to the Organization's Executive who will forward it to the Students Governing Convention before it is taken to the Dean of Students who shall in turn forward it to the University Management.
- iv) Any club, movement or association shall be officially approved by the University Management before being entitled to CUEASO funding.
- v) The interim office bearers shall expect communication from the Dean of Students within 30 days from the date of submission of their application for registration.

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ARTICLE 16: ACTIVITIES

- i) All registered clubs, associations or movements must submit their plan of action and/or calendar of activities for a particular academic year within two weeks from the beginning of the semester to the chairperson of clubs, association and movements committee and the Dean of Students.
- ii) All clubs, movements and associations are expected to prepare a comprehensive annual budget and present it to the Finance Committee by the end of the academic year. They shall be required to submit their financial statement before the end of each semester to the Finance Committee.
- iii) Besides CUEASO financial support, all registered clubs, associations and movements shall finance their own activities.
- iv) Activities in the calendar University shall take precedence over all activities of organizations, clubs, associations and movements.


ARTICLE 17: FINANCE

- i) No club, movement or association may exist for the purpose of making profit for its members or officers. Any income accruing from membership fee and/or fundraising revenue shall go into the club, movement or association's treasury for future use.
- ii) All clubs, movements and associations are expected to prepare comprehensive budgets for a particular academic year and present it to the CUEASO Treasurer by the end of the academic year. They shall be required to submit their financial statements before the end of each semester to the Finance Committee. Activities that were NOT initially budgeted for shall NOT be funded.

ARTICLE 18: CANCELLATION

The University Management Board reserves the right to deny or cancel the registration of a Club, Movement or Association if it is found to act in contravention of the regulations stipulated in the University Student Handbook and CUEASO Constitution.

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**PART IV
COMMITTEES**

ARTICLE 19: GENERAL ORGANISATION

All committees shall:

- (i) Be formed by the Organization through the Student Governing Convention.
- (ii) Have Chairpersons, Secretaries and Treasurers.
- (iv) Hold their elections not later than two weeks after the general elections of each academic year.
- (v) Meet at least once every month.
- (vi) Submit all minutes of their meetings to the Organization's Executive and Dean of Students.
- (vii) The Organization may form ad hoc committees when a need arises.

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