



## **THE TECHNICAL UNIVERSITY OF KENYA**

### **OFFICE OF THE DIRECTOR OF THE STUDENT SUPPORT SERVICES**

#### **FORMING OF CLUB AND ASSOCIATION REQUIREMENTS**

The office of Director of the Student Support Services registers all student clubs and associations in the university. We encourage students to join and learn about the services clubs/associations provide. The clubs and associations are academic, professional and faith based; others provide chance to community based friendship and support.

#### **SECTION A**

1. List of 20 members who are students or alumni of the Technical University of Kenya
2. Acceptance letter from patron to the Director of the Student Support Services [Patron must be a Technical University of Kenya lecturer or senior member of staff]
3. Constitution [to be recognized as club or association, you must have a constitution]

#### **SECTION B**

The contents of a constitution should consider the following:

1. Introduction
2. Objectives – the aim of club/ association
3. Membership - composition of membership
4. Office bearers, their functions and tenure of office
5. Finances – sources and uses
6. Elections – A general principles
7. Meeting procedures
8. Amendment and Dissolutions
9. By laws



**B. MEMBERSHIP**

The current members at Technical University of Kenya ..... and registered alumni..... and staff members.....

**C. CONSTITUTION**

We have handed over a copy of our constitution to the office of the Director of Student support Services on [date].....and approved on .....

**D. FUNDS**

- 1. The amount of membership fee Kshs.....
- 2. The amount of annual subscription fee Kshs.....
- 3. Balance at date of this application Kshs.....[bank slip should be attached]

**E. ASSETS**

Kindly specify

.....  
.....  
.....

**F. AFFILIATION**

Are you affiliated? If yes, kindly state the names and address of the organization to which the club/association is or intend to be affiliated

.....

**G.** If it is a branch of another club/association, kindly give the name and address of the main body.....

**H.** If it has own branches, kindly give the name and address of the main body.....