

SOCIETY OF YOUNG SCIENTISTS (SoYS).

CONSTITUTION

MISSION: To spark an interest in scientific curiosity for young scientists and fascinate them with wonders of scientific discovery.

VISSION: To catalyze a fully diverse and inclusive **STEM** community in scientific approach.

GOAL: To engage and equip young scientists with holistic measures in educational science adventures and sustainable explorations .

Email: soys@gmail.com

1. **NAME**
SOCIETY OF YOUNG SCIENTISTS (SoYS)

2. **OBJECTIVES**

- a) To produce result-oriented scientists with fully pledged knowledge of the aspirations of Kenya as a country
- b) To contribute towards projecting Kenya in its realization of the vision 2030 and the Sustainable Development Goals (SDGs).
- c) To prepare young scientists for a rewarding career in life.

3. **MEMBERSHIP**

- a. Any student (part time or full time) registered to undertake a degree course in any of the scientific and technological disciplines at University of Embu eligible to be a member and can continue to be one even after completion of the course, unless one withdraws through writing to the Communications and PR coordinator.
- b. Any student from a Kenyan university interested in joining the association can apply to join. All such applications have to be approved by the executive committee. Such a member however shall not qualify to be an office bearer.
- c. Any university graduate who undertook a science course and is interested in joining the association can be registered as an associate member.
- d. New members will be required to pay membership fee and subscription for the running semester as will be determined by the executive committee.
- e. The entrance fee for anyone interested to become a member shall be ksh.300 followed by an annual subscription fee off two hundred shillings.
- f. All registered members irrespective of rank will be governed by this constitution.
- g. Any interested student should pick a registration form from the communication officer.

4. **OFFICE BEARERS.**

The office bearers shall include:

- 1. Chairman
- 2. Vice Chairman
- 3. Projects and Innovations Co-ordinator
- 4. Communications and Corporate Relations Coordinator (CCRC).

5. Assistant CCRC
6. Accounts Secretary

5. DUTIES OF THE OFFICE BEARERS

The officers of the club shall consist of six active members with provision for additional committee members. All office bearers are members of the Executive Committee of the Association

a) THE CHAIRPERSON

- Shall have general supervision of club affairs, including aiding in the duties of the other officers if need be.
- Shall preside at all club meetings.
- May call special meetings.
- Appoint committees.
- It will be the responsibility of the Chairperson to schedule and advertise club meetings and/or activities.
- Signs and certify the annual accounts of the society.

b) VICE CHAIRPERSON.

- Chairs any meetings in case of absence of the chairperson.
- Is the society's spokesperson.
- Authorization of any agenda of any meetings.
- Assist chairperson with matters between meetings.
- Ensures decisions made at any meetings are implemented.

c) PROJECTS AND INNOVATIONS CO-ORDINATOR

- Chair of Projects and Innovations Sub-committee
- Documentation and patenting of inventions
- Identify viable projects for funding
- Set work plans; set deadlines and books presentation venues.
- Organize for science conferences, talks and awarding quality.
- In charge of proposal and project paper writing.

d) COMMUNICATIONS AND CORPORATE RELATIONS COORDINATOR(CCRC)

- Chairs the corporate relations sub-committee

- Identify potential benefactors of the program
- Present clearly the activities of the association to the corporate world
- Reporting to donors on the achievements and or failures of the program
- Keep attendance records for meetings and activities.
- He/she shall publicize all Association's activities, both in print and audio form; create and maintain the associations website , email distribution list and come up with marketing strategies
- Co-ordinate with all departments to ensure smooth flow of information
- Relay information on meetings to all members
- Take and keep minutes in executive, periodical and annual general meetings.
- Provides all the records to the student government/school administration as need may arise.

e) ASSISTANT CCRC

Assist the CCRC in the following;

- Chairs the corporate relations sub-committee in absence of the CCRC
- Identify potential benefactors of the program
- Present clearly the activities of the association to the corporate world
- Reporting to donors on the achievements and or failures of the program
- Keep attendance records for meetings and activities.
- He/she shall publicize all Association's activities, both in print and audio form; create and maintain the associations website , email distribution list and come up with marketing strategies
- Co-ordinate with all departments to ensure smooth flow of information
- Relay information on meetings to all members
- Take and keep minutes in executive, periodical and annual general meetings.
- Provides all the records to the student government/school administration as need may arise.

f) ACCOUNTS SECRETARY.

- Chairs the finance sub-committee
- Draws the overall budget of the association and allocates funds to viable projects.

- Draft both internal and external audit committees for the association.
- Identify other ways of raising funds apart from donations and project funds.
- Custodian of all financial statements of the society.

6: ELECTION OF OFFICIALS

- All office bearers shall be elected by the society's members.
- Elections of the office bearers shall be held every two years i.e. on the 6th or 7th week of the second semester.
- The candidate must apply in writing for any post of his or her choice and submit the application seven days before the day of elections to an electoral committee that will be appointed in the preceding AGM.
- The candidate must:
 - Be an active member of the club that is registered
 - Understands the major objectives of the club
 - Be descent in character, dress code and way of relating to the community at large
- In the event of any one post getting one nominee the election official chosen at that time shall declare the candidate elected unopposed.
- Voting in of office bearers shall be by simple majority vote.
- Only bonafide members shall be allowed to vote and this shall only be done through secret ballot. Ballots will be tallied in-attendance of the society's advisor.
- Elections shall be held in special meetings in which 50% of eligible members participate.

7. TERM OF OFFICE

- Office bearers shall be in office for a duration of two years after they have been elected and sworn in, unless removed from office before the expiry of his/her term
- Office bearers are eligible for re-election for only one extra term for the same or different post.(Maximum of two terms)
- An official may be removed from office

- Through a vote of no confidence by two thirds of active members of the society.
- If mentally or physically incapacitated as determined by a qualified medical personnel.
- Upon resignation through writing to the Communications and Cooperate Relations Coordinator.
- If absent in three consecutive executive meetings without reasonable excuses.

8: ACTIVITIES OF THE ORGANIZATION

- I. Recruitment of potential young scientists as new members of the organization. This would be done through the various science and technology courses in University of Embu.
- II. Training and nurturing of recruited members on their individual area of scientific interest. This would be done through experimental designs, workshops, discussions, field trips and one-on-one guidance.
- III. Organize science contests, talks, workshops and conferences meant to promote and enhance scientific and technological innovations and inventions among young scientists.
- IV. Bring together the various scientific experts to brainstorm on and strengthen the interrelations of the various fields of science.
- V. Solicit for funds from donors to support the entire program.
- VI. Resource mobilizing (if need be) for young potential scientists with inventive and innovative projects as well as helping them pursue their higher education.

9. MEETINGS OF THE ORGANIZATION.

- (a) There shall be three types of meetings:
 - I. Annual general meetings and
 - II. Special meetings.
 - III. Periodical meetings.
- (b). Special meeting shall be held on the election date. Notices shall be written not less than four weeks before the date of meetings. This meeting will also hear appeals

of members removed from the society because of alleged misconduct.

(c) Periodical meetings may be called for any special purpose such as nomination of contenders for the office by the executive committee and or preparation, review and follow-up of activities. Notice will be written and passed to members as deemed necessary.

(d) Quorum for general meetings shall not be less than 25% of the registered members of the association. AGMs shall be held two weeks to end of fall semester.

Agenda for annual general meetings will be:

- i. Confirmation of the previous annual general meetings minutes.
- ii. Review of financial statements (Finance committee report).
- iii. Any other matter of importance approved by the executive committee.
- iv. Recognition of all successful events of the society and award of certificates to retiring members.
- v. Awarding of certification to all best project inventions and innovations.

Procedures at meetings

- (a) During all meetings of the society the Chairperson or in his/her absence the Vice Chairperson shall chair the meetings and in case both are absent, members can appoint a member to chair the meeting.
- (b) Resolutions shall be decided by simple voting by show of hands. In case of a tie the Communications and Cooperate Relation Coordinator shall have a deciding vote or the case referred to the advisory.
- (c) Each office bearer shall give a brief report of his/her activities during periodic meetings.

10. COMMITTEES OF THE ASSOCIATION

- a) There shall be two types of committees
 - 1) Executive Committee
 - 2) Sub-committees
- a) The executive committee comprises of all office bearers of the organization in office who are voted in during the special meeting until the office is dissolved. The office shall be dissolved two weeks to election.
- b) The committees shall meet whenever called upon by the respective chairs

Roles of executive committee

- The executive committee members shall be responsible for the management of the organization.
- The quorum of the committee shall not be less than 4 members.
- The committee has authority to disburse money to a fruitful project or where necessary and this should be communicated to the members during the periodical meetings.

Roles of sub- committees

There shall be the following sub committees:

- Projects and innovations sub-committee.
 - Finance sub-committee
 - Communications and Corporate Relations sub-committee
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- ✓ All sub-committees shall deal with all matters in their respective areas of jurisdiction
 - ✓ All sub-committees shall consist of not more than five members, the chair and or vice chairperson included
 - ✓ A member can only serve in any one sub –committee at a time.

11. FINANCES OF THE SOCIETY

- (a) The funds shall have to meet expenses incurred by the members in undertaking the functions as stated with the objectives as set out subject to the approval by the executive committee.
- (b) The fund shall be solicited from :-
 - I. Donations and gifts from well-wishers
 - II. Fund drives.
 - III. Organized workshops and talks
 - IV. Membership fee and subscriptions
- (c) Funds shall be received by the Accounts Secretary who shall deposit it in the bank account approved by the executive committee in the name of the society.
- (d) No payment shall be made out of the bank account without a resolution of the executive committee authorizing such payment and all cheques on such bank account shall be signed by the treasurer and the chairperson of the disbursing

society.

- (e) The executive committee;
- i. Shall have power to suspend any office bearer who, it has reasonable cause to believe is not properly accounting for any of the funds or property of the organization.
 - ii. Shall have powers to appoint another person in his/her place. Such suspension shall be reported to the members in the following periodic meeting.
- (f) The financial year of the organization shall be from 13th of September to 12th September of the subsequent year.

Inspection of accounts and list of members

The books of accounts and all documents relating thereto a list of members of the organization shall be available for inspection at the registered office of the organization by any officer in the executive committee on giving not less than one week's notice in writing to the Finance sub-committee.

12. CODE OF CONDUCT

- a) A member can be suspended or expelled from the association if the members find it necessary
- I. A person can be suspended on the ground that:
 - That person does not encourage unity among members.
 - That person does not take care of the organization's property.
 - That person is not interested in the activities of the organization.
 - II. A person is expelled on grounds that:
 - A person's motives are such that they aim at tarnishing the name and dignity of the organization.
 - Cases of suspended members shall be handled by the executive committee and resolutions made whether the individual rejoins the organization as an office bearer or an ordinary member.
- b) Any person who resigns or is suspended from the organization shall not be

entitled to any refund whatsoever.

c) The maximum penalty imposed by the committee shall be expulsion from the society.

d) Appeals against the committee's decision shall be in form of writing, requesting for special meeting in accordance with this constitution by the persons appealing

13. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the organizing may be approved by at least two thirds of the members at the annual general meeting of the organization. They cannot, however, be implemented without the prior consent in writing to the Dean of students, obtained upon application to him in writing and signed by three of the office bearers.

14. PATRON(S)/ADVISOR(S)

There shall be a patron(s) whose capacity is/are honorary and ceremonial. This office shall be occupied by any personality who fulfils the following conditions.

- I. He / she should be a person who has positive influence as pertains the objectives of the organization.
- II. He / she should be able to carry forward the objectives of the organization.

Duties of the patron

- I. The patron shall be responsible for representing the interests of the organization to the larger society and the nation.
- II. The patron should avail his/her presence in person in a meeting with organization members at least twice in a year.
- III. The patron shall advice the organization on matters that affect it.
- IV. Shall be the general overseer of the organization's activities.
- V. Shall attend the activities of the organization.

Entrance of office

- I. The executive committee shall, from names presented to them by the

organization members, appoint a patron.

II. The Communications and PR coordinator shall upon appointment of the patron inform the members of his/her response within twenty days.

15. DISSOLUTION OF THE ORGANIZATION

- (a) The organization shall not be dissolved except by resolutions passed at a general meeting of members by a vote of two thirds of the present members. The quorum at the meeting shall be as shown in Chapter 9 (d). If no quorum is obtained the proposal to dissolve the organization shall be submitted to a further general meeting, which shall be held in not more than two months. Notice of this meeting shall be given to all members of the organization at least one month earlier than the meeting date.
- (b) The quorum for this second meeting shall be the number of members present.
- (c) In case of dissolution, the Dean of students shall be informed in writing two days after dissolution by three former members of the executive i.e. Chairperson Vice Chairperson and CCRC.
- (d) When the dissolution for the society has been approved by the registrar no further action shall be taken by the committee or any office bearer of the society other than to get in and liquidate for cash all the assets of the society the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed