

## **CONSTITUTION OF HIT Web Technologies**

The club's official name will be "**Hit Web Technologies**", and may be referred to as "**HIT Web Tech**". No other name will be used in the advertisement or representation of the club.

### **Article 2 – Club Mandate**

The club's mandate will be as follows:

- (1) **Mission:** The HIT Web Technology Club exists to provide exciting and unique opportunities for group student enjoyment, and community building. The HIT Web Technology Club will strive to bring students together from diverse backgrounds, and to unite them under the common objective of having fun.
- (2) **Strategy:** The HIT Web Technology Club will hold unconventional social events that are tailored to thrill-seeking students, and which result in unique and memorable experiences.
- (3) **Vision:** to create community among students and to impart members with fun memories that will last a lifetime.

### **Article 3 – Membership**

1. The club's membership is open to all undergraduate students at the University. The club's membership cannot be exclusive and must be open to all undergraduate students;
  - i. Any non-undergraduate student members, including staff members, do not have voting rights;
  - ii. Executive members, voting and non-voting, shall be undergraduate students; and,
  - iii. Each club member shall abide by the conflict of interest provisions written in the Clubs Policy: Club Operating Policies.
2. Each member shall be required to pay subscriptions to the club in accordance to the recommendation by the Treasurer.

### **Article 4 – Executive & Executive Responsibilities**

There shall be an Executive Committee. There will not be less than five (5) Executive members at any one time that fulfill the following functions:

**1. The President will:**

- i. Oversee the other members of the executive in fulfilling their responsibilities;
- ii. Chair all meetings;
- iii. Have USC Finance Office signing authority for the club; and,
- iv. If absent, assign an executive with all the responsibilities of the President.
- v. Appoint and delegate tasks to other members of the club and ensuring the tasks are completed.
- vi. Evaluate on-going analysis of club meetings and operation that will lead to continuous improvement in the club.
- vii. Set goal setting for results - goals must be clear and attainable.
- viii. Continuously monitor the club's progress toward goal accomplishment and the activities
- ix. Motivate and establish a climate of enthusiasm, openness, and concern.

**2. The Secretary will:**

- i. Record votes and minutes of all meetings;
- ii. Give or cause to be given notice of all meetings; and,
- iii. Act as Chief Returning Officer
- iv. Publicises and organises the club's training times, matches, meetings and social events.
- v. Compiles the club's annual report
- vi. Represents the club at local, regional and national level
- vii. Informs members on decisions and checks to make sure that tasks have been carried out.
- viii. Receives, records and responds to all club correspondence
- ix. Compiles an end of year annual report to be submitted to the club
- x. Maintains and files all club records

**3. The Chairperson will:**

- i. Organize club programs, activities and events in accordance with its Constitution's mandate;
- ii. Have USC Finance Office signing authority for the club;
- iii. Be responsible for adhering to all terms and conditions set forth by the Student Organizations Advisers; and,
- iv. Act as chairperson the Social Committee.
- v. Coordinator: Ensures the group communicates with members clearly and effectively acts as a source of information for the club.
- vi. Oversee the members of the club.
- vii. Ensure the smooth running of the club.
- viii. Act as a spokesperson for the club.
- ix. Represents and promotes the club.

**4. The Treasurer will:**

- i. Oversee all financial dealings of the club;
- ii. Keep complete records of all financial dealings of the club; and,
- iii. Have USC Finance Office signing authority for the club.
- iv. Draw up a Club budget
- v. Seek sponsorship, if required
- vi. Keep simple but detailed records of
- vii. income and expenditure
- viii. Apply for grants from other bodies if required
- ix. Organise fundraising events
- x. Collect any monies that is owed to the club

## **Article 5 – Meetings**

1. The club's quorum for meetings shall be thirty (30) percent of the total membership.
2. At least three [3] general meetings shall be held during each school year, including the Annual General Meeting.
3. At least one general meeting will be held in February, for which the sole purpose shall be to review The HIT Web Technology Club's constitution, and discuss long term goals and objectives for the club.

## **Article 6 – Elections**

1. Elections shall be carried out in accordance with the executive election provisions in Clubs Policy: General Club Procedures.
2. A successful candidate in a club Executive election will be declared by a simple majority.

## **Article 7 – Amendments**

1. Any amendments to this constitution must be made in accordance with the constitution amendment provisions in Clubs Policy: General Club Procedures.
2. Any proposed amendments will be emailed to the club's membership at least one week before they are to be discussed at a general meeting.

## **Article 8 – Member Removal**

Membership of an individual can be discontinued if:

1. If they violate any section of the constitution for three (3) cumulative times without restitution.
2. If they act in ways that may bring the club into disrepute.
3. Members may voluntarily dismiss themselves from the club by writing a letter of resignation to the President.

## **Article 9 – Conflict Resolution**

A club member may only seek assistance or guidance from the USC Clubs Governance Commissioner after the member has been unable to resolve an issue with the executive members.

## **Article 10 – Agency Clause**

1. The HIT Web Technology Club is not an agent of the University Students' Council of the Harare Institute of Technology (HIT), and its views and actions do not represent those of HIT.
2. The HIT Web Technology Club and its members are not permitted to sign contracts on behalf of the club or HIT.

## **Article 11 – Committees**

### **Social Committee**

- a. The mandate of the Social Committee shall be to develop ideas for fun social events that increase community among members, and to assist in the execution of such events.
- ii. The Social Committee shall be composed of:
  - i. the VP Events, as chairperson;
  - ii. the VP Community Affairs; and,
  - iii. ten members at-large.
    - (a) Members-at-large shall be selected through an open application process organized by the VP Events, which shall open after the first general meeting, and close no later than October 1<sup>st</sup>.

### **Financial Planning Committee**

- i. The mandate of the Financial Committee shall be to evaluate current spending practices, and collect member input on spending priorities for fun events.
- b. The Financial Committee shall be composed of:
  - i. the Treasurer, as chairperson; and,
  - ii. ten members at-large.
    - (a) Members-at-large shall be selected through an open application process organized by the Treasurer, which shall open after the first general meeting, and close no later than October 1<sup>st</sup>.