

CONSTITUTION OF THE UNIVERSITY OF NAIROBI

STUDENTS PEER MENTORS CLUB

BACKGROUND INFORMATION

A significant number of our students are in need of mentorship in order to achieve their potential. There is particularly a need for peer mentorship so that students can learn from the mistakes and achievements of their peers. Currently we do not have an organized peer mentorship program at University of Nairobi entirely. In order to fill this gap, we started the University of Nairobi Students Peer Mentors Speakers Club (referred to here after as UoN-PMC) in April 2015. One of the objectives of the club is to help first year students successfully transit to university life and follow up on their stay and progress in campus sticking them to their ambitions. The ultimate goal of the club is to change young people profoundly on an emotional and/or mental level and to help them make some kind of professional or personal changes in their life and within themselves. Peer Mentor Club is established for the expressed purpose of serving students by offering access to peer mentor services with the hope of improving academic performance of individual students, university retention rates, and the university's overall atmosphere.

Therefore, we, the members of UoN-PMC do hereby establish our constitution that will help us achieve our objectives.

Article I – Name

The University of Nairobi Students Peer Mentors Speakers Club (referred to here after as UoN-PMC)

Article – II – Vision and Mission

- **VISSION**

To be the leading peer mentors club in nurturing career development.

- **MISSION**

To Reach out extensively to the youth to identify and nurture their maximum potential and align their passion to their career so that they can be empowered professionally. It will be achieved through frequent outreach campaigns in different campuses in close collaboration with the university's admiration.

Article III - Membership

Any student of the University of Nairobi is legible for membership of the peer mentors club without discrimination of race, gender, religion, age and social status.

There shall be membership fee to be determined by the members at AGM.

Basic requirements for the membership includes: Active membership shall be open to all UoN students with a strong desire to serve their peers by mentoring or facilitating functions of the club. A minimum GPA of 3.00 (for two consecutive semesters) will be required to serve as a mentor (speaker) or an Officer. Mentors and officers must maintain this GPA in order to continue to serve with their respective roles/titles. Members may join at any time by completing the application process. Applications may be requested by e-mailing uonpmc@uonbi.ac.ke in order to be a member of the UON-PMC (Peer Mentor Club). Added requirements includes:

- A university student
- Strong interpersonal skills
- Self-driven
- Desire to help others
- Ability to work with others
- Self-discipline
- (The club will also recruit associate members among high school students who have passion in mentorship.)

The office bearers of the UON-PMC and their responsibilities are as given below:

- **Patron** – appointed by the university management will oversee the running of the club and will serve as a liaison between the club and the university management
- Chairperson – is the head of the club and in charge the overall activities of the club
- Vice Chair – deputizes the chair and acts on behalf of the chair in his/her absence
- Secretary General
 - Shall be the head of the administration
 - Shall keep and update all club records
 - Shall be responsible for all club activities correspondence

- Shall be in charge of taking all the minutes of the meetings and update all the records of the club
- Assistant secretary general
 - Must alternate with the learning program of the secretary general by one semester.
 - Shall support all the duties assigned to the secretary general.
 - Shall undergo training to become the next secretary general.
- Organizing Secretary –
 - Shall organize all the activities within the club
 - Shall be responsible for identifying and connecting with new visit grounds in consultation with the chair.
- **Assistant secretary**
 - **Must alternate with the learning program of the secretary at least by one semester.**
 - **Shall support all the duties delegated to the secretary.**
 - **Shall undergo training and become an auto secretary depending on their effectiveness in the club.**
- **Treasurer**
 - Shall be responsible for the collection and disbursement of the club funds
 - Shall be responsible for the proper keeping of all the financial records.
- Assistant treasurer
 - **Must be at least one semester ahead or behind the treasurer.**
 - **Shall undergo training to become the next treasure depending on their productivity.**
 - **Shall support all the duties delegated to the treasurer**

(J) Campus Coordinator

- Shall coordinate the club meetings within the campuses
- Shall coordinate other club activities and meetings within the campus that are aimed at achieving the stated objectives

- Shall chair all meetings with the other club leaders unless he or she delegates the duty to another leader
- Shall monitor the growth of the club within the campus
- **Assistant Campus Director**
- Shall assist the campus director
 - Shall represent the campus director in his or her absence unless otherwise directed by the campus director
 - shall undergo training to become the next campus director depending on their productivity in the club.
 - must alternate with the learning program of the campus director.

- **Media**

- Shall be in charge of taking all the videos and records audios and photos in all the meetings and trips of motivation .also will deal with the group media desk
 - Shall prepare newsletter
 - Shall advertise the activities of the club
 - Shall update the website of the club
- Assistant media
 - Must be at an alternate program with the media person in academics.
 - Shall train to become the next media person
- Campus representative.
 - Shall coordinate all the activities within the campus.
 - Shall coordinate all the leaders within a campus
- Assistant campus representative.
 - Shall help the campus representative in all the duties delegated to him/her.
 - Shall undergo training to become the next campus director.
- Faculty representative

- Shall coordinate clubs activities in the faculty level.
- Class representatives
 - Shall coordinate clubs activities in the class level.

NOTE: All the leaders will be nominated to serve as the assistance before being sworn in to their offices. All leaders must approve the qualifications of each appointed assistants and their qualification to lead the offices and to be approved by the general office.

Such a structure shall work in all the campuses of the University of Nairobi.

Apart from the class representatives, faculty representatives and campus representatives. We shall have the head office with the same structure centered at the main campus but leaders can come from any campus.

Upon the same reason, leaders in the main office must have served for more than two years in the club with effective results.

For the appointing of the leaders in the main office, the DVC, the patron and other mentors from University of Nairobi and even outside can participate.

Article V: Core Values

- Result oriented
- Integrity
- Accountability
- Team work
- Impartiality

Article VI: Core Activities

- Peer motivational and inspirational talks to fellow students
- Advice students on how to adapt to university life
- Provide tips on academic and social life in campus

- Invite speakers to talk to the youth
- Visiting schools for motivational talks
- Organize visits to children's home and rehabilitation centers
- Facilitate visits by schools to the university
- Seek solution to academic and life challenges faced by fellow students
- Train motivational speakers and peer mentors.
- Following up on the trained members for effective growth
- Organize visits to industries
- Invite external speakers to come and talk to the members.
- Support funds to various donors to help the needy students.

Article VII: Elections

The appointment of leaders shall not be elective but nominees shall be presented by the campus coordinator to the leadership committee based on their performance of the individual within the club.

Elections will be conducted in the yearly basis. All meetings will occur on a monthly basis or other regular time selected by the UoN-PMC (Peer Mentor Club) and will follow the procedure set forth:

- ⌚ Attendance
- ⌚ Report by the chairperson
- ⌚ Committee reports
- ⌚ Vote on all committee motions and decisions
- ⌚ Any other business put forward by the members of the club
- ⌚ Dismissal by the chairperson

Article VIII: Application

This constitution shall be binding to all the members of the club.

Article IX – Finances

The UON-PMC Peer Mentor Club will finance the activities it engages in the following means:

Money obtained from different departments once recognized status is achieved.

The Peer Mentor Club may submit proposals to the Student Government Association in order to request funding for a particular event or expense.

Article X – Registration Renewal

The UoN-PMC (Peer Mentor Club) will register new members on an annual basis one month after the Peer Mentor Club Officer elections.

Article XI: Winding Up

If upon the winding up or dissolution of the UON-PMC club, there remains after the satisfaction of all its debts and liabilities, any properties whatsoever, the same shall not be paid or distributed among the members of the club, but shall be given or transferred to some other institutions having objectives similar to that of this club.

Such institution or institutions are to be determined by the campus director, assistant campus director and administration of the club before the time of dissolution.