



CONSTITUTION

This constitution is the property of the Malawi DAFI Scholars club.
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MALAWI DAFI SCHOLARS CLUB CONSTITUTION.

“having rules and regulations, is what separates humans from animals”

ARTICLE 1: THE CLUB CONSTITUTION

- 1.1 This club constitution is a necessary and crucial tool of the Malawi DAFI Scholars club because it highlights the rules, articles and purposes of the club .It explains the club structure and provides all information about the club.
- 1.2 This constitution helps our MDSC club to run more smoothly by clearly outlining its articles and procedures. Hence, it must be taken as a road map, guidance and a crucial asset towards the achievement of the club objectives and goals.
- 1.3 A sign of MDSC Club existence is the club constitution. Without it, the club activities cannot be performed effectively and efficiently.
- 1.4 The articles stipulated in this constitution cannot be removed or added. Any adjustment of the articles shall be agreed by the club members.
- 1.5 Any club member who will violate the articles stipulated in this constitution, will be sued accordingly.
- 1.6 The motto/slogan of the club (One step ahead, Close to our self-reliance)and the acronym (MDSC) cannot be changed unless by agreement of the club members.

ARTICLE 2 : AIM AND OBJECTIVE.

The aim and objective of the club is to ensure the increase of refugee students in tertiary education and promoting the importance of higher education and supporting refugees in overcoming challenges that can be hindrances in their journey from secondary to tertiary education.

“The DAFI programme provides multiple opportunities for students to develop as leaders and to assume roles and responsibilities in the communities where they live. The DAFI Club is an important starting point, providing students with a forum for organizing themselves, taking on leadership roles, planning activities, expanding networks, career planning and skills development, community engagement, benefiting from peer-topper support, and articulating concerns and suggestions to UNHCR and the partner regarding the DAFI Programme.”(DAFI scholar orientation and handbook -support components 2.3 and a section of DAFI club and network. Page 36).

Every student enrolled by DAFI is subjected to DAFI activities, one of which is the formulation of a DAFI club.

ARTICLE 3: ATTAINING AIMS AND OBJECTIVES

The club shall be empowered to do all things necessary for the attainment of the aims and objectives of the club. In doing so, the club will adhere to all DAFI programme policies and procedural guidelines at no time bringing the DAFI programme into disrepute.

ARTICLE 4 : MEMBERSHIP

Membership shall be mandatory to any student who is enrolled in DAFI scholarship programme. This means that each and every DAFI scholar is a club member by default.

4.1 Each student admitted to membership shall be;

4.1.1 Bound by the Constitution and By-laws of the club

4.1.2 Entitled to all advantages and privileges of membership

ARTICLE 5: SUB-CLUBS.

5.1 DAFI scholars enrolled in the same university shall form sub-clubs.

5.2 Sub-clubs' members shall select their own representatives among themselves.

5.3 A member with an issue relating to the club shall consult sub club's representatives for support. Upon failure to reach a conclusion, the campus clubs shall then consult the DAFI club leadership team.

ARTICLE 6: INTERACTION AND SOLITARY ACTIVITIES.

It is worth noting that interactions among members of a club is crucial to success. Peace, harmony, consideration and courtesy are some of the characters of a good club. A club united prevails, as we all know. Comforting and supporting each other in tragic situations is one way of showing courtesy and unity.

6.1 interactions

6.1.1 Members in an argument or debate shall consult the leadership team for mediation or any related assistance and not direct to the managerial table.

6.1.2 There are no insults or unfriendly comments allowed in the club.

6.2 Solitary activities.

- 6.2.1 When a member falls critically ill, or lost a relative, the club through representatives shall make arrangements to consolidate him/her. In time of a lost relative specifically, the committee through the contributed funds, shall donate a specific agreed amount to the student concerned.
- 6.2.2 In a case of lost property, the club shall not be held accountable or use the funds to pay for it. It is also worth knowing that DAFI scholarship does not pay for student's lost properties.

ARTICLE 7: FINANCE.

“As a club, some activities will be undertaken which involve supporting the community and refugee students and many more. Most of these activities require finances to tackle. Let it be clarified that not all activities in the club are funded by the DAFI scholarship officials. Most activities will be financed by the club members. In addition, it provides a better picture when the club manifests its capability by performing some activities independently.”

- 7.1 Every member of the Malawi DAFI scholars club shall contribute a fee that has been discussed and agreed by members.
- 7.2 All funds of the club shall be deposited into the club's accounts at such bank or recognized financial institution as the Executive Committee may determine.
- 7.3 The signatories to the club's account/s will be the Treasurer and the President of the club..
- 7.4 Every member of the club has the right to inquire for the information of how the funds are being allocated to different tasks as to insure transparency.

ARTICLE 8: ELECTIONS.

“Leadership is another important aspect to examine in a club. This is so because leaders are capable of both destroying or building the club. It is therefore important to choose leaders of choice so as to insure good health for the club”.

- 8.1 Elections shall be conducted once in a 12 months' period.
- 8.2 Positions of the representatives shall be as follows:

- o The president
- o The Vice president
- o The secretary
- o The treasurer

8.3 Campaign period is one month prior to elections.

8.4 Elections directors shall be selected by all members of the club, from the list provided by the leadership team, and shall be appointed from club members other than those in the current leadership team.

8.5 The venue and time for the electoral process shall be discussed by the club members.

8.6 Any club member has the right to vote his/her leaders.

8.7 No club member shall exercise more than one vote

8.8 The President of the club and other club leaders shall be elected based on the candidate with more votes.

ARTICLE 9.REPLACEMENT OF A MEMBER

9.1 In case of death, retirement, residence change or voluntary or involuntary withdrawal from the scholarship of any member who was in the club leadership team, she/he will replaced by his/her vice immediately.

9.2 In agreement with the club, the leadership team will appoint another member or will conduct a meeting to vote another one who will act as the vice of the one who has replaced the former member.

9.3 The permanent absence or idleness of a leadership team member will be communicated in the club and the club will decide whether to replace him/her by appointment or election according to the agreement with the whole club

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ARTICLE 10: ELIGIBILITY OF LEADERSHIP CANDIDACY

10.1 .Any club member ,being active or not, who is in the last year shall not be a candidate to the club leadership. This is because he/she may be elected and then interrupt the club activities due to the end of his/her academic studies.

10.2. Any club member, being active or not, who is in the first year shall be not be a candidate to the club leadership. This is because he/she may be elected and then interrupt the club activities due to the

academic failure.

- 10.3 Any club member with bad reputation/behavior (theft, gender violence, partiality, inactivity, corruption, prostitution, etc) shall not be eligible to the candidacy of the club leadership.
- 10.4. Any club member ,who is active and with good reputation, is eligible to be a candidate in the club leadership regardless of his/her level of studies, gender, marital status, religion, ethnicity or nationality. Exception is for the club members in the first and last year of their studies.
- 10.5 Any club member who was a member of a previous leadership team for two years, and who was performing properly or improperly, shall not be again a candidate to any position in the club leadership. This was agreed by the club to give opportunities to other club members who want to experience leadership skills. Any club member, being active or not, who is in the first year shall not be a candidate to the club leadership.
- 10.6 Any club member shall run club activities as a leader for a period of one year or a maximum of two years non-renewable.
- 10.7 A motivation letter of the candidacy to any position in the leadership team will be sent to the club email including his/her Curriculum Vitae.(This letter should state why apply for that position, the schemes/ambitions as well as her/his strengths)
- 10.7.The candidacy of any club member will be approved by the leadership team after assessment of his/her request and eligibility to take part in the club leadership team.
- 10.8. Any club member who is a leader in a sub-clubs at University is eligible to apply for any position in the club leadership team.
- 10.9 Any club member who was in the former leadership team and who left it intentionally without a well-known reason, shall not be allowed to be a candidate again to the club leadership.
- 10.10 Any club member who wish to be a candidate in the club leadership, shall deposit a non-refundable fees of K 2,000.00 (Two thousand Malawi kwacha) to the club account. This amount of money can be adjusted by the leadership and will be used in the club activities.

ARTICLE 11. SUPPORTING THE LOCAL COMMUNITY

- 11.1 Any club member should be performing positive activities which reflect the community needs. Especially, he/she should be encouraging, inspiring and helping other young refugees who want to join higher education.
- 11.2. Every club member is supposed to run voluntary activities

relevant to his/her academic studies especially in his/her local community (Dzaleka Refugee Camp).

- 11.3. Any club member who want to pursue voluntary activities ,shall be given a stamped recommendation letter from the DAFI Club administration ,and will also be given the recommendation letter after his/her volunteerism. This will help him/her to increase the power her/his curriculum vitae.
- 11.4 Each club member shall be behaving according to the norms of the community and should be contributing if necessary in his/her community (funeral attendance, election of community leaders, mutual assistance, wedding ceremonies, helping the sick, etc) in his/her community. This will represent the good picture of Malawi DAFI Club.
- 11.5 Any club member is allowed to join any organization or club provided that it doesn't affect negatively the club activities and that club /organization works for the positive interests of his/her family or community.(examples ,Youth clubs, Tertiary Refugee Student Network ,etc....)

ARTICLE 12. ANNUAL REPORT OF THE CLUB ACTIVITIES

- 12.1 Annual report of the whole year shall be produced before the end of December and shall be presented to the new leadership team which will be elected and also to the relevant stakeholders (UNHCR/Education Department and JRS/Education Department)
- 12.2 The annual report shall contain financial details, the degree of achievement of the planned activities.
- 12.3 Any club member who wants to get the copy of the annual report shall be given it to enhance transparency in the club.

ARTICLE 13.THE CLUB LEADERSHIP TEAM

- 13.1.The club leadership team shall be elected by all club members and will work for the interests of the club. The leadership team shall respect the gender balance and nationalities.
- 13.2.The leadership team shall be composed by the following persons
 - 13.2.1 The President and the Vice-President :These two persons are so important in the importance in the club and shall be elected by the club members. The president shall be of any gender but the vice-president shall be of different gender from the president.
 - 13.2.1.1.Their responsibilities shall be the following
 - Organizing meetings
 - Monitoring and evaluating the club activities

- Ensuring the welfare (health and happiness) of club members
- Sorting out all the conflicts which may occur among the club.
- Searching for funds which can support the club activities
- Ensuring the proper handling of inputs and outputs of the club.
- Advocating for club members in needed situations.
- Taking party in the achievement of the UNHCR Education Goals 2030.

13.2.2 The secretary and the Vice- Secretary: The secretary shall be elected by the club members but the Vice-Secretary shall be appointed by the club leadership team. The overall responsibility of the Vice- secretary is to help the secretary when necessary. They can be of the same or different gender.

13.2.2.1 Their responsibilities are the following:

- Recording all financial expenditures done by the leadership team.
- Taking minutes of all the meetings done during the whole year.
- Providing the minute of meeting held within the duration of seven days. This minute of the meetings hall also sent to the relevant stakeholders.
- Keeping all documents in the flash of the club (pictures, minutes, videos, bank slips, etc).
- having the details of all DAFI students (names, ages, nationalities, gender, universities, year of study, emails, phone numbers,etc)

13.2.3The treasurers and the Vice-treasurer: The treasurer shall be elected by the club members but the Vice-Secretary shall be appointed by the club leadership team. The main responsibility of the Vice treasurer is to assist and to help the Treasurer when necessary. They can be of the same or different gender.

13.2.3.1 The responsibilities of these two persons will be the following:

- Keeping the original copies of the banks slips or receipts
- Asking the money for those club members who have not yet finalized their payments.
- Informing the secretary for all transactions or money withdrawal that will be needed to be done and providing the reasons of withdrawal to the club leadership.
- Providing the financial report of the club to any club member who wants to know it after being aware of the reason why he/she wants to know the financial report. The financial will be prepared and signed by the Treasurer and the president of the club.

13.3 The leadership team shall have the power to sue any DAFI scholar

- according to his /her mistakes committed.
- 13.4 The leadership team shall have the power to appoint two advisors who will be assisting the leadership team in keeping the club sustainable.
 - 13.5 The advisors shall be appointed from the students in the fourth year or those who were performing properly in the former leadership team.
 - 13.6 The leadership team shall be respected by all club members since it will be elected by the club members themselves.
 - 13.7 All the leadership team shall treat their subordinates with respect, love and sympathy.

ARTICLE 14.SUING PROCEDURES OF DAFI STUDENTS

- 14.1.Any DAFI student who will act against the articles and rules will be called by the club leadership team for advice.
- 14.2 Failure to abide by the advice provided by the leadership team, the club leadership team will send an explanation letter to that student with a copy of that letter to the scholarship office.
- 14.3 The club member shall reply to the letter within a period of 5 days for the day of reception.
- 14.4 .The club member who shall not provide this letter within five days, will be considered as disrespect, disobedience, and then shall send the letter to the scholarship office with a copy of UNHCR office.
- 14.5 According to their administrative procedures (UNHCR and JRS),will know the punishment that is required to be given to that student.
- 14.6.By the end of his/her studies, each DAFI scholar will be provided a recommendation letter from the club leadership team stating all his/her details including his/her behaviour in the club activities.
- 14.7 A non-club (DAFI scholar ,refugee or anyone else) member who will violate strongly the articles of this constitution ,will be called by the leadership team for more advice .Failure to attend or to abide by the advice, he/she will be reported immediately to his /her relevant administration.
- 14.8 Any club member who will not attend organized meeting twice without any valuable reasons, will pay a damages of two thousand Malawi Kwacha within a period of one week (K 2,000.00).Failure to do this, article 14.2 will be applied.
- 14.9 Any missed or stolen thing of a club will be paid by the responsible.
- 14.10. A damaged thing of club will be paid by the club itself after analyzing the circumstances of damage.

ARTICLE 15. DAFI SCHOLARS ALUMINI

- 15.1 DAFI alumni who were active in the DAFI club, shall benefit from some opportunities available.
- 15.2 DAFI alumni shall not be contributing in DAFI club, and shall not participating in any activity organized by the club ,except when requested by the club itself.
- 15.3 The Club leadership team shall consult DAFI alumnus from any relevant information.

ARTICLE 16: CONFIDENTIALITY OF THE CLUB INFORMATION

- 16.1. No club member shall be allowed to share any club information without consulting the club leadership team.
- 16.2. The President or the Vice-President of the club ,in collaboration with other club leaders has the right to share information of the club to the relevant stakeholders.
- 16.3. No club member shall not allowed to post or upload anything on the club website, only the club leadership team has this right.
- 16.4 All issues discussed in the club or meetings, shall remain confidential until the release from the leadership team.
- 116.5 The club stamp shall only be used by the leadership team for the club purposes.
- 16.7 This club constitution is not allowed to be shared with other persons without. the authorization from the leadership team.
- 16.8 The password of the club email account, the sim-card number as well as the password of the website, shall be kept by the leadership team.

ARTICLE 17: MOTIVATION/WAGE S OF THE CLUB VOLUNTEER WORKERS.

- 17.1 The leadership team shall announce publically the club vacancy, and then conduct the interview of those who want to work voluntarily in the club activities.
- 17.2 The club leadership shall select persons who want to work voluntarily .Their motivation money will be discussed by the club leadership and then shall be deposited to their account numbers.
- 17.3 The club leadership team shall remove the club volunteer if she/he is not working properly in the club activities.
- 17.4 The candidates who will be selected, shall be refugees and shall be especially those who were performing properly in the DAFI club.

ARTICLE 18: CLUB MEETINGS

- 18.1 All DAFI club members must attend club meetings called by the president, the committee or all members of the club.
- 18.2 Students who fails to attend, should be able to provide tangible reasons for the absence prior to the meetings.
- 18.3 Issues discussed in the club meeting shall be the ones to run the club and therefore will affect all members including those that did not attend.
- 18.4 There shall be two general meetings organized by the club during the year. The first in July-August and another one in December January.

These meetings shall be communicated two weeks before the time.
- 18.5 In case of emergency or necessity, a general meeting shall be held spontaneously.
- 18.6 The stakeholders(UNHCR and JRS) have the right to call all the students or leadership team at anytime they want.
- 18.7 The leadership team shall hold meetings at least four times a year and those meetings shall be done online or on sight/visual meeting as follows January-February, June- July, October-November, March-April
- 18.8 The provision of the perdiems, fare or catering during the meetings shall be relative. It will depend on the time of the meeting as well as the economic standard of the club.
- 18.9 All the participants during the meetings shall sign on the attendance list.
- 18.10 The orientation and the mentorship meetings (online or visual) shall be held by the leadership team to welcome all new selected students by DAFI scholarship.

ARTICLE 19: INCLUSION OF NEW DAFI SCHOLARS IN THE CLUB

- 19.1 Any new selected student shall be given a hardcopy or soft copy of the club constitution and will be a club member by default upon being selected.
- 19.2 The financial contribution is mandatory to every new DAFI scholar from the first month of receiving the stipends and this contribution will be auto-deducted from his/her account number.

ARTICLE 20: FINANCIAL RESOURCES OF THE STUDENTS CLUB

- 20.1 The money of the club shall not be borrowed to anyone.
- 20.2 The money shall be kept on the club account and will be withdrawn only when the club activity is needed to be done at the

- same time.
- 20.3 The money from fundraising or from other stakeholders shall be deposited to the club account and then communicated to all club members.

ARTICLE 21: CONCERNS/CONFLICTS/PROBLEMS AMONG STUDENTS

- 21.1 Conflicts between club members shall be addressed at first to the sub-club leadership team at the relevant university and when there is insatisfaction, it will then be submitted to the club leadership team. When the leadership will fail to find the solution to the conflict between students, it shall address those problems to the scholarship office.
- 21.2 Any DAFI scholar who will have any problem/issue between him/her and the scholarship office, he/she shall address this problem to the club leadership team for advocacy or solution.

THIS CONSTITUTION SHALL THEREFORE BE FOLLOWED BY ALL MEMBERS OF THE MALAWI DAFI SCHOLARS CLUB.

This constitution was signed and approved by the club leadership team.

Cheri NIBARUTA

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