STUDENT CLUBS AND SOCIETIES POLICY

Version	Rev. 00
Short description	Clubs and Societies Policy
Relevant to	Students and Stakeholders
Approved by	University Council
Responsible officer	Dean of Students Office
Responsible office	Office of the Principal
Date introduced	September, 2026
Related University Documents	University Charter, Statutes and other relevant policies
Related legislation	Universities Act, 2012, Public Finance Management Act, 2012
Key words	Clubs, Societies

September, 2026

1. ACKNOWLEDGEMENTS

The University Council and University Management Board appreciate the invaluable contribution of the Dean of Students office and staff members of the Students Welfare Committee and Students Council for their contributions in formulating this policy.

2. APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of “To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation”. At its foundation, the University is being guided by the 2024 to 2029 strategic plan. The University then embarked on the process of developing its policies to guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. This Clubs and Societies Policy is just one of the many policies that the University is rolling out. My special thanks go to all those who put in their time, effort and skills to develop this Policy.

My special thanks go to all those who put in their time, effort and skills to develop this Policy. By virtue of the authority vested in me as the Chairman of Council of The Kerio Valley University College, I hereby sign this Students' Welfare and Support Policy.

CHAIRMAN OF COUNCIL

3. FOREWORD

The Kerio Valley University College is one of the public Universities in Kenya. Prudent management of Institutions such as our university require guiding instruments in its operations. Among such important governance instruments are policies. It is with this backdrop that the university has set out to develop relevant policies and this one on Clubs and Societies is one of them.

This document sets out the policy of the University in relation to Clubs and Societies. The policy shall guide all students' activities to be in line with all relevant University Laws, Statutes, Rules and Regulations.

Prof. Paul K. Tarus

Ph.D, M.Sc, B.Ed (Kenyatta)

PRINCIPAL

4. EXECUTIVE SUMMARY

This policy has been developed with the main aim of streamlining the management of all clubs and societies at the Kerio Valley University College. The clubs and societies policy is founded on the premise of the recognizing and appreciating the role of these formal groups in, among others; (i) supplementing and supporting academic programmes, (ii) promoting the all-round growth and development of all students, (iii) promoting talents, (iv) fostering a sense of nationhood and integration, (v) fostering a sense of unity in the context of diversity and (vi) exposing students to challenging leadership experiences. This policy therefore sets forth to direct and guide the maximum utilization of these formal groups not only in achieving these objectives but more critically towards the realization of the university vision, mission and mandate. This is achieved by clearly defining and outlining what clubs are, eligibility, functions as well as giving the management guiding principles. This is done in compliance with other statutory and legal provisions such as the Universities Act, the Kerio Valley University College statutes, as well as the Rules and Regulations Governing the Conduct and the Discipline of the students of the Kerio Valley University College, among others.

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6. PURPOSE

To regulate and streamline the establishment and the management of all Clubs and Societies if the Kerio Valley University College

7. POLICY STATEMENT

This policy shall be in compliance with the provisions of the Kenyan Constitution 2010, the Universities Act 2012, the Kerio Valley University College Statutes as well as the Rules and Regulations Governing the Conduct and the Discipline of the Students of the Kerio Valley University College. Clubs exist to help nurture leadership skills, talents and to engage students in fruitful and worthwhile activities in order to enrich the University's academic programmes. Cubs also supplement the welfare services provided by the Students' Affairs. Students of the Kerio Valley University College may establish a club in accordance with the policy guidelines spelt out in this policy document and as provided for in the Rules and Regulations Governing the Conduct and the Discipline of the Students of the Kerio Valley University College.

8. SCOPE

This policy is applicable to all bona fide students of the Kerio Valley University College

9. DEFINITION OF TERMS.

Club– is a group of individual who have come together through a formal arrangement with the aim of achieving certain objectives of the common interest or an association of people united by a common interest or goal.

Dean of Students is any person recognized by the University Council and the Senate to be in charge of the Students Affairs at the university

Policy is set of ideas or plan or deliberate system of principal to guide decision and achieve a rational outcome.

Students' Council is the executive arm of the Kerio Valley University College Students Association.

10. ABBREVIATION/ACRONYMS

ASA - Academics and Students' Affairs

DPRINCIPAL - Deputy Principal

PWD- Persons with Disability

SC – Students Council

UMB - University Management Board

UC – University Council

1. BACKGROUND

The Kerio Valley University College is one of the public universities in Kenya and is comprised of students from varied social and cultural backgrounds. This document sets out the policy of the University in relation to Clubs and Societies. The policy relates to all Clubs and Societies and associated activities.

2. INSTITUTIONAL VALUES

2.1 Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

2.2 Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

2.3 Core Values

At The Kerio Valley University College, we are committed to:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

3 POLICY GOALS / OBJECTIVES

3.1 To provide general guidelines on the establishment and management of Clubs, Societies and Associations of the Kerio Valley University College.

3.2 To facilitate the creation and maintenance of best international practice with regard to the management of clubs.

3.3 To ensure compliance with the full provisions of Constitution of Kenya and relevant laws regarding the basic freedom of association as enshrined in the Human Rights Chatter.

4. POLICY

4.1 Clubs; Introduction, Definition, Eligibility Functions and Types

The Dean of Students Office shall co-ordinate the establishments and management of all clubs in the Kerio Valley University College on behalf of the Deputy Principal-Academic and Students Affairs (ASA). The purpose of these clubs is to enhance life skills and develop the talents and interactional activities amongst students. The clubs are formed by the students and categorized in terms of academic activities, county or regional groupings, talent oriented clubs and charity clubs. These clubs help students understand themselves and others and also give them an opportunity to exercise their skills.

4.2 Eligibility

i. Members must be a bonafide students of Kerio Valley University College

ii. Must have a minimum of 20 members

iii. Must be approved by the Dean of Students by submitting an application as provided for in Article 19.0 of the Rules and Regulations Governing the Conduct and the Discipline of the Students of the Kerio Valley University College.

iv. Membership Should not be based on clan, race, ethnic / tribal affiliation

4.3 Functions of Clubs and Societies

i. To give students the opportunity of interacting and pursuing common interest outside their academic programmes.

ii. To provide an opportunity for students to engage in worthwhile activities outside their classrooms.

iii. To give students an opportunity to apply skills acquired from their academic programmes.

iv. To create opportunities for students to network with potential employers.

v. To supplement/ support academic programmes of the Kerio Valley University College.

vi. To assist students, acquire practical experience in leadership, organization and resource mobilization.

vii. To create an opportunity for students to organize recreational activities.

viii. To promote and enhance the Academic, Social Cultural and Economic Welfare of the Students of the Kerio Valley University College.

ix. Enhances life skills and boost employability to students of the University.

x. To enhance positive impact in social life of the students of the Kerio Valley University College.

xi. To nurture and polish talents of the students of the Kerio Valley University College.

xii. To embrace and promote culture in a positive way

xiii. To promote and foster a sense of belonging to members of the university community in case of a personal emergency.

xiv. To give students the opportunity of interacting and pursuing common goals

5.0. ESTABLISHMENT AND MANAGEMENT OF CLUBS AND SOCIETIES

5.1 Establishment and Registration

Clubs and Societies shall be established and regulated in accordance with Article 19 of the Rules and Regulations Governing the Conduct and Discipline of the Students of the Kerio Valley University College

5.2 Management

The formation of the clubs is done voluntary by the students from the category of their choice as per the number required by the particular activity. Clubs and Societies shall normally operate within the provisions of its approved constitution and in compliance of the Rules and Regulations Governing the Conduct and the Discipline of the Student of Kerio Valley University College.

5.3 Resources

i. Clubs and Societies' finances are collected through membership fee, donations, and fund raisings. An account shall be opened in a Bank of the club's choice with the authority of the Dean of Students.

ii. The Dean of Students must be signatory to all Clubs and Societies Accounts

5.4 Access of University Funds/Support

i. All clubs shall make request to the Dean of Students for financial support in any of its approved activities.

ii. Approval of such request may be granted depending on the potential of the event to significantly contribute to the attainment of the university vision, mission and objectives.

iii. Clubs and society shall operate under the broad guidance of the Dean of Students and the Students Council.

iv. The Vice Chairperson of the Students Council will responsible in the coordination and management of Clubs and Societies at the Students Council level.

5.5 Structure and leadership

i. All clubs shall adopt a standard management and leadership structure approved by the Dean of Students and appended in this policy document.

ii. Leaders shall be elected before the end of the 2nd semester of the academic year under the supervision of a member of staff from the Dean of Students Office and the Clubs' Patron.

iii. The Outgoing Office shall officially hand-over the documents of the club running including the bank accounts to the new office bearers in the presence of the office of the Dean of Students and their patron.

5.6 Patron

All clubs shall be required to have a patron who shall be appointed by the members of the club from among members of staff of the University excluding the members of UMB and staff in the Dean of Students Office.

5.7 Issuance of Certificates

i. Clubs and societies may issue certificates of merit, membership, leadership or for outstanding performance by its members in activities that they organize from time to time.

ii. Such certificates shall be in a standard and approved format and signed by the Dean of Students and the patron of the club. The Dean of Students shall keep a record of all of such certificates issued.

6.0 IMPLEMENTATION

i. This policy shall be implemented in accordance with the policy guidelines outlined here and all other relevant laws and statutes.

ii. Monitoring and evaluation will be conducted periodically to assess the effectiveness of this policy.

7.0 EFFECTIVE DATE:

This revised policy shall be effective upon approval by the Council of the Kerio Valley University College.

8.0 REVIEW

This policy shall be reviewed as and when need arises.

9.0 REFERENCE

i. Universities Act, 2012

ii. Constitution of Kenya, 2010

iii. Rules and Regulations Governing the Conduct and Discipline of Students of the Kerio Valley University College

9. APPENDICES/SCHEDULE

i. Professional Certificate for clubs' registration.

ii. Sample Certificate of Club Registration.

iii. Authority form to carry out a Clubs Meeting/event.

iv. Categories of Clubs/Societies shall be; Professional/Academic Oriented, Life Skill, Religious, County/Regional and others

v. Religious clubs shall be registered under the following broad categories; Catholic, Protestant, Adventist and Islam.

vi. Clubs and Societies activities shall include but not limited to the following; outreach, funeral support activities, tree planting, election of leaders, outings, explorations and picnics, seminars and trainings, career talks, blood donations and health activities.

vii. Clubs and Societies must conduct all their activities in accordance with Article 19 of the Rules and Regulations Governing the Conduct and the Discipline of the Student of the Kerio Valley University College.

Kerio Valley University College

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OFFICE OF THE DEAN OF STUDENTS

REF. KVUC/DOSA/CLSO/082

DATE. _____

To; THE CHAIRPERSON

NAME OF THE CLUB OR ASSOCIATION _____

Dear Sir/Madam,

RE: REGISTRATION OF YOUR ASSOCIATION: _____

Following your application and having duly complied with Article 19.0 (a), (b) and (c) of the Rules and Regulations Governing the Conduct and Discipline of the Students of Kerio Valley University College, with regard to the Registration of Clubs and Societies, I am glad to inform you that your proposed Association _____ has been registered in this office with effect from the date of writing this letter.

Please note that your Club shall operate in accordance with your approved constitution and in conformity with the Rules and Regulations Governing the Conduct and Discipline of the Students of Kerio Valley University College as regards the Management of Clubs and Societies.

I take this opportunity to congratulate you for your efforts and wish you the best of luck.

Thank you.

DR. SALLY TOROITICH (PhD)

DEAN OF STUDENTS