

	MOUNTAINS OF THE MOON UNIVERSITY	Minute 239/15th/MMU UC/Mar/26(d)
Document Title	Guidelines for the formation of student clubs and Associations	Effective Date: 15th March 2026.
Section Name	Student Affair Department	Issue Number:



MOUNTAINS OF THE MOON UNIVERSITY

GUIDELINES FOR THE FORMATION OF STUDENT CLUBS AND ASSOCIATIONS

1.0 CITATION

This document will be cited as the *“Mountains of the Moon (MMU) University Guidelines for the Formation of Clubs and Associations, 2026”*

APPROVAL

Approved by the Mountains of the Moon University Council


.....

Signature


.....

Date of Approval

ENG.DR.BEN MANYINDO

CHAIR PERSON UNIVERSITY COUNCIL.

1.0 Preamble

Student Clubs and Associations at Mountains of the Moon University (MMU) are organized groups formed and led by students who share common interests, goals, or affiliations, as guided by the Guild Constitution. These platforms offer students opportunities for personal development, social interaction, leadership training, and practical learning experiences that extend beyond the lecture room.

Student Clubs and Associations exist to support the university's broader mission of holistic education and community engagement.

2.0 Purpose of Student Clubs and Associations

i. Enhancing Student Learning Beyond the Classroom

Clubs offer practical experiences that complement academic knowledge, hence helping students to apply theories, explore interests, and develop problem-solving skills.

ii. Promoting Leadership and Personal Growth

Involvement in clubs cultivates confidence, responsibility, and leadership through roles like chairpersons, secretaries, and event coordinators.

iii. Fostering a sense of Community belonging

Clubs bring together students with shared values, beliefs, or passions, fostering a sense of community and strengthening campus unity.

iv. Encouraging Talent Development and Creativity

Through arts, sports, innovation, and debate, clubs create a space for students to discover and nurture their abilities.

v. Supporting Civic Engagement and Social Responsibility

Many associations engage in community service, environmental awareness, and advocacy, encouraging students to contribute to society.

vi. Promoting Diversity and Inclusion

Cultural, religious, and interest-based clubs allow students to express their identities while learning to respect others.

vii. Strengthening Career Readiness and Professional Skills

Academic and professional clubs expose students to industry trends, mentorship, and networking opportunities that prepare them for life after university.

viii. Contributing to a Vibrant and Active Campus Life

Clubs organize events, forums, competitions, and campaigns that make university life engaging and memorable.

3.0 Categories of Student Clubs and Associations at Mountains of the Moon University

Student Clubs and Associations reflect a wide range of student interests, backgrounds, and goals. These groups are categorized to support academic, social, cultural, and personal development. Below are the main categories;

a. Academic and Professional Clubs

These clubs are aligned with academic disciplines or professional fields. They aim to enhance learning and expose students to career-related opportunities.

b. Cultural Associations

These groups celebrate and promote the diverse cultural identities represented at MMU. They help preserve heritage and encourage intercultural understanding.

Student Clubs and Associations reflect a wide range of student interests, backgrounds, and goals. These groups are categorized to support academic, social, cultural, and personal development. Below are the main categories;

a. Academic and Professional Clubs

These clubs are aligned with academic disciplines or professional fields. They aim to enhance learning and expose students to career-related opportunities.

b. Cultural Associations

These groups celebrate and promote the diverse cultural identities represented at MMU. They help preserve heritage and encourage intercultural understanding.

They are basically Associations formed by diverse tribes or regions within the University.

c. Religious Associations

Religious associations support spiritual growth and moral guidance. They also provide a platform for worship, fellowship, and faith-based discussions.

d. Sports and Recreational Clubs

These groups promote physical fitness, wellness, and healthy competition. They help students participate in university and inter-university sports activities.

e. Creative Arts and Talent Clubs

These focus on artistic expression, entertainment, and performing arts. They provide space for students to explore music, dance, drama, and poetry.

f. Social Impact and Advocacy Clubs

These clubs promote volunteerism, civic engagement, and student-led activism on social, economic, and environmental issues.

g. Special Interest Groups

These are student-initiated groups that focus on unique or emerging topics that don't necessarily fall under the other categories.

h. Requirements for starting any Student Clubs and Associations at Mountains of the Moon University (MMU):

Each club or Association must register with the Dean of Students' office and operate within the University policies and guidelines, as well as present the following in form of documents;

4.0a. Purpose and Relevance

The proposed Club or Association must show a clear purpose that aligns with the University's Mission and Values.

4.0b. Membership

At least fifty (50) fully registered students must express interest and commit to joining as founding members. A list of these students, with registration numbers and signatures, must be presented.

4.0c. Club/Association Constitution

A basic Constitution must be submitted, clearly outlining:

- i. The name of the Club or Association
- ii. Objectives and Activities
- iii. Membership Criteria

- iv. Leadership Structure and Election Procedures
- v. Meeting frequency
- vi. Rules on discipline and conflict resolution
- vii. Financial management and accountability mechanisms
- viii. Amendment procedures

4.1 Executive Committee

The group should identify interim leaders (Chairperson, Secretary, Treasurer, etc.) who will manage affairs before elections are held.

4.2 REGISTRATION PROCEDURE

i. Application Letter

A formal letter requesting registration should be addressed to the Dean of Students, signed by at least three founding members (including the interim chairperson, Secretary, and the Staff Patron).

ii. Staff Patron

A Staff member of MMU (academic or administrative) must agree to act as a Patron/Advisor to the Club and provide a Letter of Acceptance.

A brief outline of proposed activities for the first academic year, showing how the club will benefit students and the wider University Community.

iii. non-duplication

The proposed club should not duplicate the mandate of an existing recognized Club or Association unless it provides a clearly distinct approach or area of focus.

iv. Compliance with University Policies

The Club must agree to operate within the MMU Student Code of Conduct and all other relevant University Policies and Guidelines.

v. Approval Process

The Dean of Students' Office will review the application and present it to Top University Management for approval.

Upon approval, the Club will be officially recognized with a Certificate of Registration and allowed to operate on campus, and will be eligible to request support or space from the University.

5.0 Structures and Governance of Student Clubs and Associations at Mountains of the Moon University

Student clubs and associations operate under a structured governance system to ensure accountability, sustainability, and alignment with university policies.

Below is an overview of how these clubs are typically structured and managed:

5.1 Oversight and Regulation

a) Top University Management through the Office of the Dean of Students

- i. Responsible for registration, monitoring, and coordination of all student Clubs and Associations.
- ii. Guides compliance with university regulations and ensures Clubs & Associations align with MMU's values.

b) Student Guild

- i. Works closely with the Dean of Students' Office to support, supervise, and advocate for Clubs and Associations.

- ii. May have a Minister for Clubs and Associations in the Guild Cabinet who serves as the link between Clubs and University Administration.
- iii. There shall be a committee to oversee the operations and discipline of the various clubs and Associations, comprising the Chairpersons of all the registered ones.

c) Club/Association Executive Committee Structure

Each registered Club or Association is expected to have an Internal Leadership team, often elected annually by its members as per its Constitution.

d). General Membership

- i. Open to all interested MMU students unless the Club has specific eligibility criteria (e.g., academic program or skill level).
- ii. Members have voting rights in elections and are expected to participate in activities and meetings.

e). Annual General Meeting (AGM)

Hold an Annual General Meeting at least once a year to review performance, present financial and activity reports, and elect new leaders.

f). Constitution and Guidelines

Every club is required to:

- i. Draft and adopt a constitution outlining its objectives, leadership structure, election procedures, and member rights.
- ii. Submit this document to the Dean of Students for approval during registration or renewal.

h). Reporting and Evaluation

- i. Clubs submit termly or annual reports highlighting their activities, achievements, challenges, and financial use.
- ii. The university may conduct evaluations to assess relevance and impact.

6.0 Benefits of Student Clubs and Associations to the Student Community at Mountains of the Moon University

Participation in Student Clubs and Associations offers a wide range of benefits that go beyond academic learning. These platforms help students grow personally, socially, and professionally. The key benefits include:

i. Leadership Development

Clubs offer students the chance to take on leadership roles, helping them build confidence, responsibility, and decision-making skills.

ii. Teamwork and Collaboration

Working with peers in organizing activities teaches students how to cooperate, resolve conflicts, and contribute effectively as part of the team.

ii. Improved Communication Skills

Through meetings, presentations, and public engagements, students develop clear and confident verbal and written communication.

iii. Exposure to Real-world Experience

Clubs often stimulate professional environments, providing practical experience in event planning, budgeting, problem-solving, and project management.

iv. **Networking Opportunities**

Clubs connect students with like-minded peers, alumni, professionals, and guest speakers, which aids in building networks that can benefit them in the future.

v. **Personal Growth and Confidence**

Being active in a club helps students explore their identity, passions, and abilities in a supportive space that builds self-esteem.

vi. **Academic and Career Support**

Academic and professional clubs expose students to extra learning opportunities, internships, and career guidance aligned with their fields of study.

vii. **Community Engagement and Volunteering**

Many clubs are involved in outreach projects, allowing students to make a positive impact on local communities and develop a spirit of volunteerism.

viii. **Stress Relief and Recreation**

Participation in sports, arts, and social events organized by clubs provides a healthy balance to academic work and reduces stress.

ix. **Cultural Awareness and Inclusion**

Cultural and religious associations help students learn about different backgrounds and beliefs, promoting tolerance, diversity, and mutual respect.

7.0 Financial Management and Accountability

- i. Each club shall maintain a transparent financial system.
- ii. Funds shall be used solely for approved activities and recorded in the books of account.
- iii. All financial transactions must be authorized by at least three signatories: the Chairperson, Treasurer, and one other executive member, or as guided by its Constitution.
- iv. Annual financial statements shall be submitted to the Office of the Dean of Students.
- v. Fundraising activities must receive **prior written approval** from the Dean's office.
- vi. External donations or sponsorships must comply with University financial regulations.
- vii. Misuse of funds shall result in disciplinary action, including suspension or deregistration of the club and possible referral to University disciplinary authorities.

1. Clubs must conduct all activities in ways that promote student welfare, respect, and dignity.
2. No club shall engage in hazing, bullying, discrimination, or activities that endanger physical or mental health.
3. Clubs organizing off-campus activities must prepare and notify the Dean's office for approval.
4. All off-campus activities must have a staff patron or responsible officer present.
5. Emergency contacts and safety protocols must be in place for each approved activity.
6. Clubs must uphold the University's policies on **Sexual Harassment, Gender Equality, and Non-Discrimination**.

8.0 Risk Management and Event Approval

- i. Every event or activity organized by a club must receive prior approval from the Dean's office.
- ii. Approval shall be based on safety, relevance, financial feasibility, and compliance with University regulations.
- iii. Clubs are required to plan for:
 - a) Security and crowd control

- b) First aid and emergency contacts
- c) Responsible conduct (no alcohol, drugs, or violence)
- d) Safe transport arrangements where applicable
- iv. Failure to obtain approval before conducting an event shall constitute a breach of policy and attract sanctions.
- v. Clubs and associations shall be strictly non-tribal, non-religious, and non-discriminatory in character. They must promote the unity of the MMU community and avoid any activity or expression that fosters division, prejudice, or bias.
- vi. Members and leaders are expected to continually engage in open dialogue and reconciliation to strengthen mutual respect and inclusion.
- vii. Membership shall remain open to students from all regions, tribes, and faiths. The University encourages cross-cultural participation so that all clubs reflect MMU's diverse community.

9.0 Monitoring and Evaluation

1. Clubs shall submit **annual reports** detailing activities, achievements, membership, and finances.
2. The Dean of Students shall maintain a **Register of Active Clubs and Associations**.
3. Periodic evaluations shall be carried out to ensure compliance.
4. Inactive or non-compliant clubs shall be suspended or deregistered.
5. The Dean's office may conduct capacity-building workshops for club leaders and patrons annually.

10.0 Sanctions and Disciplinary Measures

Violations of this policy may attract one or more of the following sanctions:

- a) Written warning
- b) Suspension of activities or funding
- c) Deregistration of the club
- d) Disqualification of leaders from holding office
- e) Referral of individuals to the University Disciplinary Committee

Appeals against disciplinary measures shall be made in writing to the Dean of Students within 14 days of notification.

11.0 Policy Implementation

The Office of the Dean of Students shall:

- a) Disseminate this policy to all students during orientation.
- b) Provide training for club executives and staff patrons.
- c) Coordinate with the Guild Council to ensure compliance and representation.
- d) Collaborate with the Finance Department, Security Office, and Health Services for enforcement of safeguards.

12.0 Enforcement of Safeguards

Where a club or association violates this policy or promotes tribal, religious, or cultural divisions, the Top University Management shall invoke the relevant safeguards, including suspension or deregistration. Clubs and leaders found culpable shall be reprimanded and may lose privileges or recognition.

13.0 Review and Amendment

This policy shall be reviewed every **three (3) years** or at any time deemed necessary to respond to emerging trends in student engagement, welfare, and governance.

14.0 Effective Date

This policy shall take effect upon approval by the **University Council** on the recommendation of the **SAGE** and under the authority of the **Office of the Dean of Students**.