



**ZAINA FOUNDATION
DIGITAL RIGHTS
CLUB** | For Secondary Schools,
Collages & University

www.zainafoundationtz.org

About Zaina Foundation.

Zaina Foundation is a private, autonomous, voluntary, non-governmental, non-profit sharing Organization which was founded in 2017 and registered under NGO's Act of 2002 with the aim of promoting digital rights in Tanzania.



CONTENT

Introduction	04
Objectives of the club	04
Club responsibilities	05
Membership eligibility and responsibilities	05
Leadership structure and their responsibilities	06
Meeting schedule	08
Election procedures and rules	09
Responsibility of Zaina Foundation	10
Award Recognition	11
Happy Ending	11

1. Introduction

Zaina Foundation in promoting Digital Rights and Inclusion is implementing Digital Voice Project which is aimed at increasing civic space and digital safety awareness to young activists in Secondary, Universities and Colleges. One of the Digital Voice Project objectives output is initiation of Students Clubs that will enhance Projects outcomes sustainability.



2. Objectives of the club

- » To expand knowledge of Digital Rights at Secondary school, Universities and colleges
- » To build awareness on how to avoid Online Gender Based Violence OGBV in Tanzania
- » To integrate technology with education activities and nature.
- » To empower young activists on 21st century skills.

3. Club Responsibilities

- » Conducting technological skills training base on their needs.
- » Report and share OGBV incidences at university
- » Prepare presentation to the new members
- » Commemoration of UN International day which are Cyber security awareness month and International Day of Access to information.
- » To conduct election of the new regime.
- » Adhere to policies and procedures of the club manual



4. Responsibilities of the club members

- » To participate in all club meeting
 - » To participate on all activities of the club
 - » To expand digital awareness skills to other groups in the community
-

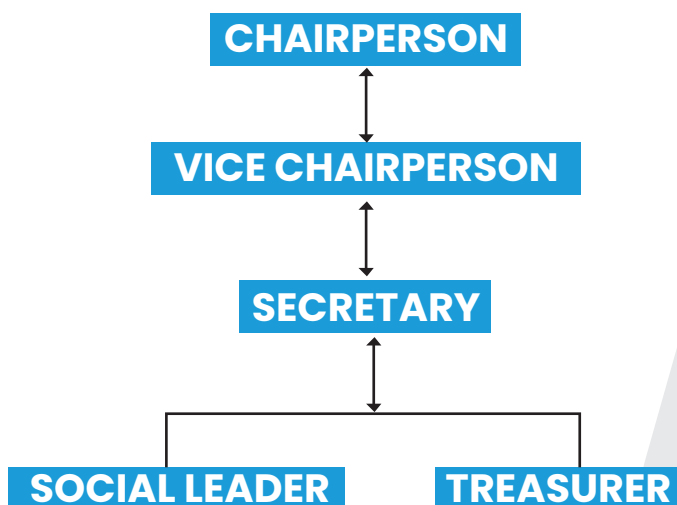
Criteria Of Club Members

 Be a registered student of the particular secondary, university, colleges

 Aged from 12-25 years

 Passion in technology and Innovation.

Leadership Structure of the Club



Chairperson Responsibilities

- » To provide leadership and direction of the club
- » To lead all club meeting
- » Verification of new members
- » Report on the development of the club in each semester
- » Presenting annual report
- » To delegate all responsibilities in his/her absence



Vice Chairperson

- » Supervising club meeting absence of the president
- » Assisting president in completing other duties
- » Contribute to the club operation
- » To perform all president delegated activities in his/her absence.



Secretary

- » To arrange club meeting
- » Registration of the club members
- » Writing meeting minutes
- » To keep all club documents



Social Leader

- » Organizing monthly Creative dialogue
- » To arrange creative online digital awareness learning topics
- » To present creative programs for the sustainability and activeness of the club

Treasure

- » To report for the expenditure and revenue
- » To prepare budget
- » To coordinate and monitor fundraising activities
- » To keep financial and club asset

Meeting schedule

Meeting Tittle	Responsible	Number of occasions	Meeting Theme
General Meeting	All members and Advisor	Once per annum	- To present annual Report of the club -To conduct election of new leaders
Club Meeting	All members	Once per month/ Once per week	Sharing updates on club development.

Election Procedures and Rules

- » Elections should be conducted in a fair and transparent process.
- » The club will set a date for the election, and publicize that date to its membership with at least a two-week notice. Notification shall be done through email, and shared in the WhtasApp group
- » All candidates should submit form to secretary of the club
- » Before the election, candidates will give a brief speech, explaining why they want the position
- » Balloting should be confidential, using written ballots. And should be counted by at least two people, not involved in the election.
- » Results should be announced as soon as possible, and results posted in a public space that the members can easily access.
- » Previous leaders should report the election process to the club



Criteria of Leaders

- » Should be active member of the club
- » Ready to be accountable in assigned tasks
- » Registered student of the particular secondary, university, college
- » Have passion in technology and Innovation.
- » Have digital device and active online.

Responsibilities of Zaina Foundation



To provide guidelines and responsibilities of the club



To provide learning materials for the club



To find opportunities of the sustainability of the club



To capacitate members.

Zaina Foundation –
A Better Tomorrow

Responsibilities of Advisor

- » To supervise during election
- » To guide club members in their activities
- » To attend in the general meeting of the club
- » Point of contact between Zaina Foundation and Club members
- » Maintaining contact with club activities

Award Recognition

Certificate will be awarded to the finalists' club members and leaders



Contact Us

P : +255 676 586199

E : info@zainafoundationtz.org

P.O.Box 75757, Bahari Beach, Nyuki Road,

w : www.zainafoundationtz.org

Dar es Salaam - Tanzania