

Elieb's Alumni Welfare Group Constitution

CONSTITUTION OF THE ELIEB'S ALUMNI WELFARE GROUP.....	2
ARTICLE 1.....	2
TITLE NAME.....	2
ARTICLE 2.....	2
LOCATION.....	2
ARTICLE 3.....	2
OBJECTIVES.....	2
ARTICLE 4.....	2
MEMBERSHIP.....	2
ARTICLE 5.....	3
EXECUTIVE COMMITTEE.....	3
ARTICLE 6.....	4
DUTIES OF THE OFFICE BEARERS.....	4
<i>Chairperson:</i>	4
<i>Secretary General:</i>	4
Assistant Secretary General:.....	4
Treasurer:.....	4
ARTICLE 7.....	4
MEETINGS.....	4
ARTICLE 8.....	5
PROCEDURE AT MEETING.....	5
VOTING.....	5
ARTICLE 9.....	6
AMENDMENTS TO THE CONSTITUTION.....	6
ARTICLE 10.....	6
DONATIONS.....	6
DEATH OF:.....	6
ILLNESS.....	6
REUNIONS.....	6
ARTICLE 11.....	7
AUDIT.....	7
ARTICLE 12.....	7
NEXT OF KIN.....	7
ARTICLE 13.....	7
DISSOLUTION.....	7

CONSTITUTION OF THE ELIEB'S ALUMNI WELFARE GROUP

TEL: 0717 195 484 / 0711 571 992 / 0727 462 256

MAY 2021

ARTICLE 1

TITLE NAME

The name of the association shall be **ELIEB'S ALUMNI WELFARE GROUP** herein after called EAWG.

ARTICLE 2

LOCATION

EAWG has presently no permanent office/location.

ARTICLE 3

OBJECTIVES

The main objective of the welfare is to support our members in case of bereavement or terminal illnesses that incur huge hospital bills. The welfare also intends to bring together Elieb friends together once in a while for reunions.

ARTICLE 4

MEMBERSHIP

Membership to the group is open to all persons who went through Elieb Visions High School either fully or partially between 2007 – 2011 and who accept the aims, interests, terms and conditions of the association and pay the membership fee, without distinction of race, religion, gender, or political affiliation.

Member registration fee shall be KSh 1000 and the monthly contribution shall be Ksh. 500. The group will create an account that can earn interest for members (One of the accounts will hold 100 shillings for the welfare and another 400 shillings for the interest earning account) Member resignation: Any member desiring to resign from EAWG shall submit a resignation letter to the Secretary General who shall notify the resigning member of the receipt of such a letter, and inform the next General Meeting of the resignation. Any member who resigns or is removed from membership shall not be entitled to a refund of registration fee or any part thereof. 80 % of their total monthly contribution (contributed since the last donation) shall however be refunded after 3

months after the date of receipt of resignation letter. Re-admission will be at the discretion of the registered members. Any member who falls into arrears with monthly contributions for more than 6 months shall automatically cease to be a member of EAWG, and his/her name shall be struck off the register of membership. The Members may however, at its discretion, reinstate such a member on payment of the total amount of the outstanding contribution. Any new joining the group shall pay the registration fee, backdate monthly contribution by 6 months, and wait for six months before they can benefit from the kitty.

ARTICLE 5

EXECUTIVE COMMITTEE

The Executive Committee of EAWG shall be drawn from membership of the group. The Office bearers of the association will include:

- The Chairperson
- The Vice Chairperson
- The Secretary General
- The Assistant Secretary General
- The Treasurer

All office bearers shall be elected by the members and will hold the office for two years or until such a time when he/she exits either by resignation, vote of no confidence or death. Any office bearer who resigns, or ceases to be a member of the Association shall automatically cease to be an office bearer thereof. Office bearers may be removed from office if $\frac{3}{4}$ of members passes a motion of no confidence against the office bearer. The Executive Committee shall be answerable to the group members, and shall meet once in every 4 months.

The Nature of the duties of the Executive Committee shall be multipurpose, being authorised to undertake all business of the group under the directives of the members. The business of the group shall be transacted by the Executive Committee and shall include inter alia:

- Receive and act as necessary on all financial reports and any other committee's reports and recommendations
 - Establish special committees consisting of the members of the Executive Committee and/or others, as they appoint, or delegate all or any of its powers and duties to anyone of the members alone, on such terms and conditions as in either case it thinks proper from time to time.
 - Generally (and without limitation of such generality by the foregoing context), do all such acts and things as may seem to it necessary or desirable as directly or indirectly conducive toward the fulfilment of any of the objects of this Constitution
 - All monies disbursed on behalf of the group shall be authorised by the Executive Committee on behalf of the members. (They will all be signatories to the account). At least three signatures must be present for money to be withdrawn.
-

ARTICLE 6

DUTIES OF THE OFFICE BEARERS

Chairperson:

The Chairperson shall, unless prevented by ill health or other sufficient cause, preside over all the meetings of Executive Committee and at the general meetings. He/she shall also be the compulsory signatory to the account.

Vice Chairperson:

The Vice Chairperson shall perform any duties of the Chairperson in his or her absence.

Secretary General:

The Secretary General shall deal with all correspondence of the association. In case of an urgent matter where the members cannot be consulted, he/she shall consult the Chairperson, or if not available, the Vice Chairperson. The decision reached shall be subject to ratification or otherwise at the next executive meeting. He/she shall issue all notices for convening all meetings of the Executive Committee and general meetings of the association and shall be responsible for keeping minutes of such meetings. He/she shall be responsible to other office bearers for the proper maintenance of the register of members of the group.

Assistant Secretary General:

In the absence of the Secretary General, he/she shall perform all duties of the Secretary General or other duties assigned by the executive committee. The Assistant Secretary General shall be responsible for arranging meeting venues, information dissemination and other assignments as may be given to him/her by the office of EAWG.

Treasurer:

The Treasurer shall receive and manage all moneys belonging to the association. He/she shall issue receipts for all moneys received by him/her and preserve vouchers for all moneys paid. The Treasurer is responsible to the executive committee and the members. All moneys paid and received by the Treasurer must be written in the books, preserved and be available for inspection.

ARTICLE 7

MEETINGS

There shall be two classes of general meeting, i.e., Annual General Meeting and Special General Meeting.

The Annual General Meeting shall be held not later than 31st March each year. Notice in writing of the general meeting, accompanied by annual statement of account and the agenda for the meeting, shall be sent to all members not less than 21 days before the date of the meeting.

The agenda for Annual General Meeting shall consist of the following information:

- Confirmation of the minutes of the last general meeting.
- Consideration of account.
- Appointment of the auditor (if deemed necessary)
- Such other matters as the members may decide or to which notice shall have been given in writing by a member or members to the Secretary General not later than four weeks before the date of the meeting.
- Any other business, with the approval of the Chairperson.

Special general meeting may be called for any specific purpose by the executive committee. Notice of such meeting shall be sent to all members not less than seven days before the date of the meeting thereof. A special General meeting may also be requisitioned for a specific purpose by not less than a third of the registered members through a written request to the Secretary General not less than 21 days from the date of requisition. The notice of such meeting shall be as shown in article 7 (c), and no other matter shall be discussed apart from that stated in the requisition.

Quorum of any general meeting shall consist of not less than two thirds of the members with voting rights of the registered members. In case of lack of quorum, the general meeting shall adjourn and reconvene as an "adjourned meeting one hour after the scheduled hour. The quorum at the adjourned meeting shall be the voting members present.

ARTICLE 8

PROCEDURE AT MEETING

At all meetings of the association, the Chairperson or in his/her absence, the Vice Chairperson, or in the absence of both officers, a member elected by the meeting shall take the chair.

Resolutions shall be decided by simple voting by a show of hands. In case of equality of votes, the Chairperson may give the casting vote.

VOTING

Each member shall be entitled to one vote at any meeting. All questions shall be decided by a simple majority vote, except constitutional amendments and proposal for dissolution of the association. All abstentions shall always be ignored when counting votes. Voting may be by show of hands, or by secret ballot. At elections when there is more than one candidate, voting shall always be by secret ballot.

Members may appoint a proxy to vote on their behalf provided that the appointment of proxy in writing is received at the EAWG office 7 clear days prior to the meeting. A proxy may be revoked by the member in person at any time prior to the vote being cast. Elections will be held in the presence of a respected member of the community every two years or after the demise of an office bearer.

ARTICLE 9

AMENDMENTS TO THE CONSTITUTION

This constitution may be amended at general meetings of the group by a decision of not less than two thirds of the voting members. No amendments shall be undertaken without the prior approval of the members.

ARTICLE 10

DONATIONS

The association will provide financial support in case of death or serious illness that requires hospitalization for any of the following members. Their names must be provided by the members during registration.

DEATH OF:

- Member - Kshs. 40,000
- Spouse - Kshs. 40,000
- Child – Kshs. 20,000
- Parent - Kshs. 20,000

ILLNESS

- Member - Kshs. 40,000
- Spouse - Kshs. 40,000
- Child - Kshs. 20,000
- Parent - Kshs. 20,000

A person can only be covered from the welfare kitty only once in a year for the same issue. However, one can be covered more than once if the issues are different. In case of death, an appointed member from the group will be facilitated to attend the burial to mourn with the family and represent the group. In case of sickness, public hospitals cap for support is if the bill is 100,000/=, while for private hospital cap is 500,000/=.

REUNIONS

The members will discuss of the most convenient time and place for a reunion once every year. Reunions contributions to be subsidized from the welfare kitty.

ARTICLE 11

AUDIT

A group member who is not an office bearer will audit the group accounts at the end of every year and submit all finance obligations to the group members during the annual general meeting. In case the report is unsatisfactory, the members will get the services of an external auditor.

ARTICLE 12

NEXT OF KIN

Every member should indicate the name and number of their next of kin.

ARTICLE 13

DISSOLUTION

If the members decide to dissolve the group at any time by not less than two thirds majority, the executive committee shall call for a special general meeting by giving a notice of not less than 14 days in writing, stating the terms of the dissolution resolution. A resolution to dissolve the group shall be arrived at if voted in favor by a two thirds majority.