

# **NCBA RETAIL CREDIT SOLUTIONS WELFARE CLUB CONSTITUTION**

## **PREAMBLE**

We, the RCS staff welfare club recognize the need to empower, care and encourage one another in all aspects of life.

In order to achieve these, we have our constitution which is supreme in guiding us to attain our mission.

## **MAY GOD BLESS OUR WELFARE**

## **CHAPTER 1: MISSION/ PURPOSE**

### **The objectives of the welfare association is:-**

To offer moral, spiritual and social support to its members through team building, birthday celebrations and visits.

To support projects that enhances and preserves humanity through annual CSR activities

To offer financial support to its active members in the following circumstances :

1. Bereavement.
2. Illness.
3. Baby visit.
4. CSR
5. Farewell
6. Birthday

First benefits to take effect after 3 months of contribution and the individual member benefits take effect after 3 months of successful contribution of a member except for birthday celebrations which is done on month to month basis.

## **CHAPTER 2: MEMBERSHIP**

### **i. Qualification**

Membership is compulsory to all permanent and contractual staff members of RCS department at a monthly subscription fee of Kes.1000 for permanent staff and Kes.500 for contract staff. Members to effect a standing order of monthly contribution into the welfare account.

### **ii. Termination of membership**

#### **One ceases to be a member in the following circumstances, if:**

- One is permanently transferred.
- One ceases to be a staff of NCBA due to; death, retirement, dismissal, career change etc.
- When a member leaves the department, a party shall be organized and up to Kes.10,000 shall be spent
- A member who ceases membership for any reason including the ones above shall not be entitled to any payment or claim by the club. (No reimbursement of funds).

## **CHAPTER 3: SCOPE**

The club shall cover:

### **i. Bereavement.**

- The nuclear family i.e. member, one declared spouse and children (owned or adopted where there is proof).
- The member's immediate parents and parents in law.

- The member's immediate brothers and sisters.
- ii. **Illness.**
- The members sickness and hospitalization
- iii. **Baby visit.**
  - Members own children or formally adopted
- iv. **Birthday.**
  - A monthly joint celebration for the members birthday as per given DOB
- v. **Team building.**
  - Annual team building activity/lunch to enhance team cohesion and bond
- vi. **CSR**
  - Christmas shopping for less privileged in society in conjunction with NCBA initiative or other identified needy persons.
- vii. **Farewell**
  - Farewell party not exceeding kes.5,000 for a member leaving the welfare as per the terms stipulated in the constitution.

#### **CHAPTER 4: LIMITS**

- i. **DEATH**
  - a. In case of death of a member Kes.20,000 shall be paid to the next of kin or any other cause as may be passed at a special general meeting
  - b. Death of the spouse Kes.15,000 shall be paid to the member
  - c. Death of immediate parent Kes. 15,000 shall be paid to the member
  - d. Death of immediate sister or brother Kes.15,000 shall be paid to the member
  - e. The welfare shall foot the cost of transport and subsistence allowance for two members to attend funeral service of a covered beneficiary where the employer doesn't provide the same
  - f. Funds to be disbursed within 1 week of the reporting of the incidence.
- ii. **ILLNESS**
  - a. In case of hospitalization, a member is entitled to Kes.3,000 to assist with vitamins and fruits for recuperation.
- iii. **BABY VISIT**
  - a. A member who welcomes a new born baby shall be entitled to a gift of Kes.15,000 from the welfare. Each member will contribute an additional Kes.500 towards the visit/gift.
- iv. **BIRTHDAYS**
  - a. Birthdays will be jointly celebrated on a monthly basis depending on the D.O.B for members.

#### **v. TEAMBUILDING**

Each year, the team shall have one team building whose bill will be footed by the welfare depending on the financial stability of the club.

#### **Vi. CSR**

Allocation of a maximum of Kes.5,000 towards purchase of Christmas shopping to an agreed cause

## **CHAPTER 5: CLUB ACCOUNT**

- a. The club shall run a current account at NCBA House branch
- b. Each member will be required to put a monthly standing order to the account
- c. The account shall have three signatories, where any two can transact. The treasurer is a mandatory signatory. However, another signatory can sign in case of the treasurer's absence
- d. No debits shall be allowed to the club account except for the purpose of the club. Any deviation shall require a special general meeting resolution
- e. Specific allocations to be reviewed annually advised by the funds availability and necessity

## **CHAPTER 6: OFFICE BEARERS AND THEIR DUTIES**

1. The office bearers shall be the chairman/lady, treasurer, secretary, and four committee members who herein will be referred to as the committee or officials
2. The welfare will be patroned by Head of Credit Solutions.

### **CHAIRMAN**

- Convene and preside over all meetings
- Be a signatory
- Introduce incoming members to the club

### **SECRETARY**

- Handle all correspondence
- Taking and safe custody of minutes in all meetings and circulate them
- Maintain a list of members and birthdays
- Be a signatory
- Is the deputy to the chairperson.
- Issue notice of AGM, team building and other meetings

### **TREASURER**

- Custodian of the club financial issues and instruments hence mandatory signatory to the club account
- Co-ordinate and Disbursement of funds as per allocation
- Monitoring and reconciliation of monthly contribution
- Submit the end year results to members during the AGM

## **CHAPTER 7: ELECTIONS**

### **I. General principles**

- a. Elections should be fair and free
- b. Elected officer bearers will serve for a term of one year in office
- c. The office bearers shall hold office for one term which is equivalent to 1year and stand eligible for re-election which shall not exceed 2 consecutive terms
- d. Any member is eligible for election

- e. The club shall be run by five office bearers i.e. chairperson, secretary, treasurer and two committee members
- f. The office bearers shall be representative gender
- g. Elections shall be held after every one year unless an office falls vacant due to resignation or
- h. Any of the remnant office bearers can facilitate elections in the absence of the chairman and secretary
- i. Any office bearer shall hold brief in a vacant office as decided by the committee.
- j. Vacancies which arise will be filled not later than one month
- k. An office falls vacant if:
  - The office bearer ceases to be a member
  - A creation of the same due to expansion of the welfare
  - The committee declared a seat of an official vacant when he or she fails to attend their meetings twice consecutively without a valid reason or is unable to discharge the duties of that office effectively.
  - A member in written petition requests removal of an office bearer by collecting 10-member signatures. The chairman will call a special general meeting to deliberate on the same within two weeks
  - The office bearer disqualifies himself/herself through writing to the chairman
- l. Shall be during the AGM unless the office falls vacant due to but not limited to the given reasons
- m. Shall be conducted to elect the committee.
- n. Every member has one voting right
- o. Voting shall be through secret ballot
- p. The quorum for elections shall be 2/4 of all members
- q. There shall be a presiding officer

## **II. The Presiding Officer**

- a. Shall be appointed by members during the AGM
- b. Shall foresee ALL elections
- c. Shall not vote
- d. Be a person of integrity

## **III. Election Procedure**

Under the guidance of the presiding officer:

- a. Three members shall be proposed for office, seconded then be voted through secret ballot, results announced and the winner shall be decided by simple majority and declared by the presiding officer
- b. The proposed office bearers shall exercise their voting rights
- c. The same procedure will be repeated until all officers are elected
- d. The presiding officer shall compile the election results which will be circulated and be filed together with the constitution and a copy sent to the head of department.

## **CHAPTER 8: MEETINGS**

**There shall be three types of meetings:**

- i. **Annual General Meetings;** to be held in November at a date decided by the committee. The agenda shall be:
  - a. Hold elections
  - b. Any other business
- ii. **Special General Meeting**
  - a. To fill vacant positions as they fall due
  - b. To discuss any urgent matter
- iii. **Committee meetings**
  - a. Shall be held in every two months and as the need arises or as decided by the committee members
  - b. All meetings should have minutes, duly signed and filed for audit purposes

Notes:

- 2/3 attendance shall form a quorum
- Attendance of meetings shall be compulsory
- The secretary shall circulate the notice with the agenda at least one week in advance, specifying the venue
- Any absenteeism or lateness shall be penalized as the committee decides

## **CHAPTER 9: CHANGE OF THE CONSTITUTION**

To be reviewed annually and the change of this constitution once passed requires 2/3 majority of the membership

### **Officials**

Jeremiah Maina – Chair

Evelyne Kariuki – Treasurer

Grace Orare – Secretary

Cynthia Awuor – member

Dennis Okutoyi – member

Jackline Nzou – member

Charity Kilwake – member

### **Patron**

Joseph Mugambi