**Name of the Organization**: Beacon of Compassion Charity Foundation

**PREAMBLE**

We, the members of Beacon of Compassion Charity Foundation (BCF), in order to promote the well-being of the less fortunate, uphold the values of compassion and empathy, and strive towards creating a more equitable society.

**Inspired** by NeAs Eine Weltkreis e.V Organization

**Aware** of our rich diversity

**Considering** the vast ingenuity ,skills and potential incumbent upon the young people and the society and the possibilities of solving most of the problems in the society by harnessing these virtues.

**Acknowledging** the supremacy of Almighty God

**Appreciating** the diverse cultural and religious backgrounds of our members do hereby establish this constitution for the governance of our charitable organization.

**Article 1** : **Establishment of this organization**

1.The name of this organization is Beacon of Compassion Foundation( BCF) established under the laws of Kenya.

2.The headquarters of the organization shall be based in Nairobi, Kenya.

**Article 2:** **Supremacy of this constitution**

1.This constitution shall be supreme to any other law or rule that guide the functions of the organization.

2.Further this constitution shall be amended as provided for under this constitution.

**Article 3**: **Beacon of Compassion policy**

1. The Board of Directors and the steering Committee shall jointly or separately have the authority to set various rules ,regulations ,structures ,by laws and any other feature necessary to run this organization under this constitution.

2.The laws, rules , regulations, structures, by laws and other feature must be consistent with this constitution and shall be referred to as Beacon Of compassion policy.

3.The Board of Directors may repeal,change the rules as it may deem fit .

**Article 4: Objectives**

1.To reach out to the less privilege ,orphans and marginalized of the society through selfless services, providing palliative and offering scholarships.

2.To liaise with other organizations both in Kenya and outside Kenya in order to achieve the common goal .

3.To provide transparency and accountability within the charity sector.

4.To encourage and educate the populace on the importance of supporting charity organizations.

5.To provide platforms through which individuals can make donations towards causes aimed social impacts.

6.To provide a platform through which individuals may give non- financial support such as volunteering their time and skills.

7.To collaborate with the government and other Non Governmental Organization in realizing their time and skills.

8.To engage in community development programs.

Article 5: **Membership**

1)Full membership shall be open to individuals who support the objectives of the organisation and activity participate in its activities and shall be the benefactors of NeAS Eine Weltkreis e.V organisation

2.Honorary membership shall be open to sponsors of the NeAs Eine Weltkreis e.V foundation and any other person or organisation as may be preferred by the Board of Directors

3.Affiliated membership shall be open to government agencies,non Governmental institutions, Cooperate entities, businesses enterprises ,societies and any other organizations as preferred by the Board of Directors

Full Members shall enjoy the following rights ;

i.To get a membership certificate

ii.To be appointed as members of the steering Committee

iii.To view a copy of the constitution, by laws or policies and reports of the organisation

iv.To be informed of matters concerning organisation

v.To have access to the books of account

vi.To vote during elections

vii.to be considered to take part in any exchange programme.

**Article 6: Governance and structure**

1.The organization shall have a three -tie governance structure consisting of;

1. The Board of Directors
2. The steering Committee
3. The advisory committee

2.The Board of Directors shall consist of the founder members of the organization whose role is to oversee the progress of the Organization.

3.The steering Committee shall comprise of ;

1. The Chairperson
2. The Vice Chairperson
3. The secretary
4. The Vice secretary
5. The Treasurer and;

f)Any other office that shall be created by the Board of Directors on advise by the advisory committee.

4.The advisory Committee shall consist of members appointed by the Board of Directors on nomination by the steering Committee .

**Article 7**: **Duties of office Bearers**

**Chairperson**

1.Preside over steering Committee meetings and meetings of the Annual General meetings

2.Provide leadership and guidance on matters relating to the organisation

3.Represent the organization on external matters.

Appoint any other person fit to represent him in any other event.

**The Vice Chairperson**

1.Deputize the Chairperson

2. Assumes the functions of the Chairperson in his/absence

3.Oversee the functions of appointed members by the steering Committee.

Secretary

1.Keep true and accurate records of every meeting of the steering Committee and Annual General meetings

2Keep all records and documents including minutes and registers of members.

3.Maintain and have custody of all organisation ‘s correspondences

4.Issue Notice of meetings

**Vice Secretary**

1. Shall perform his/her role as assigned by the secretary

**Treasurer**

1.Shall be the chief financial officer of the organisation

2. Shall be in charge of all the financial aspects such as receiving all moneys and incomes

3.Shall prepare the budget of the organisation including the making of the quarterly reports to the steering Committee

4.Shall keep financial records and books of account and shall cause to be entered therein details of all money received and payments made by the organisation.

5.Shall ensure the organization's books of account and all documents relating there to are available for inspection to the oversight Board of Directors.

Article 8: **Election**

1.Elections shall be conducted in the fifth year during the Annual General meetings

2.Elections for office Bearers shall be conducted through a transparent and democratic process

3.Full members shall be eligible to vie as candidates for the various positions

4.Voting shall be done only by full members of the organisation

5.Candidates shall participate in pre election debate to present their visions and plans to the members.

**Article 9**: **Handing over Ceremony**

1.Formal Handing over ceremony shall be conducted to ensure smooth transition and taking over.

2.Handing over ceremony shall be conducted on the same day the elections are carried out.

**Article 10**: **Meeting**

1.There shall be Annual General meeting that shall be attended by all members

2.The steering Committee shall convene an emergency meeting to discuss on any emerging/agent issue

3.Seminars may also be convened by the steering Committee.

4. Prior to all the meetings Notice of agenda shall be sent out with the notice of the meeting.

5.Members shall sign the attendance sheet.

6Minutes of all the meetings shall be signed by the Chairperson, Vice Chairperson and the secretary.

**Article 11**: **Annual General meeting**

1.There shall be Annual General meeting in the month of September every year

2.The agenda of the meeting shall be as deemed fit by the steering Committee but shall include;

a) presentation of written reports by the organisation

b) Presentation of the organisation ‘s Annual financial report

c) Ratification of the organisation ‘s constitution and/or change made to it.

d) Approval of the organisation ‘s Annual activity plan

e) Other business and other motions as moved and approved.

**Article 12**: **Finance**

1.The finance of the organisation shall be used in purpose in line with objectives of the organisation

2.The assets and income of the organisation shall be applied solely in furtherance of its aforementioned objectives.

3.The organisation shall raise its funds through

1. Donations
2. Fundraising events
3. Accepting grants
4. Organization’s welfare associations

4.Records of all the organization ‘s income and expenditure shall be kept by the treasurer.

**Article 13**: **Amendment of this constitution**

1.The organization may by special resolution pass , modify or repeal this constitution, adopt a new constitution or change the name of the organization

2.Amendment shall be proposed by members and shall require a two thirds votes for Approval

**Article** 14: **Dissolution of this organisation**

1. In the event of Dissolution any remaining asset shall be distributed to charitable organizations with similar objectives and determined by Board of Directors

**Article** 15: Adoption

1. This constitution shall be adopted upon approval by a majority vote of the members present at a general meeting convened for that purpose.

Signature of Chairperson:

Joseph Mogesi

Signature of Secretary:

Isaac Sean

This constitution is hereby adopted and shall serve as the governing document of Beacon of Compassion Charity Foundation.