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**Article 1: Name**

The name of the association shall be called Kaloleni law courts welfare Association herein referred to as “The Welfare Association” and its operation will be within Kaloleni Law Courts.

**Article 2: Aim & Objective.**

1. To Promote general welfare of members.
2. Provide monetary support to members and immediate nuclear family members in time of refreshment or bereavement.

**Article 3: Membership.**

1. Membership is limited to only J.O and J.S working at Kaloleni law Courts.
2. A member shall join the association upon paying a joining fee of Kshs. ***1,000/=*** Only.
3. Each member shall be contributing a monthly welfare fund of Kshs. ***500/=*** on or before 5th of every month.
4. Members will be required to meet the financial obligations of the welfare and fully pay their contributions in line with the Objectives of the welfare association.
5. Cession: A person ceases to become a member of the welfare association upon ceasing to become an employee, upon being transferred to another station, upon death, insanity, expulsion or by resignation expressed in writing to the leadership committee. He/She shall cease to enjoy benefits enshrined in the terms of this constitution.
6. Misconduct: Any member who works against the interest of the welfare association shall face disciplinary action as reached by the welfare’s leadership.

**Article 4: Leadership.**

The leadership of the welfare shall consist of a chairperson, secretary and treasurer

* ***Chairperson*:**

1. Shall preside over meetings
2. Shall ensure protection & integrity of all the information of the association.
3. Shall admit, suspend and expel a member for violation of terms of this constitution.
4. Shall arrange for group meetings

* ***Secretary*:**

1. Shall keep records of minutes and financial records.
2. Shall receive resignation letters from members wishing to quit.
3. Shall keep the records of members and their contribution.

* ***Treasurer:***

1. Shall collect monies from members.
2. Shall keep financial records and contribution list.
3. Shall be ready to cooperate with auditors to audit financial information at any given time.

**Article 5: The Benevolence Fund.**

1. The benevolent fund shall be managed by the welfare association to demonstrate a spirit of togetherness, social conscience and altruism.
2. The beneficiary shall be required to report his/her case to any member of the leadership (Chair, Secretary or treasurer) for considerations.
3. The fund/ welfare kitty will support and or give financial benefit instances where:
4. A member has his/her wedding and or his/her biological child has a wedding.
5. A member is blessed with a child.
6. A burial of a member, his/her biological father, mother, spouse and children.
7. A member is ill and hospitalized/admitted.
8. A member is transferred/Retired/Exit.

* In the event of a contributor/member ‘s death, his/her biological parent, spouse and child the association will support the bereaved family with ***Kshs. 15,000/=***
* In the event of a contributor/member ‘s Wedding, his/her biological child with a wedding, the association will support the member with ***Kshs. 10,000/=***
* In the event of a contributor/member blessed with a new born child the association will support the member with ***Kshs. 10,000/=.***
* In the event of a contributor/member is taken ill and has been hospitalized/ admitted and the member has exhausted his/her issuance cover the association will support the member with ***Kshs. 10,000/=.***
* Where the member’s insurance cover in intact and the member is admitted the association will say pole to the member by giving ***Kshs. 2,000/=***
* In the event of a contributor/member is transferred/Exit/ Retire form service the association will support the member with ***Kshs. 10,000/=.***