

# **THE CONSTITUTION OF MACEDONIA YOUNG MOTHERS WOMEN GROUP**

## **1.0 NAME**

The name of the group shall be MACEDONIA YOUNG MOTHERS WOMEN GROUP hereinafter referred to as the GROUP.

## **2.0 OBJECTIVES**

1. To raise funds in various approved legal ways to finance the activities of the group
2. To arrange for social events from time to time for members
3. To provide members with benevolent benefits as and when needed
4. To provide members loans at an interest as stipulated in our meetings
5. To carry out any other activity from time to time that is consistent with and pursuant to the above-mentioned objectives

## **3.0 MEMBERSHIP**

1. Membership is open
2. Every member shall pay a membership fee of Kes 200 which will be revised annually
3. Every member shall pay a monthly subscription of an amount of choice which will go to their chama's personal records
4. Any member wishing to resign from the group will validly do so after submitting his or her resignation in writing to the secretary. The resignation shall take effect from the date of receipt of such a letter and upon the return of any assets owed to the group
5. Any person who ceases to be a member of the group shall be entitled to refund of 80% of the value of their contribution, upon return of any assets owed to the welfare. The refund shall be processed one month from the date the resignation letter is received by the secretary.
6. Any member may be expelled from membership if the executive committee so recommends and if a general meeting shall resolve by a simple majority of the present that such a member be expelled on the grounds that his or her conduct has adversely affected the reputation or dignity of the welfare, or that she has contravened any of the provisions of the constitution of the welfare. Such a member shall be refunded according to 3.0 item 5.

### **3.1 Rights of members**

- a. All members shall have a right to vote and to be voted for.
- b. All members shall have access to all the facilities offered by the welfare.
- c. At least 2/3 of the members shall compel the secretary to convene a special meeting and the quorum for such a meeting will be 2/3 of the members.
- d. Any member may be elected, appointed or nominated as a representative of the welfare in any of the undertakings.
- e. All members shall have a right to inspect all books & list of members of the welfare at all times.

### **3.2 Obligation of members**

- a.** All members shall be expected to respect all office bearers.
- b.** All members shall be required to honor their obligations as and when they fall due.
- c.** Members shall be required to respect and protect any property owned by the welfare and any damage to the same is punishable.
- d.** Every member shall solemnly abide by and bind himself /herself to the letter and the spirit of this constitution.
- e.** Members shall be required to participate fully in all group's activities.
- f.** Every member shall be required to attend all the meetings that are duly constituted (failure to attend will constitute to a charge of Kes. 100) in the event prior apology is sorted the Kes.100, will not be charged.
- g.** Any decisions made by the member in a duly constituted meeting shall be binding to all members, present or otherwise.

### **4.0 MEETINGS**

There shall be two classes of meetings:

- a.** General meetings to be held once every year on 12<sup>th</sup> December
- b.** Regular quarterly meetings (30<sup>th</sup> April, 30<sup>th</sup> August)

However, a special meeting may be held if requested for a specific purpose by order in writing to the secretary by not less than 2/3 of the members.

The quorum for the meetings shall be 75%.

### **5.0 FINANCES**

#### **a. Sources of revenue**

- 1. Registration and subscription from members
- 2. Interests from late payment
- 3. Any other legal source(s) of revenue as may be determined by the members
- 4. Interest income from the bank savings/call deposit or fixed deposit account operated by the welfare
- 5. Interest from loans advanced to members and non-members

#### **b. Uses of revenue**

The finances of the welfare shall be used to:

- 1. Organize social events from time to time
- 2. Provide members with benevolent compensation as and when needed
- 3. Provide members with loans

**c. Supervision of finances**

1. The welfare funds shall be kept in an account to be chosen by members
2. The authority to withdraw shall rest with the executive committee
3. The signatories to the welfare account shall be chairman, secretary and treasurer with account mandate of all to sign
4. The committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any funds or property of the welfare and shall have power to appoint another person in her place. Such suspension shall be reported to a special general meeting to be convened on a date not later than two months from the date of such suspension and the special general meeting shall have full power to decide what further action should be taken in the matter.
5. The financial year of the welfare shall be from 1<sup>st</sup> of Jan to 31<sup>st</sup> of December.

**6.0 OFFICE BEARERS (executive committee)**

The office bearers of the welfare shall be:-

1. The Chairperson
2. The Secretary
3. The Treasurer

The office bearers shall have the following duties:-

1. Ensure that all members adhere to the constitution and protect it from willful interference.
2. Be in charge of day to day running of the organization.
3. Shall have power to form such committees to perform special task as and when the need arise.
4. Shall make by-laws to enhance the smooth running of the organization and/or its committees.
5. Shall draw welfare annual budget for ratification by members.
6. Shall strive to increase the welfare's assets through advisable investments.
7. Shall approve and meet all financial obligations of the welfare

**a) The chairperson**

1. Shall preside over all meetings
2. Shall be spokesperson of the welfare
3. Shall in liaison with the secretary make emergency decisions then seek approval from the members as soon as possible.

**b) The Secretary**

1. Shall keep all records of the welfare
2. Shall list and record all grievances from the members and forwards the same to the executive
3. Shall write and keep all minutes of meetings
4. Shall with the direction of the executive link welfare to other bodies pursuing similar objectives
5. Shall scout for assistances on behalf of the organization

**c) The Treasurer**

1. Shall receive and disburse all monies received by her and prepare vouchers of all monies paid out as directed by the executive committee
2. Shall keep proper books of accounts, which will be made available for inspection on demand. Any grants, donations or other monies given to the organization shall be recorded by the treasurer in the books of accounts
3. Shall at any time be called upon to give the financial standing of the welfare
4. Shall bank any monies received by him promptly

**7.0 DISCIPLINE**

1. The disciplinary committee appointed by the executive shall enforce discipline
2. Any member showing indiscipline shall be summoned to appear before the disciplinary committee within 14 days
3. Any member so summoned shall have the right to appear before the committee in the company of two other members
4. Any member appearing before the disciplinary committee shall be entitled to a fair hearing. To ensure fairness, the parties at the hearing shall include, the aggrieved, a member appointed at a special general meeting and two members of the executive committee.

**7.1 Disciplinary Measures**

Any member found to be indisciplined shall be:-

1. **Warned;** any such member shall be warned in writing at most twice
2. **Fined;** The committee shall decide a reasonable amount of fine and the proceeds thereof shall accrue to group's account
3. **Suspension;** a member shall be suspended for a period not more than three months within which he shall not use the organizations facilities or transact any business on behalf of the group

4. A member dissatisfied with the verdict of the disciplinary committee shall within 2 weeks, appeal to the executive committee where he shall be entitled to fair hearing.

## **8.0 ELECTION**

1. Elections shall be held once during a General Meeting
2. All candidates for elections shall be registered and fully paid up members. Any member serving a penalty by the disciplinary committee shall not be eligible for elections
3. All elections shall be by secret ballot and winner determined by simple majority
4. Whenever there is a tie in any election, such election shall be held again and a winner determined by simple majority
5. In the event of the office or falling vacant, a by election shall take place within 2 months of such vacancy

## **9.0 AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution of the welfare must be approved by at least a two-thirds majority of members at a general meeting of the welfare. Any member can propose amendment to the constitution.

## **10.0 PROFESSIONAL SERVICES**

An auditor appointed from the members shall be appointed to examine the books of the group for every financial year. The appointment or confirmation of the auditor shall be done at the annual general meeting.

Other professional service providers shall be engaged as and when need arises at a special general meeting convened for that purpose. A simple majority of the members present shall be the basis of appointment.

## **11.0 EXPULSION**

Any member may be expelled from membership if the executive committee so recommends and if a general meeting shall resolve by a simple majority of the present that such a member be expelled on the grounds that his or her conduct has adversely affected the reputation or dignity of the welfare, or that she has contravened any of the provisions of the constitution of the welfare.

Such a member shall be refunded 80% of the value of their contribution, upon return of any assets owed to the welfare.

## **12.0 ARBITRATION**

Should there arise any conflict within the welfare, members will seek guidance from the Social Development office.

## **13.0 DISSOLUTION**

The welfare shall stand dissolved if two-thirds of the members vote for such dissolution. If no quorum is obtained, the proposal to dissolve the welfare shall be submitted to a further general meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the welfare at least 14 days before the date of the meeting.

Upon dissolution, the assets/liabilities of the welfare shall be distributed according to the value of each member's shares.