The Name of welfare shall be **ASWAK** Mombasa.

1. **OBJECTIVES:**

The welfare is neither a tribal, racial nor a religious organization, but it will be restricted to **ALARMS** **SACCO** membersonly**.** Itsmainobjectivesshallbe**;**

1. **To promote unity amongst the members of Alarms Sacco Society.**
2. **To assist in the burial expenses of its members and their families. Family here will refer to the members spouse (only one), children’s and parents (where parents refers to biological Father and Mother of the member only).**
3. **To assist in offsetting part of the Hospital Bill for a member whose sickness extends beyond the company Policy.**
4. **To buy, hire, or acquire land or grounds for the purpose of investments, sports, gymnastics and the like.**
5. **To provide transport and financial assistance to bereaved members.**
6. **To creat awareness on issues affecting the community such as Health care etc.**
7. **To do all such other lawful things as are incidental or conductive to the attainment to the attainment of the above objectives.**
8. **To assist members financially when need arises.**
9. **CORE VALUES:**

**The core values of welfare shall be among others;**

1. **Self-help**
2. **Equality and equity**
3. **Honesty**
4. **Mutual responsibility**
5. **Openness and social responsibility in all its activities.**
6. **MEMBERSHIP:**
7. **Must be a member of Alarms Sacco Society.**
8. **Must be of good character and sound mind.**
9. **Must pay a registration fee of ksh.100**
10. **Must have contribution for at least five months or ksh.500 to be a full member.**
11. **Any new member joining after the commencement date will pay ksh.100 as registration and ksh.500 members contribution, which shall be paid in full upon registration and commence monthly contribution of ksh.200.**
12. **Members shall be admitted by the committee subject to confirmation by the next general meeting.**
13. **Each member shall pay for a copy of these welfare by-laws at its actual cost to the society.**
14. **CESSATION OF MEMBERSHIP.**

**Membership in the welfare shall cease on the following grounds:**

1. **In the case of death**
2. **Expulsion from employment**
3. **Resignation from Sacco**
4. **Any member who fails to contribute his/her monthly subscription for a period of three months shall cease being a member and shall not be entitled to services rendered the welfare.**
5. **MEMBERS RIGHT:**
6. **Expulsion/termination of an errant member after a recommendation by the Sacco board.**
7. **Approve membership of HONORARY members.**
8. **Approve accounts and budget.**
9. **Approve or reject any recommendations from the board.**
10. **Approve any borrowings and all investments of the welfare.**
11. **BENEFITS OF MEMBERS:**

**For any paid up member the welfare shall cover his/her spouse, biological parents and children’s under the age of 24years by providing the following;**

1. **A sum of ksh.100000 shall be given to the family of a member in the case of the demise of the member.**
2. **A sum of ksh.100000 shall be given to a member upon the death of a spouse of a member. In the case of polygamist family, only one spouse shall be entitle to benefits of every member.**
3. **A sum of ksh.50000 shall be given to a member upon the death of his/her children’s above the age of six months.**
4. **A sum of ksh.50000 shall be given to the member upon the death of any parent (Biological) of a member.**
5. **A sum of ksh.20000 shall be given to a member upon the death of children’s below the age of six months.**
6. **A sum of ksh.10000 shall be given to a member upon the death of a child at birth or born dead (Still birth)**
7. **A sum of ksh.20000 shall be given to any member who shall be sick for a long time until his/her termination under medical grounds by the employer.**
8. **A sum of ksh.5000 shall be given to a member who shall be sick for a long period without going to work for at least six months and above.**
9. **SUSPENSION/ EXPULSION OF MEMBERS.**
10. **The management committee shall have powers to suspend a member from his/her membership after allowing him/her an opportunity to be heard before the board.**
11. **The suspension shall remain in force until the next general meeting.**
12. **The suspended member shall have the right to address and defend him/herself at a general meeting at which the suspension is to be considered for expulsion or reprimanding and re instatement.**
13. **A member shall be a suspension/expulsion on the following grounds amongst others;**
14. **If he/she fails to fulfill their obligations to the welfare as stated in this constitution.**

**ii. If he/she gives a falls information to the management which leads to him/her being facilitated fully wrongly.**

**iii. If he/she diverts or miss appropriates the welfare funds.**

1. **GOVERNANCE:**

* **The welfare will be governed and managed by the elected board of the Sacco, Until decided otherwise by the members in a general meeting.**
* **All documents, contracts and cherubs shall be signed on behalf of the welfare by the executive board of the Sacco.**

1. **CLAIMING PROCESSING REQUIREMENTS:**
2. **Duly completed claim form.**
3. **Original Death/burial permit and a Doctor’s report in the case of long sickness.**
4. **Copy of identity card of the deceased.**
5. **Member’s statement showing his record of contribution.**
6. **DUTIES AND POWERS OF THE MANAGEMENT COMMITTEE: The management committee shall subject to any directions from the general meeting direct from the affairs of the welfare. Its procedures, powers and duties shall be as prescribed by these constitution and the Sacco by-laws. In particular, it shall:**
7. **It will make provisions for sufficient funds for at least one person to accompany or attend the burial functions to the home of the deceased member or spouse.**
8. **Ensure that true and accurate records and accounts of the welfare’s money, properties, liabilities, income and expenditure are kept and maintained.**
9. **Prepare and develop management plans and budgets for the presentation at the general meeting.**
10. **Determine and recommend to the general meeting the amount to be given to the member who will be representing the Sacco to the home of the deceased member or spouse depending on the distance.**
11. **The management may in the case of suspicious release half of the required amount to any member who they feel has not fully furnished them with enough proofs of the matter or case on the ground. They will thereafter clear the remaining balance to the member after they have finalized there investigations.**
12. **Impose fines as provided for these constitution.**
13. **Enter into contracts and perform other duties as the General meeting may from time to time direct.**
14. **RULES AND PRINCIPLES.**
15. **If a member fails to pay his/her monthly contribution, then the following months the member should be recovered for the two months.**
16. **Any member who fails to contribute to the kitty for six (6) months consecutively, then he/she shall cease being a member and shall remain as a non-member for a similar period of six month before joining back.**
17. **Any newly recruited member must upon his membership contribute for at least 3 months for him/her to get any benefit from the kitty.**
18. **Any member who joins back after leaving the welfare shall pay a fine of ksh.1000, before being allowed back as a new member.**
19. **Any member who after facilitated for the death of his/her family member and the committee realizes that the member had given falls information then the member will pay a fine of ksh.100000 after recovery of the amount that he/she was given from his/her deposits. If at all the deposits are enough to recover the amount then the member shall pay the balance by check off from his/her salary monthly until it is cleared.**
20. **All newly recruited members of the Sacco shall automatically be members of the welfare. No member of the welfare shall be allowed to resign from the welfare until he/she ceases being a Sacco member.**
21. **The welfare will be fully controlled by members who will have equal voting rights on all welfare matters on the basis of one member one vote.**
22. **Members shall contribute equitably to the capital of the welfare and shares in the results of its operations.**
23. **The welfare while focusing on its members needs shall show concern to the community in which it exists and operates, through policies that are respectful of the environmental acceptable to the community.**
24. **No member shall be facilitated for a lost family member whose name and particulars are not filed in the welfare records. Only one spouse will be allowed for each member, and in the case of changing a spouse by a member then the same should be affected in the records of the welfare within a period of one month, failure to that the former records will prevail.**
25. **Members shall be expected to report any death of a family member within the shortest time possible, I e. within 24hours of the incident.**
26. **The management committee shall be given humble time during an event of either death or sickness to undertake tougher investigations, and shall be accorded all necessary materials required by them in the course of their duties of investigation i.e. not limited to contacts of the relatives for interrogations in case they require the same.**
27. **DISSOLUTION: The welfare shall be dissolved by resolution of the general meeting.**
28. **AMENDMENT ON THE CONSTITUTION:**

**These constitution shall be amended by the management committee but no amendments shall be effective until it is approved by general meeting.**

1. **ACCEPTANCE:**

**We the undersigned Executive officers of ALARMS Sacco do hereby accept these constitution on behalf of the Welfare together with any changes or alterations that have been made by the general meeting or signed by us.**

**TITTLE NAME ID/NO SIGN.**

**CHAIRMAN MILTON MUKHUTSI**

**VICE CHAIRMAN JANE NJOKI**

**SECRETARY ARGWENGS OBUON**

**TREASURER AVOGADROSS BARASA**