

THE LIGHT BEARERS

CONSTITUTION

19

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THE LIGHT BEARERS

PREAMBLE

We, the Light Bearers-

APPRECIATING our community that has played a vital role in our individual academic and social progress;

ACKNOWLEDGING the contributions made by mentors and teachers as voices of encouragement in our academic, social and spiritual journeys;

IDENTIFYING the need for spiritual, social and academic mentorship among the children and youth in the society;

ACCEPTING the call to be the light of the world and the city on a hill that cannot be hidden;

VALUING the power and ability that lies within each individual and the synergy that is created when we come together for this common purpose;

ASPIRING to impart influence and impact change in the lives of children and the youth; and

COMMITTED to the goal of bearing the light within our spheres of influence;

ADOPT this Constitution for ourselves and the future members of The Light Bearers.

Article 1: Name

The name of the Group shall be **THE LIGHT BEARERS**.

Article 2: Area of Operation

- (1) The Group shall primarily operate within the Republic of Kenya.
- (2) Notwithstanding the provision in 2.1., the Group will not be limited in its operation where opportunities arise for the furtherance of its objectives in other countries.

Article 3: Registration

- (1) The Group shall be registered as a Community Based Organization in accordance with the Laws of Kenya.
- (2) The Group shall be a body corporate, having a separate legal existence from its members and Executive Council.

Article 4: Core Principles and Values

In advancing its objectives, the Group shall uphold and be guided by the following values and principles;

Accountability and transparency, Unity in diversity, Mutual respect, Honesty and Integrity, Independence, Innovation, Inclusivity and Diligence.

Article 5: Vision

To be a remarkable change maker in the lives of the young people and the society as a whole; academically, spiritually, socially and professionally.

Article 6: Mission

To positively impact the lives of the youth in society through mentorship, empowerment and motivation so that they can become agents of change in the society.

Article 7: Objectives

- (1) To cause a positive impact on the youth through mentorship.
- (2) To set an example to the youth in all areas of life.
- (3) To actively promote academic excellence.
- (4) To empower the youth to live purposeful lives.
- (5) To foster total personal growth of the youth.

Article 8: Requirements for Membership

- (1) Membership of the group shall be granted to individuals who;
 - a) Are Christians from any denomination, and
 - b) Are university, college or TVET institution students pursuing any course, or graduates from universities, colleges or TVETs, and
 - c) Share a common goal as articulated in the Vision, Mission and Objectives set out in this Constitution.
- (2) Any such person who desires to become a member, shall communicate the intention to any member of the Executive Council, which shall then deliberate and decide on whether to grant membership or not.
- (3) All new members shall be required to pay a non-refundable registration fee set by the Executive Council and approved at the Annual General Meeting, upon which they will be entered into the Register of Members.

Article 9: Rights of Members

Each member shall have the following rights;

- (1) To fully participate in all activities of the Light Bearers.
- (2) To one vote at the Annual General Meeting.
- (3) To attend all meetings convened for members.
- (4) To be voted in as a member of the Executive Council or any other committee established.
- (5) To access and peruse official documents, reports and work plans upon issuing a 7 day notice.

Article 10: Obligations of Members

- (1) To pay annual membership fees at the time agreed upon by the Executive Council.
- (2) To make monetary contributions when called upon in order to facilitate activities.
- (3) To fully abide by this Constitution and any standards, rules and procedures that the Light Bearers may establish from time to time.
- (4) To uphold the values of the Light Bearers as provided by this Constitution.
- (5) To fully and actively participate in the achievement of the mission and vision of the Light Bearers.
- (6) To attend meetings.

Article 11: Termination of Membership

- (1) Any member of the Group may voluntarily terminate their membership by giving to the Secretary General a written notice to that effect.
- (2) The Executive Council may, by resolution passed at its meeting, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member shall have the right to be heard before the final decision is made.
- (3) If the individual member is aggrieved by the decision made by the Executive Council to terminate his/her membership, he/she may appeal to the Advisory Council within 7 days.

Article 12: Executive Council

- (1) The Light Bearers shall be administered by an Executive Council which shall comprise of at least 5 members elected by majority at the Group's Annual General Meeting.
- (2) The officers of the Executive Council shall be;
 - a) Chairperson

- b) First Vice Chairperson
- c) Second Vice Chairperson
- d) Secretary General
- e) Treasurer
- f) Vice Secretary

(3) The Executive Council shall meet at least once a month at a time and location that it finds convenient.

Article 13: Duties of the Executive Council

The Council shall:

- (1) Make administrative decisions on behalf of the Group.
- (2) Oversee the implementation of the objectives of the Group.
- (3) Establish committees for various functions where need arises.
- (4) Prepare a budget for each financial year.
- (5) Authorize the disbursement of any money from the Group's treasury.
- (6) Develop annual strategic plans to guide the implementation of the Group's objectives.
- (7) Organize, plan for and supervise events and activities.
- (8) Handle all disciplinary cases and disputes.
- (9) Establish guidelines, rules and by-laws to aid in the administration of the Group.

Article 14: Duties and Responsibilities of each Officer

(1) Chairperson

- a) Chair and preside over all meetings of the Executive Council unless prevented by reasonable cause.
- b) Make decisions in consultation with the Vice Chairperson and the Secretary General in urgent matters where the Executive Council cannot be consulted. Such decisions shall be subject to ratification at the next Executive Council meeting.

- c) Shall be the spokesperson of the Group.
- d) Represent members at official functions and meetings to which the Group is invited.
- e) Act as a link between the Group and external parties.
- f) Shall be a signatory to all Light Bearers Accounts.

(2) First Vice-Chairperson

- a) Assist the Chairperson in carrying out their duties.
- b) Chair meetings when the Chairperson is not available.
- c) Supervise the Committees established by the Executive Council.

(3) Second Vice-Chairperson

- a) Oversee the various branches of the Group.
- b) Act as a link between the Executive Council and the branches of the Group.

(4) Secretary General

- a) Deal with all correspondence of the Group.
- b) Maintain and update the register of members.
- c) Be responsible for planning, organizing and supervision of activities and events.
- d) Be in charge of mobilization of members for attendance and funding of events.
- e) Oversee the various committees established by the Executive Council.
- f) Be responsible for preservation of all records including the Constitution and registration documents.
- g) Shall be a signatory to all Light Bearers Accounts.

(5) Treasurer

- a) Receive all monies paid to the Group and deposit the same in the group's account.
- b) Disburse money under the direction of the Executive Council.
- c) Keep accurate records of all financial accounts at all times.

- d) Be a signatory to all Light Bearers accounts.
- e) Keep a record and be the custodian of all assets of the Group.

(6) Vice Secretary

- a) Be responsible for taking and keeping minutes of all meetings.
- b) In consultation with the Chairperson, issue notices convening all Executive Council meetings and the general meetings of the Group. The notices shall contain the agenda of the meeting.
- c) Assist the Secretary General in performing his/her functions.

Article 15: Terms of Office

- (1) Each office bearer shall serve for a term of 2 years, which can be renewed upon the decision of members at the AGM.
- (2) An office bearer may be removed by passing a special resolution of members at the AGM. The special resolution shall be passed by two thirds of the members present at the AGM.

Article 16: Advisory Council

- (1) The Group shall have an advisory council comprising members appointed by the Executive Council, the Chairperson and the Secretary General.
- (2) Members of the Advisory council shall be chosen from members of the Group who;
 - a) Are of good moral standing and
 - b) Are graduates from universities, colleges or TVETs.
- (3) The functions of the advisory council shall be to:
 - a) Advise the Executive Council and members on the conduct of affairs.
 - b) Assist the Executive Council in planning and organizing where need arises.
 - c) Conduct elections of members of the Executive Council.

- d) Vet and nominate the applicants for the various positions in the Executive Council.
 - e) Appoint individuals to the Executive Council where a vacancy arises before the end of a term, in consultation with the sitting Executive Council.
- (4) The members of the Advisory Council shall elect a chair from among themselves during the first Council meeting.
- (5) The Executive Council may request a member of the caucus to be present at its meeting for consultation purposes.

Article 17: Elections

(1) General Elections

- a) Shall be carried out every two years during the AGM.
- b) The Chairperson shall call for elections and inform members of the same at least 30 days before the date of the AGM.
- c) The Advisory Council shall preside over the elections.
- d) Members who intend to vie for a particular elective position shall notify a member of the Advisory Council of the intention.
- e) The Advisory Council shall convene a meeting to vet and nominate members who will then be cleared to vie for the elective positions.
- f) Members shall be notified of the nominees at least five (5) days before the AGM.
- g) Only registered members of the Group shall be allowed to vote and each member shall have one (1) vote.
- h) The Chairperson of the Advisory Council shall coordinate the counting of votes and announce the new office bearers before the end of the AGM.
- i) The Advisory Council shall ensure that the electoral process is free, fair and transparent.

(2) Vacancies in the Executive Council

Where there is a vacancy in any of the positions in the Executive Council before the end of the two-year term, the members of the Advisory Council shall appoint a member of the Group to fill the vacancy and hold the position until the next election.

Article 17A: Establishment of Branches

- (1) A member of the Group may apply for the establishment of a branch in any region or locality that is outside the main area of operation of the Group.
- (2) The proposed branch should meet the following requirements at the time of application:
 - a) it must have a minimum of 5 individuals who are committed members of the Group;
 - b) the locality and its environs must not be at a close proximity to the main area of operation of the Group or its existing branches to prevent multiplicity;
 - c) the individuals should be committed to the vision and mission of the Group; and
 - d) the individuals should be willing to comply with this Constitution and the by-laws of the Group as well as any directives from the Executive Council.
- (3) The member shall send a proposal to the Executive Council for the establishment of the branch, indicating the locality, the individuals who will be the initial members of the branch, and a statement affirming commitment to the Group.
- (4) The Executive Council, in consultation with the Advisory Council, shall review the proposal and notify the member within 14 days whether or not their proposal is adopted.

- (5) Once a branch is established, it shall have an interim leadership team for such a term as the Executive Council shall direct, after which a new team shall be elected.
- (6) The Advisory Council shall preside over the electoral process in each branch and shall comply with the procedure set out in Article 17 of this Constitution.
- (7) The Chairperson of each branch shall attend the meetings of the Executive Council when required to do so.
- (8) The members of branches shall be members of the Group with the obligations and rights set out under this Constitution.
- (9) The Executive Council, in consultation with the Advisory Council, shall establish guidelines for the operation of branches.

Article 18: Meetings

18.1. Regular meetings

The Group shall have regular meetings at such times and places as shall be convenient.

18.2. General Meetings

There shall be two classes of general meetings;

a) Annual General Meetings

- i. The Annual General Meeting shall be held every August at a time and date that shall be convenient for members.
- ii. Notices of the AGM shall be made no later than 21 days before the date of the meeting and shall be accompanied by the statement of accounts.
- iii. The agenda for the meeting shall be availed to members not less than five days before the date of the meeting, along with any resolutions to be proposed during the meeting.
- iv. The quorum of the AGM shall be not less than two thirds of the registered members of the Group.

b) Special General Meetings

- i. The Executive Council may call for a Special General Meeting (“**SGM**”) for a specific purpose.
- ii. Any member may propose an SGM by a notice in writing to the Secretary.
- iii. Notice in writing for a SGM shall be availed to members not less than 7 days before the date of the meeting.

Article 19: Finances

19.1. The source of finances of the Group shall be members’ contributions, donations and any other sources approved by the Executive Council.

19.2. The finances shall be used only within the provisions of the annual budget and only towards the achievement of objectives.

19.3. All monies shall be received and paid to the Treasurer who shall then deposit the same in the LB account.

19.4. Signatories to the bank account shall be: the Treasurer, Chairperson and the Secretary General.

19.5. A sum to be decided on by the Executive Council from time to time shall be kept by the Treasurer as petty cash.

19.6. Any member may inspect the financial records of the Group upon making a requisition in writing, giving 14 days notice.

19.7. The financial year of the Group shall be from 1st August to 31st July of the following year.

Article 20: Procurement and Disposal of Assets

20.1. Procurement and disposal of assets shall be done in a fair, transparent and equitable manner that will benefit the Group.

Article 21: Amendment of this Constitution

21.1. Any proposal for amendment shall be made in writing to the Executive Council which shall then give notice of the proposed

amendment to members **5 days** prior to the AGM or an SGM convened for that purpose.

21.2. An amendment must be agreed upon by at least two thirds of the members present and voting at the AGM or SGM.

Article 22: Interpretation and Dispute Resolution

22.1. Interpretation of this Constitution shall vest in the Executive Council.

22.2. Any conflict arising out of implementation of this Constitution shall be addressed with the Executive Council in consultation with the Advisory Council.

Article 23: Dissolution

The Group may be dissolved or wound up at any time if agreed upon by two thirds of the members present and voting at a General Meeting.

Article 24: Transitional Provisions

24.1. The Constitution shall take effect immediately upon ratification, unless provided otherwise.

24.2. The provision on finances shall take effect within 2 years after ratification.

IN WITNESS WHEREOF, we hereby execute this Constitution on thisday of2019.

FULL NAME

POSITION

SIGNATURE

1.

2.

- 3.
- 4.
- 5.

THE LIGHT BEARERS