

PRESBYTERIAN WEAVERS

Community Based Organization.

**P.O. BOX 30784-00100
NAIROBI.**

MOBILE CONTACTS:-

+254 728 700735

+254 716 590576.

+254 713 998944.

EMAIL: Weaverkenya254@yahoo.com

presbyterianweavers@gmail.com

ORGANIZATION CONSTITUTION (BY-LAWS)

THE WEAVER BIRD

Our country is by nature an agricultural country.

The weaver bird is the most gregarious common bird on the maize growing part of the country KENYA, the weaver bird displays yellow plumes in the midst of other local inhabiting birds, with its small body it displays craft-ship and sporting acumen and is a darling of many bird lovers.

Weaver bird is a very domesticated creature. It displays by the way it builds its nest. Weaver birds live in kinds of colonies at specially selected trees around maize plantations and near human habitations.

The weaver birds nest are well professionally weaved with their entrances curved facing downwards, the inside of their nests are well padded with soft feathers and soft cotton like substances. It gives warmth and comfort to their young ones and family.

Simple birds they are but very defensive when accosted. Birds like all other creatures talk but in a language only their kinds can understand. Weaver birds talk-sing in a language that only their kinds can understand.

Human beings enjoy and like the noises that weaver birds make especially in the early mornings or day break.

So be it that on our youth group **PRESBYTERIAN WEAVERS OF KENYA** is formed with the full intention of acting and working like the weaver bird kingdom.

Our constitution is well laid out towards achieving success of the youth communities within and across our motherland Kenya.

PRESBYTERIAN WEAVERS OF KENYA

PURPOSE AND CODE OF ETHICS

PREAMBLE

We the members of Weaver Kenya SHALL:-

ACKNOWLEDGE the supremacy of the Almighty God of all creation:

HONOR those who brainstormed to bring developmental ideas for the formation of this organization:

BE PROUD of our ethnic, cultural and religious diversity, and determined to work in peace and unity as one indivisible sovereign organization.

RESPECT the environment, which is our heritage and determined to sustain it for the benefit of future generation:

COMMITTE to nurturing and protecting the well-being of individual, communities around Dagoretti South Sub-County, Nairobi County and Kenya as a nation:

RECOGNISE the aspirations of all members based on the essential values of human rights, equality, democracy, social justice and rule of law:

EXERCISE our sovereign and inalienable right to determine the form of governance of this organization and having participated fully as members in the making of this constitution:

ADOPT, ENACT and give this constitution to ourselves as current members and to the future members.

COORDINATE the activities and standardize the administration of Weaver Kenya.

CREATE and foster a spirit of understanding among the peoples of the world.

PROMOTE the principle of good government and good citizenship.

TAKE an active interest in the civic, cultural, social and moral welfare of the community.

UNITE the members of the organization.

CHAPTER 1

1. Name of the organization.

The name of the organization shall be: PRESBYTERIAN WEAVERS OF KENYA.

2. Use of the organization's name.

The organization's name shall be used only by authorized persons and affiliate groups, staff and volunteers of the organization.

3. Organization's seal.

The organization's logo and letter head shall be used only by persons authorized by the organization.

4. Organization base.

The organization is based on P.C.E.A doctrine with and aim to assist the members and the community within and beyond.

5. Constitution Guidelines.

For the purpose of this constitution:-

- I. Organization means: - Presbyterian Weavers of Kenya community based organization.
- II. C.B.O means: community based organization.
- III. Member means: - A registered member of Presbyterian Weaver of Kenya community based organization.
- IV. Office Bearer means: - A duly elected member of the organization by the organization members to hold an office post within the organization.
- V. Committee Office: - Three or more members duly elected by the members to hold committee office.

MISSION AND VISION

Being a church based organization, the main vision and mission are;

1. To improve the members living standard through creation of employment
2. To reduce immorality and inappropriate behaviors within the members and other community members
3. Eradication of poverty through economic empowerment to both the members and other community members
4. To lodge a campaign against unacceptable traditions among the community.

OBJECTIVES

The aim and objectives of this organization shall be:

1. To promote economic empowerment and ensure meaningful participation of the community in poverty reduction.
2. To provide education and trainings in matters of sustainable development through networking and collaboration with other organization.
3. To educate the general public on behavior change targeting
 - Sanitation.
 - Communicable disease control mainly HIV/AIDS Tuberculosis and water borne diseases.
 - Drugs and substance abuse among the youth.
4. To campaign against traditions that hinder sustainable development in our communities.
5. To change as many youths as we can to a sound mindset able to reason and make sound judgment concerning their lives.
6. To tap talent among the youths and transform it into self-employment.
7. Creation of employment through Income Generating Activities. I.e. farming, ICT, trade among others.
8. To invest in I.T and ICT program in order to equip today's generation with relevant knowledge of the changing times

CHAPTER 2

MEMBERSHIP

Membership to the organization shall be open to all youth, age bracket 18-35 during recruitment and are in agreement with the organization's constitution.

1. Be a Kenyan citizen by birth, registration or naturalization.
2. Be socially well-behaved and be ready to work with both organization members and other community members when called upon.
3. Be ready to sacrifice his/her time for the well-being of the organization and other community members.
4. Have read and understood and agreed to follow the laid down rules and regulation.
5. Be of sound mind
6. Be ready to sacrifice to sacrifice his/her time for the wellbeing of the C.B.O and other community members.

I. NEW MEMBERS

The organization shall operate on a voluntary membership criterion

In addition to being ready to comply with this constitution new members wishing to join Presbyterian Weavers of Kenya organization must:-

- Apply in writing to the sitting chairman.
- Be ready to be vetted by the sitting committee in his/her absence.
- Be introduced to the organization by at least two members.

II. LOSS OF MEMBERSHIP:

A member ceases to be a member of the organization if such a member;

1. Resigns
2. Is expelled
3. Dies
4. Is proved beyond reasonable doubt to be of unsound mind
5. Fails to attend three consecutive meetings without apology on a reasonable reason to do so.

Resignation

Resignation from the group is open if a member chooses to do so;

1. In case of an ordinary member, a letter shall be addressed to the chairperson and handed over to the secretary.
2. In case of the chairman, a letter shall be addressed to the committee members and then handed over to the secretary.
3. In case of the secretary, a letter shall be addressed to the chairperson then handed over to the committee members.

Upon resignation, a member shall be required to hand over all documents, funds and any other assets trusted upon him/her by the organization to the chairman or the sitting committee within a period not exceeding 7 days from the date of resignation.

Refund of contributions if any and any other funds shall be decided upon by the sitting committee within a period of 30 days subject to availability of funds.

Expulsion

A member may be expelled due to the following reasons

1. Failure to attend three consecutive meetings without valid apology
2. Gross misconduct
3. Theft of organization properties
4. Mis-management of organizations funds

Death

In case of death of a member, the member automatically ceases to be a member of the organization. Refunds if any shall be handed over to the next of kin through the sitting committee.

Prove of insanity

The following evidence shall be required to prove a member to be insane [of unstable mind]

Production of documentary evidence

A vote by 2/3rds of the members.

CHAPTER 3

OFFICE BEARERS.

The office bearers of the organization shall be;

- (a) Patron
- (b) Chairperson
- (c) Assistant chairperson
- (d) Secretary
- (e) Assistant secretary

- (f) Treasurer
- (g) Three committee members

Role of Office

- (a) Planning the organization's programs and activities
- (b) Overseeing the implementation of the organization's programs
- (c) Strategizing on how the organization can fundraise and improve on its performance
- (d) Convening and conducting the SAGM
- (e) Motivating the organization's volunteers and members.
- (f) Addressing disciplinary issues and making recommendations to the SAGM.
- (g) Reviewing, from time to time, the organization's structure, programs and activities and making recommendations to the SAGM for change where it deems necessary.
- (h) Ensuring that the members are sensitized about the organization's structure, constitution and programs.
- (i) Address the public on issues of concern to the organization.
- (j) Negotiate with authorities on matters of mutual concern.
- (k) Ensure that the organization is well represented in meetings with other organizations.
- (l) Ensure that the organization is properly represented in joint committees, formal occasions and in dealing with the media.

Election and composition of the office

The Management Committee shall be composed of members of the organization

Eligibility of the Management Committee.

Management Committee must satisfy the following conditions among others:

- (a) Must be well versed with the organization's structure, constitution and programs;
- (b) Must have been a member of the organization for at least one year;
- (c) Must have demonstrated enthusiasm, trustworthiness and willingness to adhere to the organization's mission and vision;
- (d) Must be ready to volunteer to work and serve the organization whole heartedly for the duration of his/her term;
- (e) Must be of sound mind;

TERMS OF OFFICE

The office comprise of:-

1. Chairperson:
2. Secretary:
3. Treasurer:
4. Patron:

CHAIRPERSON

Shall:

- (1) Be the Executive Director of the organization
- (2) Be in charge of total management of the organization
- (3) Have the responsibilities as a director, decision maker, leader, manager and executor.
- (4) Chair the management Committee meeting
- (5) Oversee the organization's programs and report to the Management Committee
- (6) Preside over the organization's day-to-day operations.
- (7) Present the organization in formal functions, meeting with other organizations, joint committees, negotiations with authorities and dealing with the media.
- (8) Sign contracts and agreements on behalf of the organization.
- (9) Signatory to organization Bank Account

ASSISTANT CHAIRPERSON

Shall:

- (1) Assist and work together with the chairperson in ensuring that the duties of that office are fulfilled.
- (2) Assume the roles and duties of the chair in his/her absence.
- (3) Perform other duties as may from time to time be assigned by the management Committee.

SECRETARY

Shall:

- (1) Convene the meeting
- (2) Record minutes of all committee meetings
- (3) Maintain minute records
- (4) Maintain member's register
- (5) Act as the risk management officer
- (6) Ensure that all organization correspondence is correctly and efficiently attended
- (7) Any other duties as may be specifically delegated by the committee
- (8) Signatory to the organization Bank Account

ASSISTANT SECRETARY

Shall:

- (1) Assist the secretary in performing of the duties assigned to that office
- (2) Perform the duties of the secretary in his/her absence
- (3) Perform any other duties as the Management Committee assigns from time to time.

TREASURER

Shall:

- (1) Check all payments.
- (2) Ascertain banking of all monies received.
- (3) Oversee the financial management of the organization.
- (4) Oversee the preparation of the Annual Financial Report and Budget.
- (5) Keep both the Management and membership up to date about the financial status of the organization.
- (6) Signatory to the organization Bank Account.

PROJECT MANAGER

- Managing and leading the project team.
- Recruiting project staff and consultants.
- Managing co-ordination of the partners and working groups engaged in project work.
- Detailed project planning and control.
- Developing and maintaining a detailed project plan.
- Managing project deliverables in line with the project plan.
- Recording and managing project issues and escalating where necessary.
- Resolving cross-functional issues at project level.
- Managing project scope and change control and escalating issues where necessary.
- Monitoring project progress and performance.
- Providing status reports to the project sponsor.
- Managing project training within the defined budget.
- Liaises with, and updates progress to, project board/senior management.
- Managing project evaluation and dissemination activities.
- Managing consultancy input within the defined budget.
- Final approval of the design specification.
- Working closely with users to ensure the project meets business needs.

Patron

The patron will remain to be the parish minister unless he/she ceases to have the qualities, doesn't share the same vision with the group or is not willing to support the group. Then, the group will be forced to overlook and choose another patron from the executive committee of trustees.

Responsibilities

- Swearing elected officials
- Oversee, guide and give advice on the group's activities and functions.
- Sign letters that will be sent on behalf of the group.
- Connect with higher authorities or offices to publicize and seal partnership agreements.

Character

- Should be honest and trustworthy
- Share in the group's vision and mission
- Open and able to work with young people
- Visionary and optimistic
- Able to handle dispute and correct others

COMMITTEE MEMBERS

Shall:-

- Advice the chairperson on all disputes arising among members.
- Vetting of new members wishing to join the group and advising the chairperson.
- Maintain cheques and balances between the officials and organization members.
- Advice the chairperson on all resignations, deaths and any other event that may require refund of funds.

LOSS OF OFFICE

An office bearer or committee member ceases to be in office due to the following issues;

1. Death of office bearer/ committee bearer.
2. Resignation from office/committee.
3. Expulsion from the organization.
4. Resignation from the organization.
5. Fail to perform his/her official duties.
6. Is proved beyond reasonable doubt to be of unsound mind.
7. Is impeached by 2/3 of the organization members.

BANK ACCOUNT AND SIGNATORIES

The organization shall open account with liable Banks within the area and the Bank signatories shall always be:

- (a) Chairperson
- (b) Secretary

(c) Treasurer

Notice: At least two signatories shall be liable for any withdrawal and the Bank withdrawal shall be based on cheques

CHAPTER 4

ELECTIONS

- (i) **Holdings:** shall be held to fill a vacancy in the Management committee in case a founder member resigns or dies.
- (ii) **Time:** Shall take place during a meeting specifically called for that purpose.
- (iii) **Presiding:** Shall be presided over by a team vetted by the patron and the organizations office.
- (iv) **Mode:** Shall be based on one-person-one-vote system adopted shall be secret ballot.
- (v) **Eligibility:** Only members of the organization shall be allowed to vote.
- (vi) **Results:** The votes shall be counted there and then and the winner announced immediately.
- (vii) **Assumption of office:** the elected officials shall be sworn in by the patron in the presence of the organizations members and shall assume their respective offices after a duration of one month.
- (viii) **By-election:** in case where an office falls vacant due to death or resignation of the immediate occupant before the elapse of 2 years a meeting shall be convened not later than 3 months from the time when it falls vacant during when a by-election will be held to fill the vacant position.
- (ix) **Terms of office:** the members of the management Committee shall hold office for a term of 3 years and shall be eligible for re-election only twice unless stated otherwise by the Executive Director.
- (x) **Continuity/transition:** for the purpose of continuity and smooth transition in the Management Committee, two or three seats will remain occupied by the current office bearers for at-list a year to allow smooth transition and continuity. The seats will then have new members elected after the year of smooth continuity and transition has ended.

Notice: The elections will be supervised and conducted by the patron.

MANAGEMENT STRUCTURE

The organization shall have the following management organs:

I. MEETINGS

Meetings shall be held twice a month on a date decided upon by the members of the organization during the meetings.

II. EMERGENCY MEETINGS

Emergency meetings shall be held on any day if the chairman feels there is any urgent matter to be discussed where upon the secretary will be required to inform all members, officials or the committee members depending on what needs to be discussed.

III. COMMITTEE MEETINGS

Committee meetings will be held at least one hour before and after a meeting.

IV. THE SEMI-ANNUAL GENERAL MEETING

- Shall be the medium organ ? Shall convene annually ? Shall consist of:
 - (a.) All members
 - (b.) The Management Committee

V. Role of the SAGM

- Discuss and pass the organization's annual work plan.
- Discuss and endorse any changes to the organization's constitution.
- Discuss and pass the organization's budget.
- Accept, discuss and endorse the resignation of member to the Management Committee.

VI. Convening the SAGM

- The Semi-Annual General Meeting shall be convened at the middle and end of the organization's calendar.
- The Management Committee shall convene the SAGM.

VII. Conducting the SAGM

The following activities shall take place during the SAGM:

- (a) Presentation and discussion of the organization's programs carried out during the foregoing year;
- (b) Presentation of financial reports and budgets of the foregoing year by the organization's treasurer and accountant;
- (c) Tabling and discussion of the organization's work-plan for the coming year;
- (d) Discussion of the organization's achievements, challenges and way forward;
- (e) Election of the organization's leaders as per the organization's constitution;

- (f) Awarding and motivating most active members and volunteers;
- (g) Discussing and passing any changes in the constitution where need arise to do so;
- (h) Address by guest speakers, leaders and donors or their representatives.

Notice: Non-members shall not be allowed to attend meetings unless by invitation of the organization office or the patron.

EMPLOYMENT

The organization shall employ persons based on the project available. Terms of employment shall always be on contract basis which is liable for renewals upon individual's interest and scope of work available.

CHAPTER 5

CONTRACTS

- i. **Authority:** the organization shall enter into contracts with such institutions, organizations and persons for the purpose of the provision of such services and goods required to fulfill its objectives.
- ii. **Legality:** all contracts between the organization and other parties shall be in written form and signed by such persons authorized by the organization.
- iii. **Honoring contracts:** the organization shall only honor such contracts appropriately drawn and signed by authorized persons.
- iv. **Authorized persons:** unless specified otherwise, the following persons shall have the authority to sign contracts on behalf of the organization:
 - (a) The chairperson;
 - (b) The secretary;
- v. **Delegation of authority:** the authorized persons stated above may delegate their duties to their assistants or to any other persons subject to authorization by the Management Committee.

- vi. **Format:** all contracts between the organization and other parties shall be drawn using the format adopted by the organization and agreed upon by the parties.
- vii. **Contract content:** The contracted shall be required to read, understand and internalize the content of contract before signing.
- viii. **Liability:** the organization shall not be held liable in cases where a party signs a contract before understanding.
- ix. **Adherence and breach of contracts:** any party who enters into contract with the organization shall be obliged to adhere to the terms and conditions of the contract and shall thus forfeit the benefits of the contract in case of breach of the contract by the former.
- x. **Contract duration:** the duration of the contract shall be as stated in the contract and all the terms and conditions shall apply.
- xi. **Renewing contracts:** contracts entered into with persons to provide services to the organization shall be renewed based on the conditions stated therein.
- xii. **Contract parties:** the organization shall require the following parties and persons to sign contracts:
 - (a.) All volunteers;
 - (b.) The Executive Director;
 - (c.) Supplier;
 - (d.) Partner organization;
- xiii. **Surrender of resources & equipment:** volunteers shall be required to surrender to the organization any equipment and resources provided to them for the discharge of their duties upon the expiry of their contracts.

CHAPTER 6

SUPPLIERS AND EQUIPMENT

The organization shall sign tenders and enter into such contracts for the supply of services and goods to the organization;

Donations and funds

The group is open to receive funds from well-wisher, N.G.O's, Government loans and sponsorship, institutions and companies that wishes to sponsor the organizations projects. Members will also be contributing a monthly contribution of fifty bob per month.

CHAPTER 7

BOOKS OF ACCOUNT

The books of accounts and all related documents shall be open for inspection to any official member, donor or government official on giving a notice of not less than three days.

ACCOUNTABILITY AND TRANSPERENCY

- The treasurer shall avail all banking slips to all the members during each meetings.
- The treasurer shall produce a bank statement after every three months.
- Members have a right to demand the said documents if not produced on time.

CHAPTER 8

CONFLICT OF INTERESTS

The organization shall not enter into contract or agreement with parties or persons for the supply of goods and/or services if such undertakings are deemed to result into conflict of interest.

MISCELLANEOUS CLAUSES

Partner organizations

The organization shall partner with such organizations whose missions and visions are in agreement with the organization's missions. ii. The purposes of such partnership shall be to provide material, moral or technical support for the achievement of the organization's objectives.

Reporting

- i. The organization's volunteers shall be required to submit program activity reports as stipulated by the programs.

- ii. All the parties involved in program reporting shall be required to submit their reports as per the set deadlines.

Relationship with the community

- I. The organization shall take steps to develop a good and harmonious relationship with the community by adhering to its objectives and presenting the right image to the community.
- II. Disciplinary measures shall be taken against members and volunteers who shall be found prejudicing the integrity of the organization in the community.

DESOLUTION OF THE ORGANISATION

The management committee and the members may decide to dissolve the organization under situations of unsuccessful conflict resolution after involving different stakeholders. This is done through official letter to the ministry of Gender, Children and Social Services and the certificate surrendered to the Department.

AMENDMENTS

AMENDING PROCEDURE

The by-laws may be amended only at a local convection by amendment reported by the Committee on Constitution and By-Laws at such semi-annual meeting and adopt by the affirmative vote of the majority of the certified members voting at such meeting. No amendment shall be reported to convection for vote unless it shall first secure approval in one of the following two methods:

- (a.) Have been approved by the Management Committee
- (b.) Have been approved by resolutions of conventions of single and/or multiple members representing no less than fifty-one (51%) percent of the total number of members of clubs in the association as of July 1 of the fiscal year in which the amendment is submitted to the Management Committee for ballot placement.

Notice: Notice of any proposed amendment must be published in any official publication of the organization or communicated in any other official means, at least twenty-one (21) days prior to the convection at which it is to be voted upon.

EFFECTIVE DATE: The Constitution and By-Laws shall become effective upon the adjournment of the semi-annual convection at which the same is adopted, unless amendment shall express a later effective date.

THE CONSTITUTION

Overleaf is the constitution governing the **PRESBYTERIAN WEAVERS OF KENYA ORGANIZATION** and cannot be changed, altered or amended unless 2/3 of the organization members approve such changes, alteration or amendments.

Chairperson:

Secretary:

Treasurer:

**PRESBYTERIAN WEAVERS OF
KENYA...**

GOD BLESS THE WEAVERS.