



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

1. NAME OF THE GROUP

The name of the group shall be **AMAZING CHARITY GROUP**. P.O. Box 30-60103, Runyenjes. The group is hereby established as a non-political, non-sectarian, voluntary charity group of members. For the furtherance of the objectives herein after appearing

2. GROUP OBJECTIVES

The objectives of the group shall be:

- i. Providing essential resources like food, shelter, and healthcare to vulnerable populations.
- ii. Supporting individuals and families facing financial hardship.
- iii. Offering assistance to those affected by natural disasters or other emergencies.
- iv. Promoting educational opportunities for children and adults.
- v. Supporting literacy programs and initiatives.
- vi. Providing access to learning resources and educational materials.
- vii. Fostering social cohesion and community involvement.
- viii. Supporting local organizations and initiatives that address community needs.
- ix. Supporting marginalized and vulnerable populations
- x. Promoting amateur sports and arts



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3. VISION

To build a society where every individual has the opportunity to thrive, free from the constraints of poverty, disease and lack of access to essential resources.

4. MISSION

To provide humanitarian programs to the poor and underserved so they can hope for a better future.

5. SPECIFIC OBJECTIVES

- i. To raise funds for:
 - a) Relief poverty
 - b) Advancing & promoting education and literacy.
 - c) Environmental protection.
 - d) Recruiting and engaging volunteers to support our work.
- ii. Developing collaborations with other organizations, businesses, and government agencies.
- iii. To look into welfare of the members in terms of:
 - a) Death of a member.
 - b) Death involving contributor or member of his/her nuclear family.
 - c) Sickness of a contributor or a member of the nuclear family.



THE CONSTITUTION AMAZING CHARITY GROUP

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DEATHS

This will involve group members as follows:

- In case of death of a contributor, the group shall give a contribution of Kshs. 13,000/= to the deceased's family.
- In case of death of a member in the nuclear family, the group will give contribution of Kshs. 5,000/=.
- In case of death involving a relative, the members of the group shall give contribution from their pockets.

NB: this should refer to an active member in the group for a period of NOT less than 6 (six) months.

ACTIVITIES

- To hold regular meetings on monthly basis unless otherwise.
- The members' contribution to be paid in full by date 20th of every month.
- Member Parents' visitation.
- Merry go round during every monthly group meeting.

6. MEMBERSHIP

The following are qualifications of being a member:

- Be 18 years and above.
- Be a person of sound mind.
- Be willing to abide by all rules, regulations and laws of the group.
- Be introduced by one member of the group and such member must be active for a period of not less than 2(two) months.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

- Must be willing to give a non-refundable fee as registration of Kshs. 1000/=
- Must be ready to give monthly contribution of Kshs. 1000/= as welfare.
- Must be ready to participate in monthly merry go round of Kshs. 200/=.

7. RESIGNATION FROM THE GROUP

- 7.1. Any member desiring to resign from the group shall give a 2 months written notice of the intended resignation. Such letter shall be addressed to the Chairman and resignation shall take effect from the date of expiry of the notice.
- 7.2. Any member willing to resign must have cleared all the debts owed to the group and must hand over all the properties of the group in his or her possession during the period of the notice.

8. GROUP FUNDS

In order to manage the funds in a way that maximizes their value. The group shall investigate and discuss ways of investing the money (both short-term and long-term investment strategies) to passively increase and help for financial stability, generating revenue that can be used for unexpected circumstances or future costs.

Group funds shall be sourced from:

- Members' registration fee and subscriptions
- Donations
- Fundraising
- Investments



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

- Support from groups funds and well-wishers.
- Any other source approved by the members

8.1. USE OF GROUP FUNDS

The group funds shall only be used in ventures agreed upon by the members in a monthly meeting or any general meeting.

8.2. Long-term Investments

This will be deliberated on during the Annual General Meeting.

8.3. Short-terms Investments

a) Loans

- i) Loans shall be given only members active for months not less than 6(six) months at an interest rate of 10%.
- ii) All members shall be encouraged to borrow loans on monthly basis.
- iii) Money loaned out shall be paid after 1(one) month of loan approval.
- iv) Overdue debts shall incur a penalty of 10% of the money borrowed.

9. REMOVAL FROM MEMBERSHIP

9.1. The executive committee shall have powers to suspend a member from his/her membership on grounds that the member's conduct has adversely affected the reputation and dignity of the group or that the member has contravened any of the provisions of the constitution of the group.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

10. NEW MEMBERSHIP

If a new member is recruited to join the group, and during such time, the group is undertaking a project, he/she shall pay registration fee of Kshs. 1000/=.

10.1. Registration fee shall be reviewed regularly in a special general meeting or annual general meeting.

10.2. Financial year - this shall be effective 1st January to 31st December each calendar year.

11. FINES

- If a person fails to attend 2 consecutive meetings without a valid reason, the chairman will send for his recall through the closest friend.
- Any member who fails to attend the meeting without apology shall pay a fine of Kshs. 500/=
- Any member who fails to attend visitation meeting without apology or valid reason shall pay a fine of Kshs. 500/=
- An apology for monthly meeting absenteeism shall be accompanied with a sitting fine of Kshs. 200/=.
- Any member late to the meeting (arriving past agreed meeting time) will pay a fine of Kshs. 200/=.
- Lateness in payment of monthly contributions shall attract a fine of Kshs. 100/= for each day till payment is done.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

12. GROUP EXECUTIVES

There shall be a group of executives comprising of the following:

- a) Chairperson
- b) Vice chairperson
- c) Secretary
- d) Vice Secretary
- e) Treasurer

12.1. CHAIRPERSON

He shall be the executive head and spokesperson of the group.

- ✓ Shall provide leadership to the group and shall, UNLESS prevented by illness or sufficient cause, preside over all meetings of the executive, monthly meeting, S.G.M. and or A.G.M.
- ✓ Structure meetings' agenda and summarize them at the end.
- ✓ Encourage active participation of all members present.
- ✓ Chairperson shall have a voting power.

12.2. VICE CHAIRPERSON

The vice chairperson shall perform such duties as may be specifically assigned to him/her by the chairperson and/or in the absence of the chairperson. He/she shall perform the duties of the chairperson.

12.3. SECRETARY

The secretary shall deal with all the correspondents of the group under general supervision of the executive committee.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

In case of urgent matters where executive committee cannot be consulted, the secretary shall consult the chairperson. The decision reached shall be subject to ratification or otherwise during the next monthly meeting.

- ✓ The secretary shall issue notices concerning all meetings of monthly or general meetings.
- ✓ The secretary shall be the custodian of all group minutes and any other documents.

12.4. VICE SECRETARY

The vice secretary shall perform such duties as may be assigned to him/her by the secretary or executive committee and in absence of the secretary, shall perform the duties of the secretary.

12.5. TREASURER

The treasurer shall receive and disburse under directions of the executive committee all moneys belonging to the group and shall issue receipts for all money received by him/her.

- ✓ The treasurer shall be responsible to the executive committee and to the members that proper books of accounts of all money received and paid by the group are written up, preserved and available for audit and inspection.
- ✓ The treasurer shall keep proper records for each member's investments/shares held.

12.6. CHIEF WHIP

- ✓ Shall control activities of the meeting
- ✓ Record list of attendance in any meeting.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

- ✓ Follow-up any loan imposed on a member either due to absenteeism, lateness or any other as directed by the chairperson. He will forward all those moneys to the group treasurer.
- ✓ He will instill discipline among the members and control movement of members.

12.7. BANK SIGNATORIES

The group shall operate an account with a reputable financial institution. The signatories shall be:

- i. The chairperson
- ii. The secretary
- iii. The treasurer

No money shall be withdrawn from the group's account without consent of all the members of the group at any given time.

13.GROUP MEETINGS

The group shall hold monthly meetings and the venue of consequent meeting shall be decided by during their monthly meetings.

13.1. ANNUAL GENERAL MEETINGS

This type of meeting will involve all members of the group and will be held annually at a place decided by the executive committee or members during their monthly meetings.

During these meetings, the group shall have their financial accounts read by the auditor appointed by members during their last A.G.M. It's during these meetings that the by-laws may be amended or approved.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

13.2. MONTHLY MEETINGS

This will include all members of the group. During these meetings, the following activities will be carried out:

- a) Payment of monthly shares
- b) Contribution towards welfare
- c) Loans, advance repayment and borrowing of the loans/advances
- d) Fines in-case of lateness
- e) Discussing group activities.

13.3. SPECIAL GENERAL MEETING

There shall be a S.G.M. called by the group chairman. Such meeting shall discuss any emerging issues that require to be addressed urgently.

13.4. ANNUAL GENERAL MEETINGS

During A.G.M., the following shall be discussed:

- Election of officials over completion of 3 year term.
- Discipline/conduct of the members
- General welfare of the group.
- Project for the current year and ending year.
- Audit report.

14. GROUP DISCIPLINE

- ✓ No member shall borrow money from the group without the knowledge of other members. However, in case of emergency, the executive committee shall address this matter and report the same to the members in the next monthly meeting for ratification.



THE CONSTITUTION AMAZING CHARITY GROUP

Charisma in Charity, Passion in Purpose

- ✓ No member shall to attend any meeting (monthly, Annual, special or visitation) drunk, intoxicated and/or disorderly.
- ✓ All members should observe general discipline.
- ✓ All apologies, emergencies or any other communication by a member to the group, to be addressed through the chairperson

15.AUDIT

The treasurer shall prepare proper books of accounts ready for audit (inspection).

All group's accounts shall be open for use and inspection at the Annual General Meeting.

The treasurer shall prepare a statement of assets and liabilities made up and forward them to the auditor.

16.AMENDMENT OF THE CONSTITUTION

This constitution shall be the supreme law of AMAZING CHARITY GROUP and any other law, rule or regulation inconsistent with it shall be null and void to the extent of inconsistency subject to the provision of the government act.

Any amendment to this constitution must be approved by at least 2/3 majority of the members in an Annual General Meeting.

SIGNED BY : ALL MEMBERS



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Charisma in Charity, Passion in Purpose

NO	NAME	ID NUMBER	CONTACT	SIGN
1	Derrick Peter K. - Chairperson	34611843	0746097143	
2	Mwenda Justin - Secretary	33422555	0791338151	
3	Titus Murimi - Treasurer	39430693	0748861773	
4	Antony Mugambi - Member	30081632	0790504429	
5	Joshua Mutugi Nyaga - Member	40764828	0115287788	
6	Emmanuel Munene - Member	31027571	0708822584	
7	Nancy Chirchir - Member	29475596	0708235773	
8	Kennedy Mwenda - Member	34656921	0798455377	
9	Janet Mumbi - Member	27071995	0710369959	
10	Veronica Gatheca - Member	36703869	0768804074	
11	Martin Fundi - Member	33056813	0714247281	
12	Lilian Mukami -Member	34214423	0755839172	
13	Cakston Njiru - Member	33109512	0724426855	
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