

THE CONSTITUTION

NAME OF THE GROUP: Bidii Self Help Group

2. **VISION:** To create an enabling environment for enhancing poverty eradication through business development and agricultural activities aimed at improving the living standards of the families of the Matsangoni Primary School Special Needs Children.

3. **MISSION:** To mobilize the community, organizations and individuals to share and participate in all aspects of poverty reduction and personal development in the sub location.

4. OBJECTIVES:

The objectives for which the Group is established are:

- (a) To uplift the economic status of the members and their local community
- (b) To develop and uphold the best of the cultural, social and economic heritage of the members and their local community.
- (c) To be a forum where members would give each other financial, social, emotional, mental and spiritual support whenever necessary.
- (d) To acquire property and chattels and do such other things as may be approved by members.
- (e) To raise or borrow money for all or any of the foregoing objectives in such manner and upon such security as may from time to time be determined by the Group.
- f) To transform itself into a co-operative society at an appropriate time.
- (g) To do all such other things as are incidental or conducive to the attainment of all or any of the foregoing objectives.

5. MEMBERSHIP:

5.1. A member must:

- (a) Be aged 18 years and above.
- (b) Be a person of a sound mind.
- (c) Be willing to abide by all the rules and regulations of the Group.
- (d) Be a parent at Matsangoni Primary Special Unit class.

5.2. Every member of the Group shall, on becoming a member, pay the Group a non-refundable registration fee of Kshs 200 or such other fee as may be prescribed.

5.3. Every member will be required to pay a monthly contribution of not less than Kshs. 200 or such other fee as may be determined by the General Meeting of the Group from.

5.4. Every member, on being accepted for membership, shall notify the Group of his/her next of kin and the next of kin shall be responsible for the debts and be entitled to the rights, privileges, obligations, emoluments and dividends of the deceased member.

5.6. RESIGNATION FROM THE GROUP:

(a) Any member desiring to resign from the Group shall give a two-month written notice of the intended resignation to the Secretary and the resignation shall take effect from the date of expiry of the notice, provided that the member has cleared all outstanding loans and other commitments made by him/her to the Group and has handed over all the properties of the Group in his/her possession during the period of notice.

(b) Any member who falls into arrears with his/her annual subscription for more than one year shall automatically cease to be a member and his/her name struck off the register of Group members.

5.7. Removal from membership:

(a) The Executive Committee shall have power to suspend a member from his/her membership on the 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. A member who fails to attend 3 consecutive monthly meetings will be removed from the membership.

(b) Any grievances against a suspended member shall be reported and discussed at the next General Meeting of the Group following the suspension and the Meeting shall resolve by a two-thirds majority of the members present whether to expel the suspended member or lift the suspension.

(c) A person expelled from membership of the Group may re-apply for membership provided that such a person shall only be re-admitted as a member with the authority of a special resolution adopted by the Annual General Meeting.

(d) Any person who is expelled from membership is NOT entitled to a refund of any moneys contributed by him/her to the Group.

6.0 OFFICE BEARERS:

6.1 The Chairperson:

Shall be the executive head and spokesperson of the group. The Chairperson shall provide leadership to the Group and shall, unless prevented by illness or sufficient cause, preside over all meetings of the Executive Committee and at all General Meetings. Organizes meetings (agenda) and summarizes them at the end, encourages participation by all members represents the group at meetings with others. The Chairperson shall have a casting vote.

6.2 Vice-Chairperson:

The Vice-Chairperson shall perform such duties as may be specifically assigned to him/her the Chairman and, in the absence of the Chairperson, shall perform the duties of the Chairperson.

6.3 Secretary:

The Secretary shall deal with all the correspondence of the Group under the general supervision of the Executive Committee. In cases of urgent matters where the Executive Committee cannot be consulted, he/she shall consult the Chairperson or if the Chairperson is not available, the Vice-Chairman. The decision reached shall be subject to ratification or otherwise at the next Executive Committee meeting. He/she shall issue notices convening all meetings of the Executive Committee and all General Meetings of the Group and shall be responsible for keeping minutes of all such meetings and for preservation of all records and proceedings of the Group and of the Executive Committee.

6.4 Assistant Secretary:

The Assistant Secretary shall perform such duties as may be specifically assigned to him/her by the Secretary or the Executive Committee and, in the absence of the Secretary, shall perform the duties of the Secretary.

6.5 Treasurer:

The Treasurer shall receive and also disburse, under the directions of the Executive Committee, all moneys belonging to the Group and shall issue receipts for all moneys received by him/her and preserve vouchers for all moneys paid out by him/her. The Treasurer shall be responsible to the Executive Committee and to the members that proper books of accounts of all moneys received and paid out by the Group are written up, preserved and available for inspection and audit.

6.6 Organizing Secretary:

The Organizing Secretary shall deal with the organizing of all meetings and activities of the Group including booking and/or reserving of venues. The Organizing Secretary shall also be the master of ceremony at all functions of the Group.

6.7 Timekeeper:

He/she will be responsible for keeping time during meetings and ensure all members adhere to the rules of the group during meetings.

7.0 Election of Office Bearers:

All the members elected to be office bearers will serve in office for one (1) year after which another election will be held in a general meeting. The office bearers are eligible for a re-election if the members deem it fit for any of them to continue serving for more terms.

7.1 An observer who is not a member of the group will be selected to observe elections to ensure free and fair elections for members. This individual must be of high dignity and respected member of the society. He/she must have served in a relevant activity before.

8.0 Bank Account Signatories:

8.1 The Chairman

8.2 The Secretary

8.3 The Treasurer

8.4 Any other member of the group as may be decided upon from time to time in a general meeting.

8.5 No money will be withdrawn from the group's account by the officials without any one member off the group at any given time.

9.0 The Group Funds:

The Group funds shall be sourced from:

- a) Members registration fees and subscriptions
- b) Donations
- c) Fundraisings
- d) Investments
- f) Members contributions
- g) Any other source approved by members

9.1 Use of the group funds. The group funds shall only be used on ventures agreed upon by the executive committee and approved by all members in a general meeting.

10.0 Type of Group meetings:

There will be three meetings namely;

10.1 Executive Committee Meetings

This will involve all office bearers to discuss the concerning issues of the group as would always be appropriate and in the spirit of the Group objectives.

10.2 General Meetings

This type of meeting will involve all members of the group and will be held monthly and annually to discuss the progress of the group. Major decisions of the group will be decided in the general meeting. It is during these meetings that the constitution can be amended after a proposal.

10.3 Impromptu Meetings

This meeting will be convened without any prior arrangement depending on the need and urgency of such a meeting.

11.0 Group Discipline:

Any group member who will miss any meeting without prior information shall be fined an amount of not less than Kshs. 50. Any member who comes to the meeting late will be fined Kshs. 20 irrespective of the extent of lateness. No member of the group is allowed to borrow money from the group without the knowledge of all members.

12.0 Audit and Auditor:

Shall be appointed for the following year by the Annual General Meeting from among members of the Group. All the Groups accounts, records and documents shall be open to the inspection of the auditor at

any time. The Treasurer shall produce an account of his/her receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than four weeks and not more than eight weeks before the date of the Annual General Meeting. The auditor shall examine such annual accounts and statements and either certify that they are correct, duly vouched and in accordance with the law or report to the Group in what respect they are found to be incorrect, unvoiced or not in accordance with the law. The group's books of accounts will be open for self audit by group members and external audits by any other responsible authority.

13.0 Amendments to the Constitution:

This constitution shall be the supreme law of the HELP GROUP and any other law, rule or regulation inconsistent with it shall be null and void to the extent of inconsistency subject to the provisions of Government Act. Any amendment to this Constitution of the Group must be approved by at least a two-third majority of members at a General Meeting of the Group and implemented immediately thereafter provided the amendment does not contravene Government regulations.

14.0 Dissolution:

14.1. The Group shall not be dissolved except by a resolution passed at a General Meeting of members by a vote of two-thirds of the members present. If no quorum is obtained, the proposal to dissolve the Group shall be submitted to a further General Meeting, which shall be held within one calendar month. Notice of this meeting shall be given to all members of the Group at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

14.2. Provided, however, that no dissolution shall be affected without the prior consent in writing of the official(s) in the relevant Government Department, obtained upon application to him/her made in writing and signed by three office bearers.

14.3. When the relevant Government Department has approved the dissolution of the Group, no further action shall be taken by the Executive Committee or any officer of the Group in connection with the aims of the Group other than to get in and liquidate all the assets of the Group. Subject to payment of all the debts of the Group, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

CHAIRPERSON NAME:

SIGNATURE:.....

DATE:.....

SECRETARY NAME:.....

SIGNATURE:.....

DATE:.....