

# **CONSTITUTION FOR THE MINISTRY OF EAST AFRICAN COMMUNITY (MEAC) STAFF WELFARE ASSOCIATION**

## **1. NAME**

The name of the Association shall be **'MEAC STAFF WELFARE'** (Ministry of the East African Community Staff Welfare Association' (hereinafter referred to as 'the Association').

## **2. OBJECTIVES**

- (a) The Association shall foster, encourage and promote welfare and Financial Assistance to its members in form of loans and tokens.
- (b) To assist its bereaved members
- (c) The Association shall appreciate its members exiting from the service
- (d) To promote social activities for purpose of bonding staff together
- (e) To solicit for assistance in cash or any kind from the employer or any other benefactor for the welfare of the members of the society.
- (f) The Welfare shall be non-political.

## **3. INTERPRETATION**

### **Association:**

Means Ministry of East African Community staff Welfare Association.

### **Committee:**

Means Management Committee of MEAC staff welfare association.

### **Chairman:**

Means chairperson of MEAC staff welfare association.

### **Member:**

Means member of MEAC staff welfare association and include the office bearers and members of the management committee.

### **General Meetings:**

Means Annual or Special General Meeting.

## **4. MEMBERSHIP**

- (a) One has to apply to be a member by filling an application form.
- (b) One qualifies to be a member upon application as in (a) above and subsequent approval by the management committee (herewith referred as the committee). If after the membership is accepted the monthly deductions will commence through the payroll.
- (c) Membership is open to all employees of the MEAC,
- (d) A member will continue to maintain his/her membership upon transfer from MEAC to other Ministries/institutions.
- (e) Every member shall maintain monthly contribution, the minimum amount of which shall be reviewed from time to time by the management committee. The recoveries shall be made through check off systems.
- (f) Any member desiring to resign from the Association shall address his/her resignation to the Chairman. The resignation shall take effect from the first

day of the month following the date of receipt of such notice by the Chairman. Such resignations shall be effective after giving 3 months notice.

#### **5. MANAGEMENT COMMITTEE**

- (a) The management Committee shall consist of nine (9) committee members and 5 office bearers. The Executive Committee shall consist of Office Bearers. The office bearers as defined in section (6) shall be drawn from among the management Committee Members.
- (b) The committee members should meet at such times and places as it shall decide.
- (c) Office bearers shall be drawn or be co-opted from MEAC.

#### **6. OFFICE BEARERS**

- (a) The office bearers of the Association shall be:-
  - (i) The Chairman
  - (ii) The Vice-Chairman
  - (iii) The Treasurer
  - (iv) The Secretary
  - (v) The Assistant Secretary
- (b) Any office bearer who ceases to be a member to the Association shall automatically cease to be an office bearer thereof.
- (c) Office bearers may be removed from the office by the Committee or Members.

#### **7. COMMITTEE MEMBERS AND OFFICE BEARERS**

- (a) All committee members shall be elected by the members for a period of 2 years renewable once.
- (b) The Committee members shall elect the office bearers

#### **8. DUTIES OF OFFICE BEARERS**

- (a) Chairman – The Chairman shall, unless prevented by illness or any other reasonable cause, preside over all meetings of the Committee and Annual General meetings.
- (b) Vice-Chairman – the Vice Chairman shall perform any duties of the Chairman in his absence.
- (c) Treasurer – The Treasurer shall receive and disburse, under the directions of the committee, all funds belonging to the Association and shall issue receipts for all monies received and preserve vouchers for all monies paid out. The Treasurer is responsible to the Committee and to the members for proper maintenance of books of accounts of all monies received and paid by the Association. The Treasurer shall ensure that all records are preserved and available for inspection.
- (d) Secretary- the Secretary shall deal with the correspondence of the Association under the general supervision of the Committee. In cases of urgent matters where the Committee cannot be consulted, he-she shall consult the Chairman or if he/she is not available, the Vice-Chairman. The decisions reached shall be subject to ratification or otherwise at the next Committee meeting.

The Secretary shall issue notices convening all meetings of the Association and shall be responsible for keeping minutes of all such meetings and for

the presentation of all records or proceedings of the Association and of the Committee. He/she shall also be responsible for ensuring that the recoveries are done for the granted loans.

Assistant secretary – in the absence of the Secretary, the Assistant Secretary shall perform all the duties assigned to him by the Secretary or the Committee.

#### **9. DUTIES OF THE COMMITTEE**

- (a) The Committee shall be responsible for the management of the Association and for that purpose may give direction to the office bearers as to the manner in which within the objectives, they shall perform their duties. The Committee shall have powers to appoint such sub-committee as it may deem desirable in the interest of the Association.
- (b) Subject to clause 4 the committee shall have powers to co-opt additional members as it may deem necessary.
- (c) All monies disbursed on behalf of the Association shall be approved by committee and authorized by the officials of the Welfare.
- (d) The quorum for meetings of the Committee shall not be less than two third of the members.

#### **10. GENERAL MEETINGS**

- (a) There are two classes of general meeting:- Annual General Meeting and Special General Meeting.
- (b) (i) The Annual General meeting may be held three months after close of financial year. Notice in writing of such Annual General Meeting, accompanied by the annual statement of accounts and agenda for the meeting shall be issued to all members not less than 21 days before the date of the meeting.
  - (ii) The agenda for any Annual General Meeting may consist of the following,
    - Confirmation of the minutes of the previous annual General Meeting.
    - Consideration of the audited accounts
    - Election of office bearers and committee members where necessary
    - Appointment of the auditors
    - Such other matters as the Committee may decide or as to which notices shall have been given in writing by a member at least four (4) weeks before the date of the meeting.
    - Any other Business with the approval of the Chairman.
- (c) Quorums for annual General Meetings shall not be less than two third(2/3) of the registered members of the Association or as may be determined by the committee as deemed appropriate.
- (d) A special general meeting may be called for any specific purpose by the Committee. Notice in writing of such meeting shall be written to all members not less than seven (7) days before the date thereof. A special meeting may be called by a quarter of the members who requests for it.

#### **11. PROCEDURE AT MEETING**

- (a) At all meetings of the Association, the Chairman, or in his absence the vice-Chairman, or in the absence of these officers, a member selected by the meeting shall take the chair.

- (b) The Chairman may at his discretion limit the number of persons permitted to speak in favor of and against any motions.
- (c) Resolutions shall be decided by voting, in case of equality of votes; the Chairman shall have a second or casting vote.

**12. FUNDS**

The source of funding shall be from members monthly contribution through check off system, grants and donations.

The Registration fee will be Ksh. 100.00 (non-refundable).

**Contributions**

The contribution is based on two (2) bands as follows:

Lower band- Monthly Contribution Ksh 400

Upper band- Monthly Contribution Ksh 800

**Benefits** Incase of a bereaved member

<u><b>the Lower Band</b></u>	<u><b>the Upper Band</b></u>
Contributor - Ksh 30,000.00	Ksh 50,000.00
Spouse - Ksh30,000.00	Ksh 50,000.00
Child - Ksh 30,000.00	Ksh 50,000.00
Parent - Ksh 20,000.00	Ksh 30,000.00

**KCB INSURANCY AGENCY**

The Welfare has reinsured the members with KCB Insurance Agency for the benefits of **Ksh 50,000 and Ksh100,000** for lower and upper bands respectively. The benefit covers the Contributor, Spouse, Child and Parent. The Contributor must submit the IDs and/or Birth certificates of their dependents to qualify for the KCB benefits.

- (a) The funds of the Association may only be used for the following purposes:
  - (i) Grants to member or next of kin in cases of death of a member's death, member's biological or legally adopted child, wife, husband, father, mother, father in law and mother in law (one chance).

The rates will be indicated above on benefits depending on the monthly contribution. One is eligible for grant after proof of claims by producing sufficient documentation i.e. death certificate/burial permit or any other document as may be

approved by the Committee and the member has contributed for at least six (6) months.

- (ii) Retirement tokens at a rate that may be agreed and approved by the committee from time to time.
  - (iii) Loans to staff as may be determined by the AGM/Committee from time to time. One qualifies for loan after having contributed monthly contribution for at least six (6) consecutive months through check off system. The Committee shall review maximum loans ceiling from time to time but for now is set at Ksh 20,000 and is meant for deserving emergency cases. The loans shall be recoverable through check off system in maximum twelve (12) equal monthly installments and at an interest rate of 1% on reducing balance or as may be determined by the committee.
  - (iv) Any other purpose approved by the committee.
- (b) All monies and funds shall be received by and paid to the Welfare Bank Account in any Bank approved by the Committee.
  - (c) Any member who resigns or is removed from membership, shall not be entitled to a refund of his/her contribution or any part thereof.
  - (d) Any member who defaults in monthly contribution for three (3) consecutive months shall not be legible for any benefit from the welfare.
  - (e) No payments shall be made out of the Bank account without a resolution of the Committee Authorizing such payment, except in unforeseen circumstances when such withdrawals would require prior approval by the Chairman or Vice-chairman of which the same shall be subject to ratification by the Committee.
  - (f) Financial Year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December of the year.
  - (g) The Permanent Secretary, Ministry of East African Community who is also the **Patron** of the welfare shall authorize all deductions concerning the Welfare on the member's payslip.

### **13. AUDITOR**

- (a) The auditor shall be appointed by the Committee.
  - The books of account and all documents relating hereto and list of members of the Association shall be available for inspection at the Ministry Headquarters of the Association by giving not less than seven days notice in writing to the Association.
  - Such a person or company may be paid audit fees as may be decided by the Committee.
  - No Auditor shall be appointed from among the members of the Office bearers or the Committee or Association or regular employee of the Association, or their relatives.

### **14. AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution of the Association must be approved by at least two thirds majority of members at a general meeting of the welfare. They cannot, however be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

## **15. DISSOLUTION**

(a)The Welfare 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. The quorum at the meeting shall two-thirds of the members. If no quorum is obtained the proposal to dissolve the welfare shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the welfare at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

(b)Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

(c) When the dissolution of the welfare has been approved by the Registrar, no further action shall be taken by the committee or any office bearer of the welfare in connection with the aim of the welfare other than to get in and liquidate for cash all the assets of the welfare, Subject to the payment of all the debts of the welfare, 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.

## **16. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

The books of account and all documents relating thereto and a list of the members of the Welfare shall be available for inspection at the registered office of the Welfare by any officer or member of the Welfare on giving not less than seven days notice in writing to the Welfare.