CONSTITUTION

#  MOTTO & VISION

EMPOWERING, NURTURING AND TRANSFORMING.

## 1. CONSTITUTION.

The group shall be called LIGHT OF HOPE YOUTH INTIATIVE, herein after referred to; in these by laws as the (group) and its area of operation will be Machakos County.

## 2 REGISTERED ADDRESS

EMAIL ADDRESS:lightofhopeyouthgroup@gmail.com

PHYSICAL ADDRESS: P.O BOX 1770-90100.MACHAKOS

## 3 OBJECTIVES

>Build social welfare of our members.

>Investment

>Create employment to our members and the community.

>To ensure the progress of its members and community by educating them on awareness in AIDS/HIV,DRUG ABUSE,PEACE CO-EXISTENCE,VIOLENCE AGAINST WOMEN,LEADERSHIP AND ENVIROMENT.And by attending educational seminars organized by the group or other organization approved by the management.

>Secure loans from government institutions and other development partners.

## 4 MEMBERSHIP COMPOSITION

a) The membership of the group shall consist of;

1. Original members who signed application for registration.

2. New member’s subquently admitted in accordance with these by laws.

3. The rights of members of the group shall be determined and exercised in accordance with the applicable law of the group and the valid resolutions of the management committee.

## 5. REFUSAL OF MEMBERSHIP

The management committee may refuse membership to any applicant giving her/him reasons for the refusal in writing, provided the person whose membership has been refused if aggrieves by the decision, shall have a right to appeal to the next general meeting through a registered member, the decision of the general meeting on the matter shall be final.

## 6. MEMBERSHIP RIGHTS

Subject to these by –election laws, policies, values and procedures all members shall have the right to use the groups services and exercise the right established by the act, the rules and by- laws. The members are entitles to but not limited to.

a)Receive periodically and regularly or upon and at least once quarterly a statement of account a record of the members credit and debit transactions.

b) Enjoy representation at general meeting each member shall have one vote irrespective of share holding.

c)Elect or be elected as a committee member of the group unless otherwise prohibited by any other law or these by laws.

d) Use the group’s services according to the policies and procedures approved by the management committee.

E) Submit projects or initiatives to the management committee for the improvement of the group’s services.

f) All other rights as prescribed by the act and rules.

## 7. MEMBERS OBLIGATIONS

Members of the group are obliged to;

a) Attend meetings and take part in decision making

b) Show good cooperation spirit.

c) Inform non-members and encourage them to join.

d) Bring out problems affecting the group and look for solutions

e) Participate in the groups projects both physically and financially

F) Attend educational meetings and seminars organized by the group or any other organizational approved by the management committee.

g) Make use of services of the group as stated in the projects of the group comply with the act, Rules, by-laws and General meeting resolutions.

## 8. NEXT OF KIN

a) Every member of the group may appoint his/her nominee or nominees whom upon his/her shares, deposits, savings and other interest shall be transferred.

b) Where more than one nominee is appointed by any member, the number of shares to be transferred to each of these nominees shall be specified at the time of the appointment.

c) Appointment of a nominee shall be in writing and signed by the member presence of two witnesses and shall be on the form set out in the schedule to these by laws.

## 9. GROUP FUNDS

a) Membership fee of kshs.1000 and new members after registration kshs.2000 may also be determined from time to time by the management committee.

b) Each member shall pay a weekly contribution of khs.200 but also will be determined from time to time by the management committee and payment will be made at the meetings.

c) Any member who resigns or is removed from membership shall be entitled to a refund of his/her contributions less 10% any member removed 20% respectively.

NB – Any member joins the group will be under probation for 3 months during the time of probation a member is not entitled to the benefits of his/her membership.

d) Any member who fails to pay his/her weekly contribution for a period of 6 weeks consequently, automatically cease to a member of the group.

## 10. PENALTIES

A) Late coming for the meeting after 30 minutes will earn the member a fine of kshs.500.

B) Missing to the meeting with written to the chain of kshs.500 fine.

C) Missing a meeting without apology to the chain of kshs.1000.

D) Late payment of weekly contributions a fine of kshs.1000.

E) Payments are mandatory failure to which will be deducted from the normal contributions.

## 11) OFFICE BEARERS

(I)The office bearers of the group shall be;

A) Chairman

B) Vice-chairman

c) Secretary

D) Assistant secretary

e)Treasurer

f) Two committee members

(ii)All office bearers shall hold office from the date of election until the succeeding annual general meeting. Subject to the conditions contained in the rule but shall be eligible for elections.

(iii)Any office bearer who ceases to be a member of the group shall automatically cease to be a member of the management committee and therefore ceases to transact on behalf of the group.

(iv)Office bearers may be removed from office in the same way as laid down for expansion of members.

(v)In the event of part 3&4, there will be the need for immediate elections to replace.

## 12DUTIES OF OFFICE BEARERS

(i)CHAIRMAN – Shall, unless prevent by illness or other sufficient cause, preside over all meetings of the committee and at all General meetings.

(ii)VICE - CHAIRMAN – Shall perform any duties of the chairman in the absence of the chairman.

(iii)SECRETARY – Shall deal with all the correspondence of the group under the general supervision of the committee.

(iv)In case of urgent matters where the committee cannot be consulted he/she shall consult the chairman, if not available the vice chairman.

The decision shall be subject to ratification or otherwise at the next committee and all General meetings of the group and shall be responsible for keeping minutes of all such meetings and preservation of all records of proceedings of the group and the management committee.

(v)ASSISTANT SECRETARY – In absence of the secretary he/she shall perform all duties of the secretary and such other duties shall be assigned to him/her by the secretary committee whether the secretary is present or not.

(vi)TREASURER – Shall receive and disburse under the direction of the committee all monies belonging to the group and shall issue receipts for all monies received by him/her preserve vouchers for all monies paid by him /her.

He/she is responsible to committee and members that proper books of accounts of all monies received and paid up by group are written up, preserved and available for inspection. He/she shall be mandatory signatory of all cheques and shall be responsible for banking all the groups’ funds.

## 13 THE MANAGEMENT COMMITTEE

The committee shall consist of 5 elected officials; these will consist of

A) Chairman/secretary/treasurer/vice-secretary/1committee member.

Such committee shall hold office until the following annual General meeting.

b) Any casual vacancy for members of the committee caused by either death or resignation shall be filled by the committee until the next annual meeting of the group. Vacancies caused by members of the committee removed from office will be death by the members.

## 14 DUTIES OF THE COMMITTEE

A) Committee shall be responsible for the management of the group well being.

b) All money disbursed on behalf of the group shall be authorized by 2/3 of the management committee.

c) Quorum for the meeting shall not be less than 2/3 of the committee members.

d) Shall be responsible for the management of group funds.

## 15 GENERAL MEETINGS

### 1. ANNUAL GENERAL MEETINGS

The groups AGM shall be conducted at the end of group’s year which ends on 31st December each year.

a)Chairman’s report

b) Auditor‘s report

c) Treasurer’s report

d) Elections of the office bearers

### 2. SPECIAL GENERAL MEETINGS

This will be held every month by the management committee to discuss any project, write business proposals and any need that may arise.

### 3. WEEKLY MEETINGS

a) This will be held weekly for a period of 3 months by every member but the meeting is for one hour only, whereby members will give their contributions and discuss matters concerning the development of the group.

b) Where each member is allowed to contribute a key business idea and debated.

## 16. FUNDS

### SOURCES OF FUNDS OF THE GROUP;

A) Registration

b) Weekly contributions

c) Fines

d) Head counts (to discuss with members)

### EXTERNAL/OTHER SOURCES

Loans, donations and good wills

## 17. GROUPS ACCOUNT

(a)The group shall appear the opening of the bank account to save the groups money in any bank of choice.

(b)For any withdrawal 2 out of 3 signatories shall be required. The treasurer shall be mandatory signatory in the withdrawal process.

NB.-No group funds shall be used to fund any social activities without approval from members.

## 17. INSPECTION OF DOCUMENTS

All books of accounts and other records shall at all times be available to the members and the committee of the group. A copy of the act, registration certificate, these by-laws and a lot of the group’s members excluding details of nominees and shares holdings or loans shall be available for inspection by any member free of charge at all reasonable time during business hours.

## 18. ACCEPTANCE

We undersigned executive officer of the LIGHT OF HOPE YOUTH GROUP, do hereby accept and adopt these by-laws for and on behalf of the group together with any changes or alterations that have been initiated or signed by its members.

## 19. AMENDMENTS

(I)The rules and all other articles herein may be amended from time to time by 2/3 of all members.

(II)Any member is free to propose an amendment of any of the articles of constitution.

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