

**KISII CENTRAL SECONDARY SCHOOLS'S TEACHERS
WELFARE ASSOCIATION.**

(KICESSTWA B)

MOTTO: SCALING THE HEIGHTS OF DIGNITY TO OUR TEACHERS'.

CONSTITUTION

LAUNCHED ON SUNDAY 1ST MAY, 2022.

PREAMBLE:

We the teachers of Kisii Central Sub- County recognize and appreciate the need to live in peace and unity as a team committed to nurturing and protecting the wellbeing of our members.

ARTICLE I: NAME AND REGISTERED OFFICE

1. The group constituted by these rules shall be known as KISII CENTRAL SECONDARY SCHOOLS TEACHERS WELFARE ASSOCIATION, CHAPTER B, herein referred to as KICESSTWA-B.
2. The registered office of the Welfare Association shall be at SCMN-Kegati, Kisii Central Sub-County. The postal address of the Welfare Association shall be 345-40200, Kisii.

ARTICLE II: AIMS AND OBJECTIVES

The aims and objectives of KICESSTWA-B shall be:-

1. To give financial and moral support to members and their families in case of bereavement
2. To participate in activities that are geared towards improvement and general welfare of the members.
3. To collect members' contributions when need arises.
4. To account for expenditure of the members contributions

ARTICLE III: REGISTRATION AND MEMBERSHIP

1. KICESSTWA membership shall include *All Actively Contributing Secondary School Teachers*.
 - a. Teaching /working within Kisii Central Sub-County
 - b. Residing /hailing from Kisii Central Sub-County
 - c. Working/teaching outside, after transfer of their services from Kisii Central Sub-County
2. Upon admission, one's name shall be written in the nominal roll.
3. An annual renewable fee of **Ksh.100** towards welfare meetings expenses as such as Members' Annual General Meeting **AGM**, paid to the treasurer shall apply.
4. Upon registration one shall mature for consolation from the welfare kitty. However, after the first case, any new member afterward shall mature for consolation after meeting obligation continuously for three (3) cases or months, whichever applies first.
5. Membership ceases on withdrawal or death or upon default, without any justifiable reason, and communicated to the executive before the elapse of timeline provided for a case at hand that is **five (5) days** after burial. Otherwise, there should be NO defaulting. On withdrawal the member shall forfeit any benefits or privileges from the welfare.
6. The Executive Committee in consultation and approval, with the members' general meeting may discipline a member as may deem necessary, either by censorship,

suspension or expulsion. Benefits accruing from membership to the welfare shall remain in abeyance for suspended or expelled member(s).

7. Members shall be at liberty to join other similar organizations as long they remain steadfast in their commitment to the rules and regulations of the welfare association.
8. No person shall be admitted to the welfare association unless he/she previously agreed to abide by the rules and regulations of the welfare association.

ARTICLE IV: ELECTIONS

1. Except as otherwise herein expressly provided, all welfare officers shall get into their offices by secret ballot in case of a contest.
2. Members who have been in the welfare for at least six (6) months continuously shall be eligible to serve.
3. Every officer of the welfare shall vacate office on the expiry of three (3) years term, but shall be eligible for re-election up to a maximum of two (2) terms. The new office bearers shall be inducted progressively by the outgoing officials to ensure smooth running of the welfare.
4. Arising out of misconduct, disaffection or bringing the name of the welfare into disrepute, any officer of the welfare association may be suspended /expelled from office by a two –third majority decision of members present. In the event of such an eventuality, the executive committee shall have powers to appoint any of its members to act in such office pending the decision of members’ general meeting on whether or not such an officer should be dismissed or reinstated. The officer shall be accorded the opportunity to defend himself/herself against the suspension/expulsion before the final verdict is made.
5. In the event of more than half of the officers of the welfare resigning, dismissed or otherwise ceasing to be office bearers during their three (3) year term in office, a Special General Meeting (SGM) shall be summoned to fill the vacancies so occasioned.
6. An officer’s resignation shall be in writing. Replacement of such officer shall be from the affected division/zone.
7. The Chairman Kisii Central Secondary Schools Heads Association (KCSSHA) or his/her appointee shall be the presiding officer during elections.

ARTICLE V: DESIGNATION OF OFFICERS.

1. THE CHAIRPERSON

The chairperson

- a. Shall preside over any other meeting at which he/she will be present.
- b. Shall enforce observation of the welfare association constitution
- c. Shall perform such duties as by usage and custom pertaining to his/her office.
- d. Shall in case of a stalemate in consensus at any meeting subject the matter to a vote, in case of a tie, he/she shall have addition to his/her normal vote, a casting vote.

- e. Shall be the chief spokesperson of the welfare
- f. If for any reason, fails to preside over properly summoned constituted meeting of the welfare association, the members in attendance shall have the right to appoint the ad-hoc chairperson.

2. THE VICE CHAIR PERSON

The vice chairperson

- a. Shall preside over any meeting in the absence of the chairperson
 - b. Shall and perform the duties of the chairperson in his/absence
- c. Shall assist the chairperson to implement the welfare association objectives

3. THE SECRETARY

The secretary shall:

- a. Issue notice to all meetings
- b. Attend all meetings of the executive committee and record minutes.
- c. Prepare the agenda of all meetings.
- d. Keep and maintain welfares' nominal roll.
- e. Perform such duties as prescribed by members or the executive committee.
- f. Approve minutes of meetings or executive committee.

4. ASSISTANT SECRETARY

The assistant secretary

- a. Shall act as a secretary in all meetings in the absence of the secretary.
- b. Shall perform duties as they may be assigned by the secretary or the Executive Committee.
- c. Shall perform the duties of the secretary in his or her absence

5. THE TREASURER

The treasurer shall:

- a. Be responsible for the welfare's funds and be the custodian of the welfare bank account/ kitty.
- b. Keep and maintain all the necessary books of account.
- c. Prepare and submit to the members general meeting a report on the financial position of the welfare association at the end of the calendar year of the association.
- d. Disperse funds of the welfare subject to approval of the Executive Committee.

6. THE PATRON

The patron of the welfare association shall be the chairperson of the Kisii Central Secondary Schools Heads Association, (KCSSHA) or his/her suitable appointee. Shall oversee the well-being and running of the welfare, while offering requisite collaboration with other institutions, individuals, corporate entities, among others.

7. COMMITTEE MEMBERS/TRUSTEES

The committee members shall

1. Do any duties assigned to them by the executive committee.
2. Coordinate members from their respective divisions/zones.

ARTICLE VI: MEETINGS

A. ANNUAL GENERAL MEETING (AGM)

1. There shall be an Annual General Meeting of the members in such place as may be fixed by the Executive committee on a chosen day in the first term of the academic calendar year.
2. The Annual General Meeting shall be the supreme authority of the welfare and its decisions shall be final and binding to all members.
3. Notice regarding the meeting must go out at least two (2) weeks before the date of the meeting.
4. Executive Committee shall convene a Special Meeting for members whenever necessary, provided that not less than five (5) days' notice is given. A special general meeting may also be convened if two-thirds of the members through writing demand for the meeting.

B. COMPOSITION

1. All registered members of the welfare association
2. Interested members in the welfare matters invited by the Executive Committee. They shall have no right to vote or of consensus.

C. FUNCTIONS

1. To determine the broad basic policies of the welfare.
2. To consider reports and accounts presented by the officers of the welfare.
3. To determine and delegate powers to the Executive Committee for the purpose of implementing the aims and objectives of the welfare.
4. To cause there being welfare officials by consensus or election.

D. QUORUM

1. The quorum for the Annual General Meeting shall be two-thirds of the general membership.
2. The quorum for the Executive Committee or an ad-hoc committee shall be three quarters of the members.
3. For a quorum having been realized, a properly convened meeting of the welfare shall be authorized to conduct any or all its specified functions or any other business requiring immediate consideration.

ARTICLE VII: THE EXECUTIVE COMMITTEE

A) COMPOSITION

The Executive Committee shall comprise

1. The chairperson
2. The vice chairperson
3. The secretary
4. The assistant secretary
5. The treasurer
6. The organizing secretary
7. Four committee members/trustees

B) MEETINGS

The Executive Committee shall meet at such a time as:

1. The chairperson and the secretary may deem fit.
2. Matters relating to the welfare may arise between members' meetings and at least once a term.

C) FUNCTIONS

1. To act as the supreme authority and to transact the business of the welfare between members' General Meetings.
2. To see that decisions and policies of the members General Meetings are fully executed.
3. To help organize and supervise the administrative machinery of the welfare.
4. To enforce the constitution of the welfare.
5. To censure, suspend or dismiss any member of the welfare for negligence of duty, dishonesty, incompetence, or failure to obey its decisions or for the reasons it may deem fit and important in the interest of the welfare subject to approval of the members' Annual General Meeting.
6. To give reports of the welfare operation(s) to the members meetings.
7. To form ad-hoc committee(s) of the welfare and specify their functions.
8. To approve funds wherein a member of the welfare needs assistance.

ARTICLE VIII – FINANCE

1. Treasurer in conjunction with the Executive Committee shall cause a bank saving account to be opened and maintained in the name of the welfare association (KICESSTWA-B) at Co-operative Bank, Kisii branch.
2. The treasurer shall ensure that all monies belonging to the welfare are received by him/her and receipted, and deposited in the said account within five (5) days of the receipt of such monies.

3. The signatories to the said account whose four (4) signatures shall suffice in the event of making withdrawals shall be the Chairperson, the Secretary, one committee member and the Treasurer, of the welfare association.
4. The sources of funding shall be:-
 - a. Subscription fee of one hundred shillings (**Ksh100**) annually.
 - b. Voluntary contributions from well-wishers.
 - c. Members' contributions in case of any misfortune.
5. The funds of the welfare may be expended only on the following purposes:
 - a. Bereavement involving a member, self/spouse at the rate of **Ksh.500** per member.
 - b. Biological/Legally adopted child at the rate of **Ksh.300** per member's contribution.
 - c. Bereavement of biological parent at the rate of **Ksh.300** per member.
6. The contributions in such cases shall be managed as follows;
 - a. All contributions shall be made through the treasurer.
 - b. The contributions are for supporting the member, and or the member's nuclear family
 - c. All the contributions made less at most **10%** shall be remitted to the bereaved member, and or his/her family.
 - d. The 10% shall be used to incur expenses such as;
 - i. Communication to members
 - ii. Visiting bereaved member's family by the executive
 - iii. Coordinating meetings among others.
7. All registered members are expected to meet their financial obligations to the welfare. The executive shall put in place mechanisms of dealing with defaulters.

ARTICLE IX: AMMENDMENTS AND ALTERATIONS

- a. Amendments/ alterations of these rules shall only be made by consensus or resolutions voted upon by secret ballot and passed by a Members General Meeting.
- b. All proposals for amendments/alterations shall be submitted to the Secretary for inclusion in the agenda not later than a week (7 days) before the date of the Members General Meeting.
- c. Alterations of the rules shall take effect at a date to be determined by a members' general meeting.
- d. A copy of an updated constitution of the welfare association shall be issued to any member upon registration by the secretary.

ARTICLE X: GENERAL RULES

A. INTERPRETATION OF RULES.

In the event of a question arising as to the interpretation of any of these rules, the question shall be referred to the Executive committee of the welfare association for decision making. In case of dissatisfaction, either party can appeal to the members' general meeting whose decision shall be final and binding to all members.

B. RESOLUTIONS.

1. Every resolution shall be moved and seconded before being put to the meeting.
2. Resolution(s) shall be deemed as having been carried if agreed upon consensus or by simple majority of the voting members.
3. A declaration by the chairperson that a resolution is carried and entry to that effect in the minutes of the proceedings shall be sufficient evidence of the declaration, without proof of number or proportion of vote for or against the resolution.

C. CONSENSUS AND RULES

1. The taking of all decisions in respect of the causing of being of welfare officers, amendments/alterations of rules, dissolution and any other matter affecting the members of the welfare association generally shall be by consensus or secret ballot.
2. The system of voting shall be one paid up member one vote.
3. In case of a tie/equality of vote, the chairperson shall have the power to break the tie by casting a vote.
4. The patron shall be the sole and absolute judge regarding the validity of any consensus reached or any vote cast at a meeting of the welfare.

D. MINUTES

The secretary shall cause minutes to be made for all business transacted at the meeting of the welfare. Minutes which have been confirmed and signed by the chairperson of the meeting in which they were transacted, shall be conclusive evidence of the business transacted at which they relate.

E. DISSOLUTION

1. Can only be done by a full general meeting of fully paid up registered members and supported by two-thirds of the members present.
2. Upon dissolution assets/liabilities shall be handled by the patron.