



KAPPTewa
UNITY IN DIVERSITY

CONSTITUTION

KATHIANI POST PRIMARY TEACHERS' WELFARE ASSOCIATION.

This is a benevolent association whose primary objective is assisting members during bereavement.

The existence, management and running of the welfare shall be guided by this constitution.

CHAPTER ONE: MEMBERSHIP

(i). The following shall comprise the membership of the ASSOCIATION;

- a). All actively contributing post primary teachers working within Kathiani Sub-County.
- b). All actively contributing post primary teachers residing within Kathiani Sub-County.
- c). All actively contributing post primary teachers who hail from Kathiani Sub-County.
- d). All actively contributing post primary teachers who joined the welfare while within Kathiani Sub-County then later got transferred.

(ii). All members to register with a non-refundable fee of KES200

(iii). For one to be considered a member he/she MUST have paid the registration fee and be a regular contributor.

(iv). There's no limit to new members registration.

(v). Defaulting is not allowed. One is considered to have defaulted if he/she has not sent his/her contribution by the third day of the official communication. Members paying the BBF contribution within three (3) days after the 72-hour deadline will incur a penalty of Ksh. 100 and pay for the defaulted BBF but will not be subjected to probation.

(vi). Any member who totally fails to contribute cease to be a member.

(vii). The window period for registering as a member is immediate with effect from October 2023.

CHAPTER TWO: MANAGEMENT

The welfare management shall comprise of the following;

- i) Patron
- ii) Chairperson
- iii) Vice chairperson
- iv) Secretary
- v) Vice secretary
- vi) Treasurer
- vii) 3 senior school zonal coordinators
- viii) 1 Junior school representative
- ix) KESSHA Chairperson (Ex-officio)

There shall also be school coordinators.

The welfare management committee members shall be elected by the members and shall serve for three years and maximum of two terms.

In case an elected official can no longer discharge duties effectively, a by-election will be held during the next AGM or refer to chapter nine.

The roles of each of the officials shall be as shown below:

PATRON

- i) Shall do oversight of the Association and actively perform resource mobilization activities.
- ii) Shall have power to sue or to be sued on behalf of the Association and the expenses shall be catered by the Association.

CHAIRPERSON

- i) The chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Executive and at all general meetings.
- ii) Shall co-ordinate all the functions and activities of the Association.
- iii) Ensure that the Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- iv) Shall exercise general supervision over the management of the Association.
- v) Report on the operations of the Association to the members at the Annual General Meeting.
- vi) Shall be a signatory in all Bank transactions on behalf of the Association.
- vii) Shall be expected to act in the best interests of the Association at all times.

VICE CHAIRPERSON

- i) Shall perform any duties of the chairperson in the absence of the chairperson.

SECRETARY

- i) Shall maintain an accurate record of all the Association meetings.
- ii) Shall issue the Association directory.
- iii) Shall maintain and keep in safe custody all correspondences and records relating to the welfare Association.
- iv) Shall issue notice of the meetings and maintain an attendance log of all meetings.
- v) Shall present minutes of previous meetings at meetings.
- vi) Shall solicit input from members for meeting agenda and disseminating agendas prior to meetings.
- vii) Shall undertake any other duties as may be assigned by the members in consultation with the chairperson.

VICE SECRETARY

In absence of the Secretary, the Vice Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him or her by the secretary or the Executive whether the Secretary is present or not.

TREASURER

- i) Receive and disburse the funds of the Association in a prudent manner.
- ii) Shall maintain all books of accounts and an accurate record of all Association transactions.
- iii) Prepare the budget for approval by the Association and strive to ensure that the budget plan is complied with.
- iv) Shall be responsible for collecting membership fee/dues and maintaining a list of all paid up members.
- v) Shall be a mandatory signatory in all bank transactions on behalf of the Association.
- vi) Prepare and present quarterly and annual accounts and reports of the Association.
- vii) Prepare members statements every quarter.

ZONAL CO-ORDINATORS

Shall be a link of the Association to the school representatives and shall liaise with the school representatives for information.

JUNIOR SCHOOL REPRESENTATIVE

Shall be the link of the Association to all junior school teachers.

CHAPTER THREE: OBJECTIVES OF THE ASSOCIATION

- a). Organize and coordinate welfare events and functions.
- b). Coordinate members in participation in events touching on welfare.
- c). Console the bereaved member and or family
- d). Represent members in welfare functions.

CHAPTER FOUR: EVENTS TO BE COVERED

- i) The welfare group shall support members during bereavement.
- ii) The following shall be covered by the association:
 - a). Member (Teacher)
 - b). Spouse to the member
 - c). Biological or legally adopted children of a member who are either 18 years of age or under. Children above 18 years who are students and depending on the principal member. (Proof of schooling will be required).
 - d). Children living with disability.
 - d). Biological parent(s)
 - e). Parents-in-law
- iii) The members shall contribute as follows:

LOSS	AMOUNT
a). Member (Teacher)	KES 300
b). Spouse	KES 200
c). Biological, legally adopted and Children WD	KES 200
d). Biological and parents-in-law	KES 100

- iv). A member shall fill his or her details and those of the dependents through an online form.

v) In an event where a bereavement case affects more than one member from the same family, each affected member will be treated independently.

CHAPTER FIVE: RECORD KEEPING

There shall be in place an official hard cover book and a soft record backup for recording members contributions. This book shall be kept by the treasurer.

Each member shall be assigned a membership number that shall be used for reference.

Each member shall be required to fill a form indicating his/her details which include;

- i) Name of member
- ii) Spouse
- iii) Parents and Parents-in-law
- iv) Children.

This shall be confirmed by presenting copies of their identification cards/birth certificates.

CHAPTER SIX: TRANSFER/INTERDICTION/DISMISAL

- i). Upon retirement or dismissal, one retains membership as long as he/she is active in contributions.
- ii). A member serving an interdiction is still a member and shall enjoy all the rights of membership in the welfare. If the interdiction yields a dismissal, then clause I above applies.
- iii). A transferred member retains membership as long as he/she is regular contributor whenever an event that requires contribution occurs.

CHAPTER SEVEN: REPRESENTATION AND ELECTION OF OFFICIALS

- i). The members who shall serve others as officials shall be elected by the membership.
- ii). The elected officials shall be in office for a period of three years maximum two terms. However, an office bearer can be removed by two thirds of the membership at any time through a petition during a Special General Meeting (SGM) at any time if there are any warranting issues. During this time the vice or assistant will be appointed as interim awaiting the AGM.
- iii). A member has one vote.
- iv). Every member is qualified to contest and serve as an official of the welfare.
- v). To qualify as a candidate during the elections, a member has to be proposed and seconded by the voters.

- vi). The election is by secret ballot.
- vii). Winning is by simple majority.
- vii). Elections shall be managed by a nominated presiding officer. The presiding officer shall be nominated through consensus by a simple majority

CHAPTER EIGHT: MANAGEMENT OF CONTRIBUTIONS

- i). All contributions shall be through the Association's Paybill number.
- ii). The contributions for the bereaved are for supporting the family of the member.
- iii). All members will contribute 200/- per year for purposes of administration.
- v). The officials are expected to account for the money used and exercise utmost prudence.
- vi). The executive to update the membership as the members give their contributions through social media especially WhatsApp or Telegram.

CHAPTER NINE: MEETINGS

- i). There shall be an Annual General Welfare meeting on every first weekend of August every year.
- ii). Notice for the meeting shall be made by the secretary at least two weeks before the meeting day through prescribed channels.
- iii). If there is an issue affecting members, an SGM can be called through a notice endorsed by 50%+1 of the membership.
- iv). The notice for an SGM is addressed to the chairperson who shall call an SGM within fourteen days from the date of receipt of the notice. If the chairman fails to call for the meeting the meeting automatically takes place.
- v). The chairperson can summon a meeting whenever necessary in consultation with other officials.

CHAPTER 10: REGISTRATION AND DISSOLUTION OF THE MOVEMENT.

The movement shall be fully, dully and lawfully registered within the prescribed laws of societies act, under the office of the Registrar of Societies.

The dissolution of the Association shall ONLY be possible if more than 95% of the membership seeds off and this constitution suspends SELF.

CHAPTER 11: AMMENDMENTS TO THE CONSTITUTION

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