



EFYE KENYA CONSTITUTION

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Rekindling and elevating dreams

EFYE- REKINDLING AND ELEVATING DREAMS



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EFYE- REKINDLING AND ELEVATING DREAMS

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1. NAME AND DEFINATION

1.1. THE ORGANISATION

This is an organization founded on the month of October 2018 in Nairobi county. The group is involved in fostering and empowering the youths hence rely heavily on partnership across the globe. Our ultimate goal is to promote the education of the destitute cases in the society plus the mental health in the community. We believe in partnership rather than reinventing the wheel.

1.2. CONTACTS

Frankline Mawira Nyaga- President

Denis Mwenda John - Treasurer

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1.3. OPERATION RADIUS

This organization will have an office in New Mathare and the second phase of implementation will be in Huruma Sub-county. The second phase will involve moving to other parts of the county while the last phase will be working in at least 25 countries around Africa.

The organization activities will involve three thematic areas namely:

1. Securing the future-

- i. **Environment-** Taking up initiatives that ensure environmental conservation. This will be done through community sensitization and mobilization to conserve nature.
- ii. **Education-** The entity aims at ensuring that quality and sustainable education is available to every member of the society so as to alleviate ignorance and illiteracy. This will be done through mentorship to students as well as facilitating for higher learning for the disadvantaged students.
- iii. **Skill acquisition-** these include soft skills, life skills as well as vocational skills. This will be done through trainings and capacity building, workshops, seminars as well as boot camps.
- iv. **Health-** This will include physical as well as mental health. This will be achieved through health camps, trainings as well as community sensitization and advocacy.

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2. Information-

Information is power and so the entity aims at ensuring that every individual is aware of their individual rights, freedoms and liberties as a citizen. This will be achieved through civic education, community mobilization, Barazas, trainings and capacity building.

3. Livelihood.

This will be attained through advocating and training the members of society on the alternative sources of food as well as encouraging entrepreneurship so as to provide income as a means of providing them with a source of livelihood.

2.0. AIM

To provide the destitute children in the society with the necessary basic education and also to empower the youth for a better tomorrow by embracing social business and the upcoming new technology so as to bring up a new generation that is independent and is actively involved in the development of the society and the nation as a whole.

3.0. VISIONS

To use available resources to mentor, nurture and transform by providing a platform for every member of the society to be informed and capacitated to attain their full potential.

4.0. OBJECTIVES

This organization was formed to bring social & economic changes at the community level and this will be achieved through;

- i. To mobilize the youth and other members of the community to form self-help groups
- ii. To mentor the already formed registered groups that work with youths and women so as to enable them grow in their operations.
- iii. To distribute school supplies to disadvantaged school children to facilitate access formal education.
- iv. To encourage social business and also initiate activities that are in line with that.
- v. To mentor high school students on career choice, drug abuse and sex education hence facilitating them to excel in academics and outside life.
- vi. To train and coach young people on business, vocational and life skills.
- vii. To emphasize on alternative sources of finances and food instead of the usual employment cycle.

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- viii. To create platforms where young people can actively participate in decision making and development of the local community.

5.0. MEMBERSHIP

This is the process that will admit an individual or organization to be a member of this community based organization. Membership will vary and each category will have assigned role to play and the categories are as follows;

5.1. TYPES OF MEMBERSHIP

5.1.1. Ordinary membership

The following are the guidelines to be followed by the organization to vet prospective members in this category.

- i) The individual must be a member of a registered self-help or any other legally recognized group
- ii) Age 18 – 40years.
- iii) Must have completed at least secondary education and wills to support basic education.
- iv) They should not have any criminal records

5.1.2. Platinum members- Board of Advisors (BOA)

The following are the guidelines to be followed by the organization to vet prospective members in this category;

- i) Role model in the community
- ii) Be of 35 years and above of age.
- iii) Able to pay registration fee of one thousand Kenya shillings
- iv) Able to pay a monthly contribution of three hundred Kenya shillings.
- v) No criminal records

This category will have at least five members who will serve on the board for 3 years and gender balance will be emphasized to bring community approach.

5.1.3. Golden membership

The following are the guidelines to be followed by the organization to vet prospective members in this category;

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- i) Non – Kenyan citizen
- ii) Above eighteen years
- iii) Able to pay registration fee of twenty five US dollars
- iv) Able to pay monthly contribution of ten US dollars
- v) No criminal records

5.1.4. Bronze membership

These are the members who are not from the community or do not fit in the other membership criteria and are willing to be members of the organization. They also include our partners and individuals or groups that express interest in being part of EFYE.

The following are the guidelines to be followed by the organization to vet prospective members in this category:

- i)

5.2.0. DUTIES OF MEMBERS

Different category of membership will carry out different duties as stated below but sometimes changes will be made in regard with prevailing conditions in the organization after consulting with all categories of members.

5.2.1. Registered members

These members will carry out the following duties as specified in this document;

- i) Attending organization monthly and annual general meetings
- ii) Perform delegated duties during the meetings
- iii) Voting
- iv) Hold office position in the organization
- v) Execute assigned duties in the project

5.2.2. Golden members- BOA

These members will carry out the following duties as specified in this document;

- i) Advise the organization on general issues
- ii) Advise the office bearers on best practices of management
- iii) Link the organization with donors and likeminded organizations
- iv) Head the election of organization office bearers
- v) Advise the organization on various funding opportunities
- vi) Mediate between the organization and local community
- vii) Act as arbitrator in regard to internal affairs of the group

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- viii) Represent the group in consultation with office bearer at higher levels
- ix) Adequately contribute the monthly fee

5.2.3. International members

These members will carry out the following duties as specified in this document;

- i) Perform assigned duties
- ii) Advise the organizations on international funding opportunities
- iii) Link the organization to international networks and donors
- iv) Support the organization on fundraising for project resources
- v) Adequately contribute monthly fee
- vi) Assist the organization to attend international seminar and conferences
- vii) Represent the organization at international levels in consultation with office bearers of the group.

5.3.0. DISQUALIFICATION OF MEMBERS

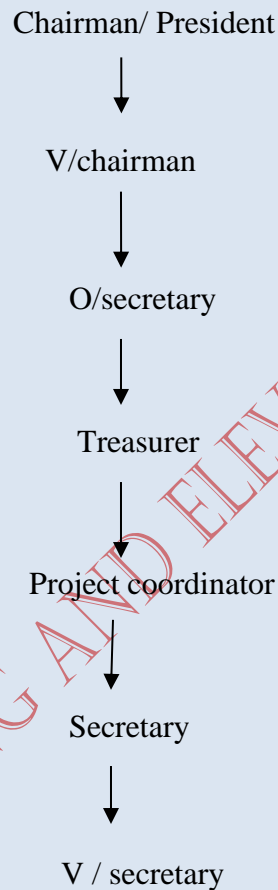
The management committee will have the final say in regard to expelling members from the organization, it will be conducted through raising the issue as a motion to be debated hence voting will take place to determine the fate of the member and it will be through secret ballot. The following are some of the issues that will lead to a member to be discussed by the management committee.

- i) Monthly arrears of more than three months
- ii) Abscond the organization meeting three consecutive times without apology
- iii) Violation of the organization rules and regulation repeatedly
- iv) Don't carry out assigned duties accordingly
- v) Facing criminal charges
- vi) Conflict of interest between the organization and individual
- vii) Using the organization to benefit his / her self
- viii) Embezzlement and misappropriation of organization resources

6.0. LEADERSHIP

This involves the management of the group and all the position will be elective and gender balance should be maintained.

6.1. TEAM STRUCTURE



The above positions should emphasize gender balance and at least one gender has to occupy at least three positions.

6.2. QUALIFICATION OF OFFICE BEARER

- i) Relevant skills and education to hold the position
- ii) Adequate time to execute assigned duty in regard to the position.
- iii) Has no arrears
- iv) Been organization member for more than two years
- v) Garneres the highest votes in regard to the position.

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6.3. 0. DUTIES OF OFFICE BEARER

6.3.1. Chairperson/ President

- i) Preside over organization meetings
- ii) Signatory to any transaction of the organization.
- iii) Brief the golden members on the various meetings of the organization
- iv) Attend the golden members meetings
- v) Offer leadership services to the organization
- vi) Participate in preparation of various Agenda of organization meetings
- vii) Enforce the implementation of all clauses in the constitution

6.3.2. V / Chairperson

- i) Take over chairman's role in absence.
- ii) Chair the organization projects meeting and report to the chairman.

6.3.3. Organizing secretary

- i) Group public relation officer
- ii) Organizing all activities of the organization
- iii) Searching for viable projects
- iv) Brief the organization on project progress.
- v) Attend the golden members meetings

6.3.4. Treasurer

- i) Handle the financial issues of the organization
- ii) Signatories to organization financial matters
- iii) Prepare financial statements of the organization.
- iv) Advise the organization on financial issues
- v) Collect funds of the organization and bank them

6.3.5. Secretary

- i) Take minutes of the organization meeting
- ii) Prepare agenda for various meetings in collaboration with chairman
- iii) Dispatch various mails.
- iv) Signatories to all transactions of the organization
- v) Dissemination of the organization information to members.
- vi) Keep bio-data of the organization members.
- vii) Prepare the various documents of the organization
- viii) Safe custody of organization documents and information

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6.3.6. V/ Secretary

- i) Carry out all the duties of secretary in his/her absence
- ii) Prepare minutes of the group projects

6.4. TERMS OF OFFICE

- i) Term of office will be three years
- ii) One can only serve in one position for not more than three years
- iii) Members have to be sworn before taking office

6.5. SIGNATORIES

- i) Chairman
- ii) Treasurer
- iii) Member

Two signatories of which one has to be the chairman, can transact business on behalf of the organization

7.0. ELECTION

- i) The office term will be three years
- ii) Election will be held on the second weekend of January after the expiry of three years
- iii) Election will be headed by the golden members
- iv) Cleared members will be required to vote
- v) Only secret ballot will be applied
- vi) Golden members' team will release adequate information regarding election process, two weeks prior to election.

7.1.0. TYPES OF ELECTION

7.1.1. General election

- i) Conducted after three years
- ii) Ten days for campaign
- iii) Election will be held on the second Saturday of January after the expiry of three years
- iv) Secret ballot
- v) Golden members team will lead the elections

7.1.2. By – election

Conducted ten days after:-

- i) Death of office bearer

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- ii) Resignation of office bearer
- iii) Expulsion of office bearer

7.2.0. PROCEDURE OF ELECTION

There will be two forms of voting, namely

- i) Acclamation
- ii) Secret ballot

Secret ballot voting will be strictly used in general and by elections of office bearer and sometimes vital decision making when acclamation can't bring better result. Acclamation will be frequently used to determine policies, views, and ideas to be adopted.

7.3.0. ELECTION COMMISSION

- i) The golden members will nominate two members to lead the commission and advertise two positions of clerks within the community.
- ii) The process will be formal and competitive hence registered members will approve the selected clerks.
- iii) The wage of the clerks will be determined by golden members in consultation with the treasurer in regard to financial situation of the group.

7.4.0. LEGIBILITY

- i) The election result will be announced on the day of voting and at the voting venue
- ii) Elected members will be sworn in one week after the election
- iii) Swearing in ceremony will be headed by the golden members
- iv) Hand over process & election dispute will be solved within one week before swearing in.

7.5.0. PETITION COMMISSION

The election petition commission shall be conducted by a special team set aside by the executive board and the members prior to the elections. They will be required to carry out their duties within duration of one week and their duties will include;

- i) Go through the allegations
- ii) Analyze the allegations
- iii) Prove the allegations
- iv) Provide findings
- v) Provide recommendations to the patron
- vi) Patron is bound to implement the recommendations within duration of three days
- vii) Recommendations will supersede the proceedings of the swearing in ceremony.

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8.0. RULES AND REGULATIONS

- i) The chairman can dismiss a member from the meeting after several warnings for his/her misconduct
- ii) No use of vulgar language during the meeting.
- iii) All members are equal regarding meeting proceedings
- iv) Member's views & suggestion will be respected fully.
- v) Misappropriation of group funds shall lead to prosecution by the laws of Kenya.
- vi) Office bearers who don't carry out their duty will be punished by the golden members.
- vii) Misconduct, corruption, squandering of mone, misuse of group property any member involved in the above act will face the law.
- viii) After suspension of a member the executive shall form a committee to look into the conduct of the member and come up with recommendations. This shall be tabled before the members to decide the fate of the suspended member.
- ix) Members shall be called to contribute on calamities i.e. death, sickness and urgent projects.
- x) Any member found transacting business on behalf of the group without consent will be punished accordingly.
- xi) The official languages are Kiswahili & English during the meetings of the group.

9.0. MEETING

There will be five types of meeting

- i) General meetings
- ii) Monthly meetings
- iii) Special meetings
- iv) Executive meetings
- v) Golden meetings

9.1.0. ANNUAL GENERAL MEETING

The annual general meeting shall be conducted on the third Saturday of week of December because our financial year ends on 31st December

9.2.0. MONTHLY MEETING

Conducted monthly and on the 1st Sunday of every month and each member is expected to attend.

9.3.0. SPECIAL MEETING

9.3.1. Executive meeting

The meeting will be only attended by the officials of the organization. It should be conducted at least once a month.

The officials have to debate on various issues of the organization.

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9.3.2. Rapid Meeting

This meeting will be called upon if there is urgent issue that can't allow waiting until monthly meeting and every member must be informed appropriately

9.3.3. Golden meeting

The meeting will be attended by the golden members, chairman, treasure, secretary, organizing secretary, project coordinator and any other invited guests. It has to be conducted at least once after three months. The attendances have to debate the various issues of the organization. The meeting will be chaired by the patron.

9.4.0. PROCEDURE OF MEETING

Shall be as follows unless stated otherwise;

- i) Opened by a prayer
- ii) Registration of attendance & payment.
- iii) Reading of the previous minutes.
- iv) Matters arising
- v) Agenda of the day
- vi) A.O.B
- vii) Date & venue of the next meeting
- viii) Closing by a word of prayers.

10.0. CODE OF CONDUCT

- i) Keep the organization secrets
- ii) Work selfishly for the sake of organization
- iii) No discrimination of any nature
- iv) Carry out the delegated duties diligently
- v) Abide by to the Kenya laws and regulations
- vi) Work as a family with a vision of achieving our goals

11.0. DEPARTMENTS

This organization shall have various departments depending on the available resources and the needs of community:-

- i) Security house
- ii) Power house
- iii) Live house

12.0. FUNDING

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The organization shall solely depend on the individual contribution before looking for other ways of getting money like:-

- i) Project revenue
- ii) Social entrepreneurship
- iii) Well-wishers and donors
- iv) Organization members' contribution
- v) NGO funding
- vi) Government funding

13.0. FINANCIAL ACCOUNTS

- i) The organization shall form its own independent accounting department to audit the books of accounts in the absence of the treasurer.
- ii) The department shall comprise of two executive and any three registered members. This will happen only two weeks to the AGM, the treasurer resigns, expelled and after the general election.

14.0. PROPERTIES

The organization shall purchase or receive donations of some assets to help it in the day running of the organization business. The assets shall solemnly be used for the organization purpose and other use shall be in violation of the group laws.

The assets shall be in the custody of the office bearers. They will be expected to provide an account of the assets in their portfolio.

15.0. CONSTITUTION AMENDMENTS

A quorum of two thirds members can amend any clause of this constitution. This shall occur if at least three quarter of the member's present vote in favor of the clause to be amended.

16.0. DISSOLUTION

This will only occur in the following circumstance:-

- i) Unlawful practices
- ii) Government decision
- iii) Individual application in the court of law.
- iv) Lack of appropriate funds to carry out its mandate
- v) Members decide to dissolve



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This constitution has been collectively prepared by all members hence it will be used on day to day running of the organization thus the following four members will sign to signify it's binding document for the organization.

1. MR. FRANKLINE MAWIRA NYAGA
CHAIRMAN
ID NO 27927461
SIGN

2. MR. DENIS MWENDA JOHN
TREASURER
ID NO:
SIGN.....

3. MR. WILFRED OMONDI
MEMBER
ID NO:
SIGN.....

4. MISS JENNIFER WANJIKU
MEMBER
ID NO:
SIGN.....

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