

CONSTITUTION AND RULES OF CLINICAL STUDIES WELFARE GROUP JULY 2011

1. NAME

The name of the group shall be **CLINICAL STUDIES DEPARTMENT WELFARE GROUP** (In this constitution referred to as “the group”).

2. OBJECTIVES

The objectives of the group shall be:

- 2.1. To promote the welfare of the members of the group
- 2.2. Strengthen relationships between the members of the group.

3. MEMBERSHIP

- 3.1. Any employed **member of the Department** shall be eligible for membership of the group and shall, subject to the approval of the committee, become a member on payment of a non-refundable entrance fee of SHS. **1000**.
- 3.2. Every member shall pay a monthly subscription of SHS.**500**, which shall be divided as follows: **SHS 400** will be the members saving while **SHS 100** will be used by the welfare.
- 3.3. Any member desiring to resign from the group shall submit his resignation to the secretary in writing and such resignation shall take effect from the date of receipt by the secretary of such notice.
- 3.4. Any member may be expelled from membership if the committee so recommends and if a general meeting of the group shall resolve by a two-thirds majority of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of the group, or that he has contravened any of the provisions of the constitution of the group. The committee shall have power to suspend a member from his membership and following such a suspension but notwithstanding such a suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsion is to be considered
- 3.5. Any person, who resigns, is removed from membership or ceases to be an employee of the department **shall** be entitled to a refund of the balance only of his/her savings of KSh 400 per months contributed after deduction of all dues owed to the society but notwithstanding such monies shall only be refunded after three months following such departure. The member will also benefit from the surplus assets exclusive of the liabilities and savings of other members as a proportion of his contribution.
- 3.6. A member whose monthly contributions remain outstanding for more than three months shall be suspended by the executive committee pending approval by the Annual General Meeting.
- 3.7. Any suspended member, who is allowed by the Annual General Meeting to rejoin the society, shall be required to pay for re-registration fee of KSh 1,000.

4. OFFICE BEARERS

The group shall be governed by the Executive Committee which shall comprise of the following 5 officials elected at the Annual General Meeting (except where an ex-chairman shall be co-opted as a member of the

executive committee; when the executive committee shall comprise of 6 officials) namely the Chairman, Secretary, Treasurer and Two (2) committee members.

- 4.1. To be eligible for election, a candidate shall be fully registered and been a member of the welfare group for at least 12 months.
- 4.2. Nominations shall be processed using a standard form submitted for the annual general meeting. Alternatively, nominations for elections shall be made on the floor of the meeting.
- 4.3. At least two (2) members of the executive committee shall be retained after serving a period of 12 months in office; to ensure a smooth transition and retention of institutional memory.
- 4.4. In electing members of the executive committee, there shall be consideration for all cadres of staff; to ensure that at least 2 of the officials shall represent either academic or technical staff members of the welfare group.
- 4.5. Each official shall serve for a period of 12 months, and after which they shall be eligible for re-election to the same office for another two terms each comprising of 12 months; however, such a member shall not be eligible to serve in the same position for more than three consecutive years.
- 4.6. There shall be a supervisor of elections proposed by the annual general meeting out of members of the welfare group. The ex-chairman or the most senior member of the welfare group shall be considered for appointment to such a position.
- 4.7. After serving for a three consecutive years as Chairman, the official may opt to vie for any other office on the executive committee. In the event that the Chairman does not vie for another office, they shall serve as a co-opted member of the executive committee for a period of 12 months.
- 4.8. All office bearers shall hold office from the date of election until the succeeding annual general meeting subject to the conditions contained in sub-paragraphs (c) and (d) of this rule but shall be eligible for re-election.
- 4.9. Any office bearer who ceases to be a member of the group shall automatically cease to be an office bearer thereof.
- 4.10. Office bearers may be removed from office in the same way as is laid down for the expulsion of members in rule 3 (d) and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

5. DUTIES OF OFFICE BEARERS

- 5.1. Chairman – the Chairman shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings.
- 5.2. Secretary – the Secretary shall deal with all the correspondence of the group under the general supervision of the committee. In cases of urgent matters where the committee cannot be consulted, he shall consult the Chairman. The decisions reached shall be subject to ratification or otherwise at the next committee meeting. He shall issue notices convening all meetings of the committee and all general meetings of the group and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the group and of the committee.
- 5.3. Treasurer – the Treasurer shall receive and shall also disburse, under the directions of the committee, all moneys belonging to the group and shall issue receipts for all moneys received by him and

preserve vouchers for all moneys paid by him. The Treasurer is responsible to the committee and to the members that proper books of account of all moneys received and paid by the group are written up, preserved and available for inspection.

6. DUTIES OF THE COMMITTEE

- 6.1. The Executive Committee shall be responsible for the management of the group and for that purpose may give directions to any office bearer as to the manner in which, within the law, they shall perform their duties.
- 6.2. The committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.
- 6.3. All moneys disbursed on behalf of the group shall be authorized by the committee except as specified in rule 12 (d).
- 6.4. The quorum for meetings of the committee shall be not less than **two thirds** of the members.

7. GENERAL MEETINGS

- 7.1. There shall be two classes of general meetings – annual general meetings and special general meetings.
 - 7.1.1. The annual general meeting shall be held not later than **31st May** in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of account (see rule 11 (b)) and the agenda for the meeting shall be sent to all members not less than 14 days before the date of the meeting.
 - 7.1.2. The agenda for any annual general meeting shall consist of the following:
 - Confirmation of the minutes of the previous annual general meeting.
 - Matters arising
 - Consideration of the accounts.
 - Election of office bearers and the committee members
 - Appointment of auditors
 - Such other matters as the committee may decide.
 - Any other business with the approval of the Chairman.
 - 7.1.3. Quorum for the annual general meetings shall be not less than a third of the registered members of the society
- 7.2. A special general meeting may be called for any specific purpose by the committee.
 - 7.2.1. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof.
 - 7.2.2. A special general meeting may also be requisitioned for a specific purpose by order in writing to the secretary of not less than **two thirds** Members and such meetings shall be held with 7 days of the date of the requisition. The notice for such meeting shall be as shown in rule (c) and no matter shall be discussed other than that stated in the requisition.

8. PROCEDURE AT MEETINGS

- 8.1. At all meetings of the group, the Chairman shall take the chair.

- 8.2. The Chairman may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- 8.3. Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairman shall have a second or casting vote.

9. FUNDS

- 9.1. The minimum cushion funds for the group will KSHS 100,000 (one hundred thousand shillings).
- 9.2. The funds of the group may only be used for the following purposes*
 - 9.2.1. To meet unexpected emergencies for the contributor and immediate family members (husband, wife, children under 18yrs of age and young adults up to 25years of age) as follows:
 - (i) Funeral expenses
 - i. KSHS 30,000 for the contributor
 - ii. KSHS 15,000 for contributors family member
 - iii. Beneficiaries of the above must be legal husband/wife
 - iv. When both couples are members, one will be entitled to the full amount of KSh 30,000.00 while the other will get half the amount.
 - v. Special cases will be considered during special general meeting consisting of two thirds of the members. A maximum of KSh 30,000.00 may be approved to assist member after considering the merit of the case.
 - 9.2.2. Emergency soft loans payable on 1% interest per month for a maximum period of 12 months.
 - a. Maximum loan will be KSHS 100,000.00
 - b. The loan applicant must be a contributing member for at least 6 months
 - c. Loan applications shall be accompanied by three guarantors who should be fully paid registered members and active for at least one year.
 - d. Guarantors shall authorize recovery of outstanding loan defaulted by the loanee.
 - e. Treasurer shall formally notify the member that their loan repayment was not on schedule.
 - f. The said member shall be suspended if the loan recovery is not on schedule after 3 months.
 - g. The Treasurer shall immediately recover the loan from the savings of the loanee.
 - h. The balance of the difference from the loan shall be recovered from the guarantors.
 - i. The contract term and retirement date shall be considered in processing all loan applications.
 - j. A loanee who is suspended may be reinstated on a case by case basis.
 - k. The Treasurer shall provide the net worth of each member at the end of each financial year.

****Only fully paid up members of the group who are up to date in contributions and repayments of loans will qualify.***

- (b) All moneys shall be DEDUCTED by the salary and wages section of the University of Nairobi and paid to the Treasurer and shall be deposited by him in the name of the group in any bank or banks approved by the committee.
- (c) No payments shall be made out of the bank account without a resolution of the committee authorizing such payment and all cheques on such bank accounts, shall be signed by the Treasurer and one other office bearer of the group who shall be appointed by the committee.
- (d) A sum not exceeding **SHS. 1,000**, may be kept by the Treasurer, for petty disbursements of which, proper account shall be kept

- (e) The committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the group and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- (f) A token of appreciation amounting to KSh 20,000.00 will be given each year to be shared by officials who carry out bank transactions on behalf of the welfare.
- (g) Any member suspended due to misappropriation of funds shall be required to repay all the monies plus all accrued interest.
- (h) The financial year of the group shall be 1st January to 31st December.

10. SOCIAL INTERACTION OF MEMBERS AND FAMILIES

There shall be one social gathering of members and their families at least once a year and it will be financed by the welfare.

11. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the group must be approved by at least a two-thirds majority of members at a general meeting of the group.

12. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

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

12. DISSOLUTION

- 12.1.** The group 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 be as shown in rule 8 (e). If no quorum is obtained, the proposal to dissolve the group 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 society at least 14 days before the date of the meeting. The quorum for the second meeting shall be the number of members present.
- 12.2.** When the dissolution of the group has been approved by members of the group no further action shall be taken by the committee or any office bearer of the group in connection with the aims of the group other than to get in and liquidate for cash all the assets of the group. Subject to the payment of all the debts of the group, 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.