

CONSTITUTION OF FAMILY CONNECT

PREAMBLE

We, the members of **Family Connect**, united by friendship, shared values, and a commitment to strengthening family and community bonds, do hereby establish this Constitution to guide our activities and governance.

We recognize the importance of family as the foundation of society and commit ourselves to fostering love, unity, and mutual support among members and their families through purposeful initiatives and community engagement.

ARTICLE 1: NAME

The official name of the organization shall be **Family Connect**, hereinafter referred to as “**t**”.

ARTICLE 2: VISION, MISSION AND CORE VALUES

Vision:

To build a united and supportive community that strengthens family relationships, celebrates our elders, and promotes values of love, respect, and togetherness.

Mission:

To organize meaningful activities that connect families, support members in times of need and joy, and contribute positively to the welfare of society.

Core Values:

- Love and Respect
 - Unity and Belonging
 - Integrity and Accountability
 - Service to Family and Community
 - Compassion and Empathy
-

ARTICLE 3: OBJECTIVES

The objectives of Family Connect shall be to:

1. Strengthen relationships among members and their families through organized visits and family events.
 2. Celebrate, honor, and support parents and elders within our communities.
 3. Provide social, emotional, and financial support to members in times of need or celebration.
 4. Promote savings, welfare, and mutual aid initiatives to enhance members' financial well-being. - **To be implemented after the family visits.**
 5. Undertake community service and charitable programs that reflect the values of unity and compassion. **To be implemented after the family visits.**
 6. Encourage mentorship, personal development, and moral responsibility among members. E.g job offers/ referrals etc.
 7. Foster intergenerational connections to preserve family values and cultural heritage.
-

ARTICLE 4: MEMBERSHIP

1. **Eligibility:** Membership shall be open to any individual who supports the vision and objectives of the Group.
2. **Admission:** New members shall be admitted upon approval by the Executive Committee and payment of any **applicable joining fee.**

Note - No admission of new members after the cycle starts.

3. **Obligations of Members:**
 - Attend meetings and participate in Group activities.
 - Contribute financially as agreed by members.
 - Uphold the values and reputation of the Group.
4. **Discipline:** A member may be suspended or expelled for misconduct, non-compliance with the Constitution, or actions that bring disrepute to the group.
5. **Membership Register:** The Secretary shall maintain an updated register of all members.

ARTICLE 5: GOVERNANCE STRUCTURE

1. The affairs of the Group shall be managed by an **Executive Committee** consisting of:

- Chairperson - Dennis Kipkogei
- Vice-Chairperson - Eve Mbuthia
- Secretary - Reinhard Kiptoo Vice - John Bwire
- Treasurer - Jemimah Wambui Vice- Chumba Mutai
- Coordinator- Winnie Chebet Vice Howard Koskey
- Chief Whip - Faith Korir Vice Lavender Alividza

2. **Duties of the Executive Committee:**

- **Chairperson:** Provides leadership, presides over meetings, and represents the Group externally.
- **Vice-Chairperson:** Assists and deputizes the Chairperson in all functions.
- **Secretary:** Handles correspondence, keeps minutes, and maintains records.
- **Treasurer:** Manages financial affairs, maintains transparent records, and prepares reports.
- **Coordinator:** Coordinates events, welfare activities, and logistics.
- **Committee Members:** Assist in implementing Group programs and decisions.
- **Chief Whip:** Maintains group discipline, ensures time keeping in meetings, enforces collection of fines and handle conflicts.

3. **Term of Office:** The Executive Committee shall serve one cycle of Parent's visit, after which new elections shall be held. Officials may be re-elected.

4. **Vacancies:** In the event of a vacancy, the Executive Committee may appoint an interim officer until the next election.

ARTICLE 6: MEETINGS

1. **General Meetings:**

- Shall be held at least once every month on the first Sunday of every month.
- The Annual General Meeting (AGM) shall be held once every year to review progress.

2. **Special Meetings:**

- May be convened by the Chairperson or upon written request by at least one-third of the members.

3. **Quorum:**

- Two thirds (2/3) of registered members shall constitute a quorum.

4. **Decision-Making:**

- Decisions shall be made by consensus or, when necessary, by a simple majority vote.

ARTICLE 7: FINANCE

1. The Group shall maintain a bank account in its name, operated by at least three (3) authorized signatories: the Chairperson, Treasurer, and Secretary.
2. All funds shall be used solely for achieving the objectives of the Group.
3. The Treasurer shall present a financial report at every quarterly meeting and an annual report at the AGM.
4. The Group's accounts shall be audited annually by a qualified person appointed by members.
5. Members may agree to establish specific funds or projects as deemed necessary.
6. There shall be a **Ksh 5000** membership fee which includes a KSh 1000 membership fee and a Ksh 4000 buffer and a monthly contribution of **Ksh 2000** from every member.

ARTICLE 8: WELFARE AND SUPPORT FUND

1. A Welfare Fund shall be established to support members during special occasions, bereavements, or emergencies.
2. Contributions shall be made regularly as agreed by members minimum amount is **KES 1000**.
3. Disbursement of funds shall be approved by the Executive Committee in line with established guidelines.

ARTICLE 9: CONFLICT RESOLUTION

1. Internal Disputes:

All conflicts or misunderstandings arising within the Group — whether between members, or between a member and the Executive Committee — shall be addressed internally in a spirit of unity and respect.

2. Role of the Executive Committee:

The **Executive Committee**, led by the **Chief Whip**, shall be the first authority responsible for receiving, reviewing, and resolving conflicts among members.

3. Procedure:

- Any member with a complaint shall present it in writing to the **Chief Whip**.
- The **Chief Whip**, in consultation with the Executive Committee, shall convene a meeting to hear all parties involved and attempt to resolve the matter amicably.
- A resolution reached by the Executive Committee shall be final unless appealed during a general meeting.

4. Escalation:

- If the matter cannot be resolved by the Executive Committee, it may be referred to a **special Mediation Committee** appointed by members.
- In **extreme cases**, the dispute may be referred to an **independent arbitrator** agreed upon by both parties, whose decision shall be binding.

5. Guiding Principle:

All conflict resolution processes shall be guided by fairness, confidentiality, and reconciliation, ensuring the continued unity of **Family Connect**.

ARTICLE 10: AMENDMENTS

This Constitution may be amended by a two-thirds ($\frac{2}{3}$) majority vote of members present at a duly convened meeting, provided that written notice of the proposed amendment was circulated at least fourteen (14) days prior to the meeting.

ARTICLE 11: DISSOLUTION

1. The Group may be dissolved by a resolution passed by at least two-thirds ($\frac{2}{3}$) of all registered members.
2. Upon dissolution, any assets remaining after payment of all debts and liabilities shall be donated to a registered charitable organization approved by the members.

ARTICLE 12: MEMBER CONDUCT, DISCIPLINE & FINES

1. General Conduct:

Members shall at all times conduct themselves in a respectful, responsible, and cooperative manner consistent with the values of the Group.

2. Attendance and Punctuality:

- All members are expected to attend meetings (physical or online) **punctually**.
-
- Any member who arrives more than **10 minutes late** without valid reason shall pay a **fine of KES 500**.
- Members who fail to attend a meeting entirely without notice shall pay a **fine of KES 1000**.
- Failure of a member to send their monthly contribution by the due date will attract a fine of **10%** of the monthly contribution amount.

3. **Participation in Visits and Events:**

- The Group values collective participation in visits to parents, guardians and members' families.
- A member who fails to attend an official visit or family event shall pay a **fine of KES 2,000** which will go into support of the visit.
- Repeated absenteeism (three or more consecutive missed events) may lead to disciplinary action by the Executive Committee.

4. **Support and Cooperation:**

- Members are expected to actively support Group activities, especially welfare initiatives, family visits, and community events.

5. **Use of Fines:**

- All fines collected shall be credited to the Group's **Welfare Fund** and used for welfare or community support purposes.
-

ARTICLE 13: ADOPTION

This Constitution was adopted and ratified by the founding members of **Family Connect** on this ____ day of _____, **20**.

Signed by:

- Chairperson: _____
- Secretary: _____
- Treasurer: _____

