

2018



THE CONSTITUTION OF ODOLLO SELF HELP GROUP



ODOLLO SELF-HELP GROUP

Manyatta, Kisumu County

June 2008, 2018

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THE CONSTITUTION **OF** **ODOLLO SELF HELP GROUP**

1. NAME

The name of the Group shall be ODOLLO SELF HELP GROUP (in the constitution referred to as Self Help group).

The Registered office of the Self Help Group shall be situated at Manyatta Market, Manyatta A Ward, Kondele Location, Winam Division, Kisumu, P.O. BOX 2736-40100 Kisumu Tel: 0721 687 078/ 0797 9-792 618

2. OBJECTIVE

- a) To implement training programs that equip the vulnerable women, girls and orphans in areas of Fabric Design and Tailoring, Information Communication Technology and Hair Arts and Solon by establishing vocational center.
- b) To design business strategies based on extensive feasibility studies to help our vocational school graduates initiate successful business projects.
- c) To implement IN-KIND micro-credit Schemes for vocational school graduates to help them finance their start-up projects.
- d) To implement economic and social counseling programs for the rehabilitation of vulnerable girls and women, widows and the old aged with view to integrating them into the community.
- e) To establish a one-stop community resource center with special focus on the Education through community lending library and a study center for the students in the community.
- f) To participate in health (H.I.V Aids), nutrition and sanitation programs with focus on community food security, access to affordable prescriptive medicine and refuse disposal logistics.
- g) To provide information and data processing resources through computing and internet connectivity.
- h) To participate in environmental projects for climate change mitigation and agricultural programs for health and food security
- i) To provide capacity for distant learning through internet and to establish structures for research and study within the target region.
- j) To engage experts to provide consultancy in the fields of education, enterprise development and other peace and security related issue within our community.
- k) To engage and to work collectively with other likeminded NGOs, CBOs and government agency to the benefit of the community.
- l) The self-help group is a non-political organization.

3. MEMBERSHIP

- a) Any person above 18 years shall be eligible for membership of ODOLLO SELF HELP GROUP and shall subject to the approval of the committee, become a member upon payment of a non-refundable entrance fee of Kshs.200.
- b) Every member shall pay an annual subscription of Kshs.500 with a monthly subscription of Kshs.200 not later than the 15th day of the following month.
- c) Any Member desiring to resign from the ODOLLO SELF HELP GROUP shall submit his/her resignation to the Secretary and his/her resignation shall take effect from the date of receipt by the Secretary of such notice.
- d) Any member may be suspended from membership of ODOLLO SELF HELP GROUP if the Committee members recommend, and shall resolve by a two-third majority vote of the members present that his/her conduct has adversely affected the reputation or dignity of ODOLLO SELF HELP GROUP, or that she has contravened any of the provisions of the constitution of ODOLLO SELF HELP GROUP., the Committee shall have power to suspend such a member from her membership until the next General Meeting of the ODOLLO SELF HELP GROUP. Not withstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which expulsion is to be considered.
- e) Any Person who resigns shall not be entitled to 90% (per cent) refund of his/her monthly contribution. No registration or annual subscription will be refunded under any condition whatsoever. Provided however, that such claim for refund is done writing to the Secretary General within a period of sixty (60) days, no fee is to be refunded. Any member removed from membership by expulsion shall be entitled to no refund whatsoever.
- f) Any Member who falls into arrears with his/her monthly subscription for more than 180 days from the 15th day of the following month shall automatically cease to be a member of the ODOLLO SELF HELP GROUP and his/her name shall be struck of the register of the members. The committee may, however, at its desecration, reinstate such member on payment of the total amount of subscription outstanding.
- g) Any Person not eligible for membership in accordance with article (3) section (a) may become honorary member subject to the approval of the ODOLLO SELF HELP GROUP during a General Meeting and upon payment of amount to be determined by the committee.
- h) Any eligible candidate whose application for membership has been refused shall have the right to appeal to the advisory Committee and the decision reached by the aforesaid committee shall be final and binding.

4. OFFICE BEARERS

(a) The office Bearers of ODOLLO SELF HELP GROUP shall be:-

- I. Chairman/Vice-chairman
- II. The Secretary General/Assistant Secretary General
- III. The Treasurer/Assistant Treasurer
- IV. Organizing Secretary
- V. Co-coordinator.

All of whom shall be fully paid up members of ODOLLO SELF HELP GROUP to be determined by the committee.

(a) 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.

(b) Any office Bearers who ceases to be a member shall automatically cease to be an Office Bearer thereof.

(b) Any of the office Bearers may be removed from office in accordance with the rules of section 3(c-f) and vacancies thus created be filled by persons elected at the General meeting resolving the expulsion.

5. DUTIES OF OFFICE BEARERS

(a) CHAIRMAN

The chairman shall, unless prevented by illness or any other sufficient cause, preside over all meetings of the Committee and all General Meeting.

(b) VICE-CHAIRMAN

The Vice-chairman shall, perform any duties of the chairperson in her/his absence.

(c) SECRETARY GENERAL

The Secretary General shall deal with the correspondences of the Group under the General Supervision of the Committee. In cases of urgent matters where the committee cannot be consulted, she/he shall consult the chairman or if he/she is not available, the Vice-chairman. The decision reached shall be subjected to ratification or otherwise at the next committee meeting. She/He shall issue notices convening all meeting of the committee and all general meetings of the ODOLLO SELF HELP GROUP and shall be responsible for keeping minutes of such meetings and for the preservation of all records of proceedings of the ODOLLO SELF HELP GROUP and of the Committee.

(d) ASS.SECRETARY GENERAL

In the absence of the Secretary General, the assistant Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him/her by the Secretary General or committee whether the Secretary is present or not.

(e) TREASURER

The Treasurer shall receive and also disburse under the directions of the committee all monies belonging to the ODOLLO SELF HELP GROUP and shall issue receipts for all the monies paid by her/he. The treasurer is responsible and answerable to the committee and to the members that proper books of accounts of all monies received and paid by the ODOLLO SELF HELP GROUP are written up, preserved and available for inspection.

(f) ASS.TREASURER

The Assistant Treasurer shall perform such duties as may be specifically assigned to her/him by the Treasurer or by the committee and in the absence of the Treasurer, shall perform the duties of the Treasurer.

(g) ORGANISING SECRETARY

The organizing Secretary shall liaise with the Secretary and organize the group meeting and functions.

(h) CO-ORDINATOR

The coordinator shall inform and advice the committee on any matter of ODOLLO SELF HELP GROUP interest. Shall be the principal liaison between the resource groups and ODOLLO SELF HELP GROUP and in which case he/she shall sit as exoficio in the Advisory Committee.

6. THE COMMITTEES:

a) MANAGEMENT COMMITTEE

The Management Committee shall consist of all Office Bearers of ODOLLO SELF HELP GROUP and four (4) other members elected at the Annual meeting in each year.

- i. The Management Committee members shall hold office until the following Annual General meeting. The committee shall include the immediate past chairman if not re-elected and if

otherwise impracticable, and that the incoming committee shall be co-opt one office bearer of the past committee.

- ii. The Management Committee shall meet at such times and places as it shall deem fit for the purpose of conducting its business and shall not meet less than once in three months.
- iii. The management committee shall be charged with the day to day running of ODOLLO SELF HELP GROUP and shall report to the General Meeting.

b) THE ADVISORY COMMITTEE

These shall be resourceful and esteemed members of the community proposed by the Annual General Meeting and appointed by the committee for a period of three years (3).

- i. The Advisory Committee shall be the overseer and advisor to ensure that the committee is well guided in pursuit of the objectives of ODOLLO SELF HELP GROUP.
- ii. The Advisory Committee shall meet at such times and places as it shall deem fit for the purpose of conducting its business and shall not meet less than once in three months.
- iii. The Advisory committee shall consist of seven (7) members, four of which shall constitute a quorum for an Advisory Committee meeting.
- iv. The Advisory committee shall consist of; the Chief or Assistant Chief, an Educationist, a local Health Officer, an Economist or business person, two religious leaders and a social worker: Two of whom must be women.
- v. Shall be charged with resolving disputes within the Committee.
- vi. The relationship between the Advisory Committee and Management Committee is essentially mutual and the Advisory Shall serve as appellant referral for issues from the Management Committee and the decision reached shall be binding.
- vii. The Advisory Committee is not above the Management Committee and will not at any time arrogate to itself the prerogative to run ODOLLO SELF HELP GROUP

7. RULES OF THE MANAGEMENT COMMITTEE

(a) The Management Committee shall be responsible for the Management of ODOLLO SELF HELP GROUP and shall have power to appoint such sub-committee; it may deem desirable to make reports to the committee upon which such actions shall be taken as seems to the Management Committee desirable.

(b) All monies disbursed on behalf of ODOLLO SELF HELP GROUP shall be authorized by the Committee except as specified in Rule 12 (d).

(c) The quorum for meeting if the committee shall not be less than half of the Members.

8. GENERAL MEETING

There shall be two classes of meetings: Annual General Meeting and Special General Meeting.

(i.) THE ANNUAL GENERAL MEETING

The Annual General Meeting shall be held not later than 31st December each year. Note in writing of such Annual General Meeting, accompanied by the Annual statement of Account (see rule 12 c) and the Agenda for meeting shall be sent to all members not less than 21 days before the date of the meeting and where practicable by press advertisement not less than 14 days before the date of the meeting.

The Agenda for the Annual General Meeting shall consist of the following:

- a) Confirmation of the minutes of the previous Annual General Meeting (A.G. M)
- b) Consideration of the Accounts.
- c) Election of Office bearers, Committee members.
- d) Appointment of auditors with accordance with Rule 11 (a)
- e) Such other matters as the committee may decide or as to which Notice have been given in writing by a member (s) to the secretary at least four (4) weeks before the day of the meeting.
- f) Reading of Honorary members' list.

- g) Any Other Business with the approval of the Chairman.

The quorum for any General Meeting shall be two thirds of registered member and where a quorum cannot be achieved the business shall be postponed and a special general Meeting shall be called within 21 days. The members thus present shall constitute a quorum for conduct of business.

(ii.) SPECIAL GENERAL MEETING

May be convened for specific purposes by the committee. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof and where practicable, by press advertisement not less than 7 days before the date of such meeting.

(a) A Special General Meeting may also be requisitioned for a specific purpose by order in writing to the Secretary of not less than one-fifth of registered members and such meetings shall be held within 21 days of the date of the order. The Notice for such meeting shall be as shown in rule 8 (ii) (b) and no other matter shall be discussed apart from the one stated in the order.

(b) The quorum for any General meeting convened in accordance with rule 8 (i) shall not be less than one-third of the paid up members of ODOLLO SELF HELP GROUP. If no quorum is realized within an hour from the time of appointment for holding the meeting and dissolution of the ODOLLO SELF HELP GROUP is not the Agenda, then the meeting shall stand adjourned to the same hour and place in the following week where members present are entitled to vote, whether their number shall constitute a quorum or not.

9. PROCEDURE AT MEETINGS

(a) At all meetings of the ODOLLO SELF HELP GROUP, the Chairperson, or in his/her absence, the vice Chairperson or in the absence of both of these officers, a member selected by the meeting shall take the Chair.

(b) The Chairperson may at his/her discretion limit the number of persons permitted to speak in favour of or against any motion.

(c) Resolutions at meetings shall be decided by simple voting (by a show of hands). In case of equality of votes, the chair person shall have a second or casting of votes.

(d) The Chairperson will always vote last.

10. TRUSTEES

(a) All land, Building and other immovable property and all investments and securities which shall be acquired by the ODOLLO SELF HELP GROUP shall be vested in the names of not less than three (3) Trustees who shall be members of ODOLLO SELF HELP GROUP and shall be appointed at the Annual General Meeting for a period of three years. On retirement such Trustees shall be eligible for re-election. A general Meeting shall have the power to remove any Trustees all the vacancies occurring by removal, resignation or death, shall be filled at the same or next General Meeting.

(b) The Trustees shall pay all the income received from the property vested in the Trustee's name to the Treasurer. Any expenditure in respect of such property which in the opinion of the Trustee is necessary or desirable shall be reported by the Trustee to the committee which shall authorize expenditure of such monies as it thinks fit.

11. AUDITOR

(a) At least one auditor shall be appointed for the following year by the Annual General Meeting. All the ODOLLO SELF HELP GROUP Accounts, Records and Documents shall be opened to the inspection of the Auditors any time. The Treasurer shall produce an account of her receipts and payment and a statement of assets and liabilities made up-to-date which shall not be less than six (6) weeks and not more than three (3) months before the Annual General Meeting. The Auditor shall examine such Annual Accounts and Statements and either certify that they are correct, duly vouched and in accordance with

the Law or report to the ODOLLO SELF HELP GROUP in what respect they are found to be incorrect, unvouched and not in accordance with the law.

(b) No Auditor shall be an office bearer or member of the committee of ODOLLO SELF HELP GROUP.

(c) A copy of auditor's report on the Annual statement of Account shall be sent to all members alongside the notice convening the Annual General Meeting at which it shall be listed as an item in the agenda.

12. FUNDS

(a) The funds of ODOLLO SELF HELP GROUP may only be used for the following purposes:

- (i.) The purposes of all necessary stationery.
- (ii.) The purposes of necessary equipment.
- (iii.) Financing of the projects, i.e. building of houses for rental (see rule 2 (c)).
- (iv.) Such purposes (lawful) as may be determined by the General Meeting called by the committee.

(b) All the monies and the funds shall be received by and paid to the Treasurer and shall be deposited by her in the Name of the Project in any Bank (s) approved by the Committee.

(c) No payments shall be made out of the Bank Account without the resolution of the committee authorizing such payments and all cheques on such Bank Accounts shall be signed by the Treasurer and two other office bearers of ODOLLO SELF HELP GROUP who shall be appointed by the committee.

(d) Amount not exceeding Kshs. 1000/- may be kept by the treasurer for petty disbursement of which a proper account shall be kept.

(e) The committee shall have the power to suspend any office bearer who it has a reasonable cause to believe is not properly accounting for any of the funds or property of ODOLLO SELF HELP GROUP and shall have the power to appoint another person in his/her place. Such suspensions will be reported to the General Meetings 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 this matter.

(f) The Financial Year shall be from 1st January to 31st December

(13) AMMENDMENT TO THE CONSTITUTIOPN

Amendment to the constitution of the ODOLLO SELF HELP GROUP must be approved by at least two third majority of the members at a General Meeting of ODOLLO SELF HELP GROUP membership but cannot be implemented without prior consent of writing of Ministry of Culture and Social Services obtained upon application made and signed by at least three principal office bearers.

(14) DISSOLUTION

(a) The ODOLLO SELF HELP GROUP shall not be dissolve 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 (i). If no quorum is obtained the proposal to dissolve ODOLLO SELF HELP GROUP Self shall be held ONE MONTH LATER. Notice of this meeting shall e given to all members of the ODOLLO SELF HELP GROUP at least 14 days before the date of the meeting. The Quorum for this second meeting shall be the number of members present.

(b) Provided however, that no dissolution shall be effected without prior permission in writing of the Ministry of Culture and Social Services obtained upon application to the Ministry, made in writing and signed by three of the office bearers.

(c) When the dissolution of the ODOLLO SELF HELP GROUP has been approved by the Ministry of Culture and Social Services, No further action shall be taken by the committee or any Office bearer of ODOLLO SELF HELP GROUP in connection with the Aims of the group, subject to the payment of all the debts of ODOLLO SELF HELP 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.

15. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The Books of Accounts and all documents relating thereto and a list of members of ODOLLO SELF HELP GROUP shall be made available respectively by the Treasurer and Assistant Treasurer. The Secretary General and Assistant Secretary General for inspection by any member of the ODOLLO SELF HELP GROUP should receive notice at least 7 days before the scheduled day of inspection.

15. DECLARATION

We, the founders of ODOLLO SELF HELP GROUP, on this day of June 24, 2008, hereby adopt this constitution for and on behalf of our members:

Chairperson

Secretary General

Treasurer