



METWA
CONSTITUTION

PREAMBLE

We, the Expatriate Teachers working in Machakos County,

ACKNOWLEDGING the guidance of Almighty God,

HONOURING all teachers who have served with dedication and unity across our nation,

PROUD of our diverse ethnic, cultural, and religious backgrounds, and committed to living and working together in peace, respect, and mutual understanding,

DETERMINED to promote professional growth, welfare, and solidarity among all expatriate teachers,

COMMITTED to fairness, equality, and the dignity of every member,

RECOGNISING our shared responsibility to support one another and to contribute positively to the education sector and the community of Machakos County,

EXERCISING our collective will to govern our welfare through agreed principles and structures,

ADOPT, ENACT, and give this Constitution to ourselves and to those who will come after us.

God bless the Expatriates Teachers of Machakos County.

CHAPTER 1: NAME, BUSINESS OFFICE, VISION, MISSION, MOTTO & CORE VALUES

1.1: NAME OF THE WELFARE

The welfare shall be known as **MACHAKOS EXPATRIATES TEACHERS' WELFARE ASSOCIATION (METWA)**

1.2: Business Office

The welfare shall conduct business on-line and/or in Machakos county.

1.3: Vision

To be our colleagues favorite call and way to cheer

1.4: Mission

To inspire a close bond among members.

1.5: Motto

Caring beyond borders.

1.6: Core Values

- i.) Responsiveness.
- ii.) Equity.
- iii.) Integrity.
- iv.) Responsibility.
- v.) Team work.
- vi.) Commitment.

CHAPTER 2: AIMS AND OBJECTIVES

2.1 To provide an avenue for members in meeting their burial expenses for themselves and their immediate family members (nuclear family, biological parents and parents-in-law).

2.2 To support members on professional issues.

2.3 To give members psychosocial support.

2.4 To represent common collective interests of members.

CHAPTER 3: MEMBERSHIP

- 3.1 Membership is restricted to expatriate teachers teaching in Machakos county.
- 3.2 One becomes a member upon payment of non-refundable registration fee of Ksh 100.
- 3.3 Upon paying the non-refundable registration fee of Ksh 100, the member shall be put on a 90-day probation or contribute for 3 bereavement cases whichever comes first before being fully confirmed as a Bonafide member.
- 3.4 During the probation period, a member shall not be entitled to any form of support from the welfare.
- 3.5 A newly recruited teacher who wishes to join the welfare shall be given a grace period of 3 months to register as per *Rule 3.3*
- 3.6 A teacher who transfers to Machakos county and intends to join the welfare shall pay a non-refundable registration fee of Ksh. 100 within the first 3 months.
- 3.7 Any member who transfers from Machakos county shall remain a member as long as they continue contributing.
- 3.8 The registration fee shall be used for office logistics and shall be accounted for in an AGM.
- 3.9 Any new member shall be given two weeks to register in the Google form. For existing members, the deadline for google registration shall be within 30 days after registration. After the deadline, no case will be considered unless the details can be found in the google form.
- 3.10 A teacher who has been teaching in Machakos county and did not register when the welfare began shall pay a non-refundable registration fee of Ksh. 1000 if they join within the first year and Ksh. 2000 if they join after the first year. A case from such a teacher can only be taken by the welfare after 3 months.

CHAPTER 4: CONTRIBUTION, DEFAULTING AND EXIT

4.1 Contribution

a). Contribution shall be:

- | | | |
|-------|---|--------|
| i.) | Principal contributor | 300.00 |
| ii.) | Spouse | 200.00 |
| iii.) | Biological children (<i>under 25 years</i>) | 200.00 |
| iv.) | Biological parents | 100.00 |
| v.) | Parents-in-law | 100.00 |

b). Members shall send the amount with Ksh 30 which shall be used to cater for expenses and logistics incurred during the event and account for the Ksh 30 shall always be done after the event to the executive.

c). The contributions (Ksh. 330, 230 or 130) shall be made through MPESA number of the treasurer, within 3 days after the announcement of a case, on a case-by-case basis. Any late contribution from the 4th day shall attract a penalty of 50% of the amount to be contributed within 3 days.

d). The BBF money shall be accounted for and a report shared with the members within 5 days.

4.2 Defaulting

i.) One shall be considered to have defaulted if they fail to contribute to a case within the 3 days, i.e. 3 days from the deadline of contribution which is 72 hours.

ii.) After a member fails to contribute to a case (after the 3 days grace period), they will be given one month to rejoin the welfare.

In rejoining the welfare:

i.) One will be required to pay Ksh. 1000 and their case can only be handled by the welfare after 3 months from the payment date.

ii.) If one does not rejoin within the next one month, shall be deleted from the welfares register.

iii.) If a defaulting member has case, it cannot be taken by welfare.

4.3 Disqualification of a Member

One shall cease to be a member of the welfare upon:

i) Death of the principal contributor.

ii) Failure to contribute to a case.

iii) Retirement and decides not to continue contributing.

iv) Formally communicates his/her intention to exit the welfare.

NB: There shall be no any financial compensation for exiting members of whatsoever kind since the organization is a social welfare.

CHAPTER 5: BEREAVEMENT CASES TO BE COVERED

- I. The welfare shall cover:
 - a.) Principal contributor.
 - b.) Spouse
 - c.) Biological children (*under 25 years*)
 - d.) Biological parents.
 - e.) Parents-in-law
- NB: (There is no nomination of guardians).***
- II. In case of a bereavement, the member shall receive the total BBF amount contributed by the members.
 - III. Where two or more members of the welfare have joint interest, each member will be treated on his/her own rights in respect to (II).
 - IV. A case should be reported to the executive by the secretary. The secretary will receive the information from the sub-county coordinators who will have received the information from the school representatives.
 - V. School or the Sub County Coordinators shall be used for confirmation.
 - VI. In the event of a bereavement, the management will rely only on the details submitted by the member in the Google form.

CHAPTER 6: OFFICE BEARERS, STRUCTURE AND DUTIES

6.1: Office Bearers and Structure

- i.) The office structure shall consist of the executive committee, the management committee and the advisory council
 - a.) The Executive Committee
 - Chairperson.
 - Secretary.
 - Treasurer.
 - b.) The Management Committee:
 - Executive committee.
 - Patron

- Vice Chairperson
- Vice Secretary
- Vice Treasurer
- Organising Secretary
- Vice Organising Secretary
- Advisory Council
- Sub County Coordinators

- ii) All the above office bearers shall be fully subscribed members of the welfare.
- iii) Election of office bearers shall be done after every two (2) years in an AGM.
- iv) An office bearer who transfers from Machakos county ceases to be an office bearer
- v) A member who transfers from Machakos county cannot contest in an election.
- vi) Any office bearer who ceases to be a member of the welfare shall automatically cease to be an office bearer.

6.2: Duties of the office bearers

(i) Chairperson

- (a) The chairperson shall be the head of the welfare and shall preside over all the meetings.
- (b) He/She shall be an ex officio of all sub-committees of the association when constituted.
- (c) Draws budget in consultation with the executive committee.
- (d) He / She shall have a casting vote in the event of a tie during voting.
- (e) He /She shall articulate the policies of the association and provide exemplary leadership.
- (f) He / She shall convene all the association meetings.
- (g) He /She shall ensure that sufficient internal controls exist to protect the assets of the association per accounting ethics.
- (h) He / She is the spokesperson of the welfare.

(ii) **Vice Chairperson**

- (a) Shall deputize the chair.
- (b) Shall perform the duties of the chair in his/her absence.
- (c) Shall perform any other duty as assigned by the chairperson.
- (d) Shall be the head of the disciplinary committee.
- (e) Shall receive all complaints from members and convene a disciplinary meeting.

(iii) **The secretary**

- (a) Shall keep all files, registers, minutes, and all other records of the welfare.
- (b) Shall in consultation with the chairperson and other office bearers draw agendas for welfare meetings.
- (c) Shall solicit input from members for meeting agendas and disseminating agendas prior to meetings.
- (d) Shall issue notice of meetings and maintain an attendance log of all meetings.
- (e) Shall present minutes of the previous meetings at meetings.
- (f) Shall undertake any other duties as may be assigned by the members in consultation with the Chairperson.
- (g) Shall be the head of communication.

(iv) **Vice secretary**

- (a) Shall deputize the secretary
- (b) Shall perform duties of the secretary in his absence
- (c) Shall perform any other duties as assigned by the secretary

(iii) **The treasurer**

- (a) Shall be the custodian of all the welfare funds.
- (b) Shall keep financial records of the welfare concerning receipt of payments income, expenditure, assets, and liabilities.
- (c) Shall prepare the annual statement of the accounts of the welfare.

- (d) Shall table the accounts before the annual general meeting for final approval.
- (e) Shall prepare any other financial report that the executive committee may need from time to time.
- f). Shall receive money from members during bereavement and update on the official WhatsApp group

(iv) **Vice Treasurer**

- (a) Assist the Treasurer in managing the welfare's financial records and transactions.
- (b) Perform the duties of the Treasurer in their absence or as delegated.
- (c) Support the preparation and presentation of financial reports to the Executive Committee and the Annual General Meeting.

(v) **Organizing secretary**

- (a) Shall with the authority of the executive committee organize the convention of the Annual General Meeting or other meetings necessary to attaining the welfare's aims and objectives.
- (b) Shall mobilize members to the welfare.
- (c) Perform any other duty assigned by the chair

(vi) **Vice Organizing secretary**

- (a) Assist the Organizing Secretary in planning and coordinating all welfare meetings and events.
- (b) Perform the duties of the Organizing Secretary in their absence or as delegated.
- (c) Support membership mobilization and ensure effective communication of meeting arrangements to members.

(vii) **Sub County Coordinators**

- (a) Shall represent the welfare at the sub-county level and act as a link between members and the Executive Committee.
- (b) Shall mobilize and register members within their sub-county.

- (c) Shall report regularly to the Executive Committee on membership, welfare issues, and activities within their sub-county.
- (d) Shall assist in resolving member concerns at the sub-county level before escalation to the Executive Committee.

(viii) Patron

- (a) Shall do oversight of the welfare and actively perform resource mobilization activities.
- (b) Shall have power to sue or to be sued on behalf of the Association and the expenses shall be catered by the Association.
- (c) The patron shall be elected by the management committee of the welfare at an AGM.

(ix) Advisory Council

- (a) Shall be responsible for the management of the society and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform their duties.
- (b) Shall offer professional and ethical advice on issues affecting members.
- (c) Shall review and recommend amendments to the constitution or internal policies.
- (d) Shall mediate disputes among members or between members and the Executive Committee.
- (e) Shall review annual reports and provide recommendations for improvement.
- (f) Shall guide the association on compliance with legal and regulatory requirements.

CHAPTER 7: REPRESENTATION

- i.) Member(s) representing welfare during events or visiting the bereaved family shall be determined by the distance to the location of the bereaved family from Machakos. As many members as possible are encouraged to attend.
- ii.) During a burial, the management committee shall be represented.
- iii.) Chairperson shall always ensure that the BBF is sent to the bereaved family immediately after deadline (72hrs).

- iv.) All M-PESA payment messages shall be forwarded to the executive immediately after payment is done.

CHAPTER 8: ANNUAL & SPECIAL GENERAL MEETING

i.) The welfare shall have its AGM every year starting from 1st June 2026, (during a term when schools are on session for attendance convenience), on a date that shall be communicated to members by the secretary not later than two weeks prior to the meeting depending on school calendar.

ii.) The quorum for AGMs shall be at least a third of the total welfare members.

iii.) The AGMs shall play the following roles:

- a). Confirm the minutes of the previous annual meeting.
- b). Give update on accounts.
- c). Amend constitution where need arises as guided by the constitution.
- d). Update on bereavement cases covered since the last AGM.
- e). Elect new official (s), in case of end of office tenure or special election.
Elections shall be by secret ballot by simple majority.
- f). Give the members an opportunity to air their views about the welfare.
Speeches shall be limited by the chair by his discretion.

iv.) The chair can call and convene a special general meeting in case of an emergency or a matter arising out of the provision of the constitution that can't be held until the next AGM.

v.) A special general meeting may also be requisitioned for a specific purpose by order in writing to the secretary of not less than a third of the members

and such meetings shall be held within 21 days of the date of the requisition.

vi.) Any special general meeting shall be communicated to members 7 days prior to the material day.

CHAPTER 9: PROCEDURE AT THE MEETINGS

- i) At all meetings of the society the Chairman, or in his absence, the Vice-Chairperson, or in absence of both these offices, a member selected by the meeting shall take the chair.
- ii) The chairman may at his discretion limit the number of persons permitted to speak in favor of and against any motion.
- iii) 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.

CHAPTER 10: DISCIPLINE

Members engaging in any misconduct will be removed from the group. This misconduct shall include and not limited to;

- a). Misappropriation of funds by officials and members
- b). Persistent use of vulgar language in the WhatsApp group
- c). A committee of three members in-charge of discipline shall be elected during AGM

CHAPTER 11: CONSTITUTION AMENDMENTS

- i) Any proposed amendment shall be communicated to the executive through the secretary, a month before AGM.
- ii) The provision to the constitution shall only be amended if such an amendment is approved by at least two thirds of the members present in an AGM.

CHAPTER 12: REGISTRATION OF THE WELFARE

- i) The welfare shall be fully, dully and lawfully registered within the prescribed laws of societies act, under the office of the Registrar of Societies.
- ii) Upon registration, the welfare shall open a bank account for transactional purposes.
- iii) For effectiveness in service delivery, the welfare shall procure a Safaricom Paybill number after the bank account opening is concluded.

CHAPTER 13: DISSOLUTION OF THE WELFARE

- i) The welfare may be dissolved only through a resolution passed by at least two-thirds of the fully registered members present at a duly convened General Meeting.
- ii) In the event of dissolution, all assets of the welfare shall first be applied to clear any outstanding debts and liabilities.
- iii) Any remaining assets shall be shared equally among the fully registered members as at the date of dissolution, unless otherwise directed by the General Meeting or required by law.