CONSTITUTION FOR A SOCIETY

1. **NAME**

   The name of the society shall be **MALIKI HIGH SCHOOL ALUMNI** (In this constitution referred to as "the society")

2. **OBJECTS**

   a. Non political and Non Profit Making
   b. Society will form branches
      Yes
   c. To meet, deliberate and organize activities and projects pertaining to the improvement of education in Maliki Boys' High School
   d. Advancing the interests and promoting the welfare of its members
   e. To promote scholarly and professional excellence in line with the vision and mission of the School.
   f. To promote mentorship of the current students by the alumni

   NOTES

   i. The objects should be as concise as possible, consistent with clear definition.
   ii. If the society has non-political objects, it should be stated.
   iii. If it is intended that the society should form branches, it should be so stated as one of the objects.

3. **MEMBERSHIP**

   a. Any **All former graduates of Maliki High School** over the age of 18 years shall be eligible for membership of the society and shall, subject to approval of the committee, become a member on payment of an entrance fee of **200**
   b. Every member shall pay a monthly subscription of **100** not later than the 15th day of each month.
   c. Any member desiring to resign from the society shall submit his resignation to the secretary, which shall take effect from the date of receipt by the secretary of such notice.
   d. Any member maybe expelled from membership if the committee so recommends and if a general meeting of the society shall resolve by a two-thirds majority of the members present that such a member should be expelled on grounds that his conduct has adversely affected the reputation or dignity of the society, or that he has contravened any of the provisions of the constitution of the society. The committee shall have power to suspend a member from his membership until the next general meeting of the society following such suspension but not withstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsion is to be considered. Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him at any time.
   e. Any member who falls into arrears with his monthly subscription for more than six months shall automatically cease to be a member of the society and his name shall be struck off the register of members. The committee may, however, as its discretion, reinstate such member of the total amount of subscription outstanding.

4. **OFFICE BEARERS**

a. The office bearers of the society shall be
   i. The Chairman
   ii. The Vice-Chairman
   iii. The Secretary
   iv. The Assistant Secretary
   v. The treasurer
   vi. The Assistant Treasurer

   All of whom shall be fully paid-up members of the society and shall be elected at the annualgeneral meeting to be held in each year. (See also rule 6 (b) below).

b. 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.

c. Any office bearer who ceases to be a member of the society shall automatically cease to be an office bearer thereof.

d. Office bearers may be removed from office in the same way as it 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**

a. Chairman-the Chairman shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings

b. Vice-Chairman-the Vice-Chairman shall perform any duties of the Chairman in his absence.

c. Secretary- the Secretary shall deal with all the correspondence of the society under the general supervision of the committee. In cases of urgent matters where the committee cannot be consulted, he shall consult the Chairman or if he is not available, the Vice –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 society and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Society and committee.

d. Assistant Secretary- in the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him by the Secretary or committee whether the Secretary is present or not.

e. Treasurer-The Treasurer shall receive and shall also disburse, under the directions of the committee, all moneys belonging to the society 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 society are written up, preserved and available for inspection.

f. Assistant Treasurer- the Assistant Treasurer shall perform such duties as may be specifically assigned to him by the Treasurer or by the committee and in the absence of the Treasurer shall perform the duties of the treasurer.

6. **THE COMMITTEE**

a. The committee shall consist of all the office bearers of the society and **3** to **5** . Other members elected at the annual general meeting in each year; such committee members shall hold office until the following annual general meeting. The committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.

NOTE. – Where it is the intention of the society to form branches, it may well be that some provision should be made for them to be represented on this committee. In which case the election of these representatives should be by the committee of the branch concerned)

b. Any casual vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of the society. Vacancies caused by members of the committee removed from office will be dealt with as shown in rule 4(d).

7. **DUTIES OF THE COMMITTEE**

a. The committee 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. 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.

b. All moneys disbursed on behalf of the society shall be authorized by the committee except as specified in rule 12(d).

c. The quorum for meetings of the committee shall be not less than..... **2/3rds** ..... members.

8. **GENERAL MEETINGS**

a. There shall be two classes of general meetings-annual general meetings and special general meetings.

b. i. The annual general meeting shall be held not later than **31st December** 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 21 days before the date of the meeting.

ii. The agenda for any annual general meeting shall consist of the following:

   a. Confirmation of the minutes of the previous annual general meeting.
   b. Consideration of accounts.
   c. Election of office bearers and the committee members (and trustees where necessary in accordance with rule 10(c).
   d. Appointment of editors in accordance with rule 11(a).
   e. Such other matters as the committee may decide or as to which notice shall have been given in writing by a member to the secretary at least four weeks before the date of the meeting.
   f. Any other business with the approval of the Chairman.

c. A special general meeting may be called for any specific purpose 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 practicable by Press advertisement not less than 7 days before the date of such meeting.

d. A special general meeting may also be requisitioned for a specific purpose by order in writing to the secretary of not less than .....**1/3 rd**...members and such meetings shall be held with 21 days of the date of the requisition. The notice for such meeting shall be as shown in rule 8 (c) and no matter shall be discussed other than that stated in the requisition.

e. Quorum for general meetings shall be not less than..... **2/3rds**.....of the registered members of the society.

f. Quorum for special general meetings shall be not less than..... **1/3rd**.....of the registered members of the society.

9. **PROCEDURE AT MEETINGS**

a. 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.

b. The chairman may at his discretion limit the number of persons permitted to speak in favour of and against any motion.

c. 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.

10. **TRUSTEES**

a. All land, buildings and other immovable property and all investments and securities which shall be acquired by the society shall be vested in the names of not less than **3** trustees who shall be members of the society and shall be appointed at an 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 of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.

b. The trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in opinion of trustees is necessary or desirable shall be reported by the trustees to the committee which shall authorize expenditure of such moneys as it thinks is fit.

11. **AUDITOR**

a. An auditor shall be appointed for the following year by the annual general meeting. All the society's accounts, records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the annual general meeting. The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the society in what respect they are found to be incorrect, unvouched or not in accordance with the law.

b. A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.

c. No auditor shall be an office bearer or a member of the committee of the society.

12. **FUNDS**

a. Source of funds-
   i. **Members Contributions**
   ii. **Fundraising**
   iii. **Well-wishers**

b. The funds of the society may only be used for the following purposes-
   i. **Attaining the objectives of the society**

   NOTE.-These purposes should be as concise as possible and must be consistence with the objects set out in rule 2)

c. All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of the society in any bank approved by the committee.

d. 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 account shall be signed by the Treasurer or the Assistant Treasurer and two other office bearers of the society who shall be appointed by the committee.

e. A sum not exceeding Sh. 100 may be kept by the Treasurer for petty disbursements of which proper account shall be kept.

f. 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 society 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.

g. The financial year of the society shall be from 1st January to 31st December.

13. **BRANCHES**

Branches of the society may be formed with the approval of the committee and the Registrar of Societies and they will adopt the same constitution as that of the headquarters with the following exceptions:

a. The aims and objects will not include the formation of branches.

b. Amendments to the constitution can only be made by the headquarters of the society in accordance with the provisions of rule 14.

c. The provisions of rule 15 shall apply to branches but, in addition, branches will not be dissolved without consultation with their headquarters.

NOTES:

a. This rule should only be included in the constitution of the society if it wishes to form branches. See also note (iii) to rule 2 above.

b. All such branches are required to be registered under the Societies Act, 1968, in exactly the same way as the headquarters)

14. **AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution of the society must be approved by at least two-thirds majority of members at a general meeting of the society. They cannot; however, be at least a two-thirds majority of members at a general meeting of the society. They cannot, however, be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers. NOTE.-The last sentence of this rule should not be included if the society is applying for exemption from registration).

15. **DISSOLUTION**

a. The society shall not be dissolved except by a resolution passed at a general meeting of members by 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 society 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 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 Registrar, obtained upon application to him made in writing and signed by three of the office bearers.
c. When dissolution of the society has been approved by the Registrar no further action should be taken by the committee or any office bearer of the society in connection with the aims of the society other than to get in and liquidate for cash all the assets of the society. Subject to payment of all the debts of the society, the balance thereof shall be distributed in such a manner as may be resolved by the meeting at which the resolution for dissolution is passed.

16. **INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

The books of account and all documents relating thereto and a list of members of the society shall be available for inspection at the registered office of the society by any officer or member of the society on giving not less than seven days notice in writing to the society. (This rule applies to registered societies only)