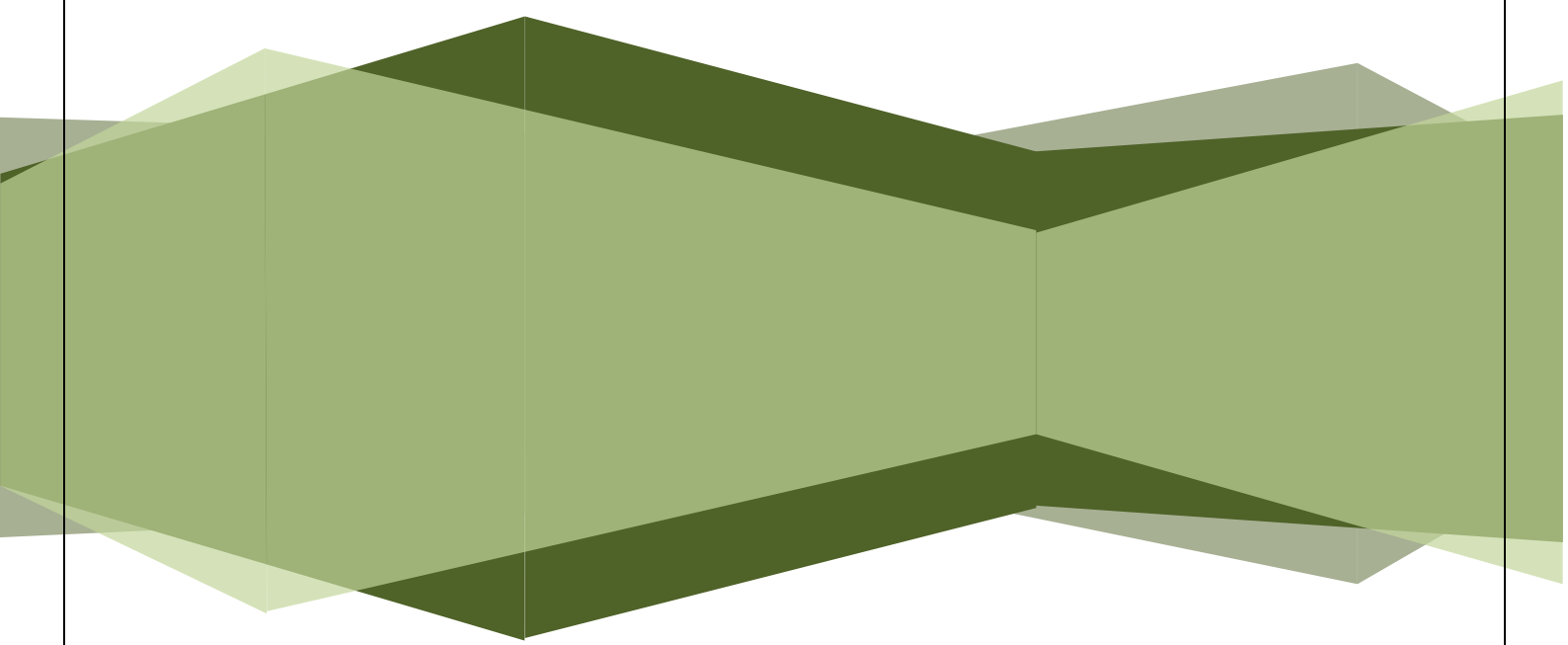




WACHAGGA UK
— IKUNDA LYA RUWA —

WACHAGGA UK CONSTITUTION



CONSTITUTION OF: **WACHAGGA UK** -----

ADOPTED ON: -----

1. Name

The name of the Group shall be: WaChagga UK -----

2. Aims

The aims of the Group shall be to:

- To support members during various life events like loss of a member and registered household members.
- To start and manage group projects as agreed by its members
- To enhance socialization and network among the members and bring people together
- To celebrate and maintain some Chagga culture and customs

3. Powers/Objectives

List of aims and objectives-----

4. Membership

- a) Membership of the Group shall be open to any person over 18 living located in the United Kingdom area who identifies herself or himself as of Chagga original and value its customs is committed in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- b) Membership shall be available to anyone who is from Chagga by blood line either from paternal or maternal line
- c) Every individual member shall have one vote at General Meetings.
- d) Be able to afford membership contributions as set by the Management committee
- e) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

- f) Each member (especially of families) shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5. Membership fees and contributions

Membership fees will be set annually and determined at the Annual General Meeting. Fees will be paid by annual subscription and reviewed at every end of the year. Other contributions will be set by committee on agreed events.

6. Management

- a) The Group shall be administered by Advisory Board and Management Committee of the Officers (see organisation structure)
- b) Management Committee members are elected at the Group's Annual General Meeting (AGM).
- c) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- d) The Management Committee shall be elected in every three years during the Annual General Meeting
- e) The Management Committee shall meet at least 4 times a year
- f) The Chairperson shall chair all meetings of the Group
- g) The quorum for Management Committee meetings shall be 50% of all management team
- h) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- i) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- j) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.
- k) Advisory Board is by appointment only which initially consists of the founders' team
- l) The Advisory Board shall have its own management structure consisting of chair, secretary and members

7. Duties of the Officers

- a) The duties of the Chairperson/Vice Chair are to:
 - Chair meetings of the Committee and the Group
 - Represent the Group at functions/meetings that the Group has been invited to
 - Act as spokesperson for the Group when necessary
- b) The duties of the Secretary/Assistant Secretary are to:
 - Take and keep minutes of meetings
 - Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
 - Maintain the membership list
 - Deal with correspondence
 - Collect and circulate any relevant information within the Group
- c) The duties of the Treasurer/Assistant Treasurer are to:
 - Supervise the financial affairs of the Group
 - Keep proper accounts that show all monies collected and paid out by the Group

8. Committee

The group will be managed by the above Management Committee supported by various Committee. Only these posts will have the right to vote at the meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the group and held no less than FOUR times (4) per year.

The quorum required for business to be agreed at Management Committee meeting will be: THREE QUARTERS, depending on the number of Officers posts.

The Management Committee will have power to appoint sub-committee as necessary and appoint advisers to the various Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the group rules/regulations or constitution. The Management Committee supported by the defined committee will be responsible for taking any action of suspension or discipline following such hearings.

There will be 6 committees and their roles as defined by the Management committee

9. Advisory Board

The Advisory Board will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the Group. This by its title it will consist of the original set of founders and retired served members of the management committee.

10. Duties of Advisory Board

- 1) They are not substitutes for statutory Management Committee and do not have authority over day-to-day governance of the organisation.
- 2) Oversee the selection and appointment of Management Committee
- 3) Monitoring of performance
- 4) Monitoring discipline of Management Committee
- 5) Approval of strategy and assessment of risks
- 6) Providing expert insight or contacts

11. Finance

- d) Any money obtained by the Group shall be used only for the Group
- e) Any bank accounts opened for the group shall be in the name of the Group
- f) Any cheques issued shall be signed by the Treasurer and one other nominated official

12. Annual General Meeting

- a) The Group shall hold an Annual General Meeting (AGM) in the month of August
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM will be 50% of all members
- c) The business of the AGM shall include:
 - Receiving a report from the Chairperson on the Group's activities over the year
 - Receiving a report from the Treasurer on the finances of the Group
 - Electing a new Management Committee and
 - Considering any other matter as may be decided

13. Special General Meeting

A Special General Meeting may be called by the Management Committee or by Advisory Board or any active members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

14. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting or the AGM.

15. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This Constitution was adopted at the General Meeting of the Group

on

Signed by:

Chairperson

Secretary

Treasurer