
CONSTITUTION OF **KCFH@2026**

P. O. BOX 48-30501
KAKUMA.

ARTICLE 1: TITLE OF THE GROUP

The name of this group shall be KAKUMA CHILD FUTURE HUB

ARTICLE 2: PURPOSE OF THE ORGANISATION

The purpose of the CBO is to improve the lives of vulnerable children, youth, persons with disabilities, both refugees, and host communities through community-driven development initiatives.

ARTICLE 3: ADDRESS OF THE GROUP

The KCFH registered Postal address shall be P.O. BOX 48- 30501 Lopur

The physical address shall be Lopur Ward, Kakuma 3 Zone 1 Block 4, Turkana West County in Kenya.

ARTICLE 4: OUR CORE VALUES

- a) Integrity-We uphold honesty, ethical conduct and moral practices in all our actions and decisions.
- b) Transparency-We commit to openness and clarity in our operations, ensuring that processes and decisions are accessible and understandable to all stakeholders.
- c) Accountability _We take responsibility for our actions and decisions and for the effective use of our resources.
- d) Equity-We promote fairness and inclusiveness.
- e) Teamwork- We promote teamwork by working together with our communities, partners, and stakeholders

ARTICLE 5: OUR OBJECTIVES.

1. Promoting Child Safeguarding and Protecting Child Rights

- To us, this means ensuring that every child is safe, protected, respected, and treated with dignity. Many children in our communities face risks such as abuse, neglect, exploitation, violence, and discrimination. We work to create safe environments where children can learn, grow, express themselves, and report concerns without fear.

We believe that every child has rights, including the right to education, protection, care, participation, and a safe childhood. By protecting children today, we help build a stronger and more hopeful society tomorrow.

2. Promoting Access to Quality Education

- Education is one of the most powerful tools for changing lives. However, many children in refugee and host communities still face barriers such as poverty, lack of learning materials, disability, family challenges, and limited educational opportunities.
- Our objective is to ensure that children and young people have the opportunity to access quality, inclusive, and meaningful education. We believe that education should not be a privilege for a few, but a right for every child. Through education, children gain knowledge, confidence, skills, and hope for a better future.

3. Promoting the Inclusion of Persons with Disabilities

- To us, inclusion means ensuring that no one is left behind because of a disability. Persons with disabilities have talents, dreams, abilities, and the right to participate fully in society.
- We work to promote equal opportunities in education, community activities, leadership, and development programmes. We want to help build a community where persons with disabilities are respected, supported, and empowered to contribute meaningfully to society.

4. Strengthening Peaceful Coexistence

- Our communities bring together people from different backgrounds, cultures, and experiences. Peaceful coexistence means living together with respect, understanding, cooperation, and acceptance.

- Through education, dialogue, community activities, and youth engagement, we promote unity between refugee and host communities. We believe that when people understand and support one another, communities become more peaceful, stronger, and better able to solve challenges together.

5. Mobilising Resources and Building Partnerships

- We understand that lasting change cannot be achieved alone. Mobilising resources means bringing together the support, knowledge, skills, materials, and funding needed to address community challenges.
- We seek to build meaningful partnerships with donors, government institutions, NGOs such as UNICEF, UNHCR, TDH, community leaders, private organisations, parents, and other stakeholders. These partnerships enable us to reach more vulnerable people, improve the quality of our programmes, and create sustainable solutions.
- We believe that every partnership is an opportunity to transform lives. With the right support, our community-led organisation can turn local ideas into lasting impact.
- Our Commitment: As a community-based organisation, we understand the challenges in our communities because we are part of them. We do not only identify problems; we work together with communities to find practical and sustainable solutions.
- With the support of our partners and donors, we can protect more children, support more learners, include more persons with disabilities, strengthen peaceful coexistence, and create more opportunities for vulnerable communities.

Together, we can ensure that every child is protected, every learner has the opportunity to succeed, every person is included, and every community has the chance to live in peace and dignity

ARTICLE 6: MEMBERSHIP

6.1: Eligible Members Criteria

Membership shall be open to any person who: is at least eighteen (18) years of age; accepts and supports the vision, mission, objectives and values of the Group; agrees to abide by this Constitution and the Group's policies; and has completed the prescribed membership application process.

Categories of Membership: a) Founding Members. b) Ordinary Members. c) Associate Members. d) Honorary Members.

Rights of Members: Attend meetings; vote and be voted for; access Group information; participate in Group activities.

Responsibilities: Uphold the Constitution; attend meetings; pay approved fees/contributions; promote the Group; protect Group property.

Termination: Resignation; death; expulsion; failure to meet membership obligations, no relationship in a working environment.

6.2: Nature of Membership

Open Membership:

The organisation maintains an open membership structure to preserve trust and cohesion, but opens up specific training, workshops, or savings rounds to vetted outsiders occasionally

Membership slots are reviewed biannually and capped to ensure effective engagement and resource management.

6.3: Procedure of Joining

- Prospective members submit a written or verbal application to the CBO secretary
- Must attend at least 3 consecutive meetings as observers before approval
- Vetting committee conducts a brief background and commitment review
- Upon approval, new members sign a commitment form and pay a one-time registration fee of KES 2500

6.4: Procedure of Removal

NOTE

- Grounds for removal include persistent absenteeism, breach of trust, misuse of funds, or disruptive behavior
 - A written warning is issued first, followed by a hearing in the presence of core members
 - If found in breach, removal is effected by a two-thirds majority vote
 - Removed members may reapply after 1 year subject to new vetting
1. Quorum for a General Meeting shall be 50% of all registered members.
 2. Quorum for an Executive Committee Meeting shall be 50% plus one of the Executive Committee members.

If the required quorum is not attained within thirty (30) minutes of the scheduled meeting time, the meeting shall be adjourned to another date, time, and venue as determined by the Chairperson in consultation with the Secretary

6.5: Procedure of Departure

- Voluntary departure must be communicated in writing and presented during a monthly meeting
- Departing members must settle all outstanding dues and return any org-owned items or tools

- A farewell blessing and prayer may be conducted, reaffirming unity in Christ despite partying.

6.6. Duties of Members

Members shall:

- Attend organisation meetings.
- Participate in skills development workshops and outreach events
- Uphold organisation values such as respect, and transparency.
- Submit creative ideas for organisation branding.

6.7: Rights of Members

Members have the right to:

- Vote on key decisions, including leadership roles and fund usage
- Request assistance in emergencies from the organisation welfare fund
- Express themselves freely within respectful.

ARTICLE 7: OFFICE BEARERS

The organisation shall be led by four primary office bearers:

Chairperson: Oversees leadership, meetings, external representation

Vice-Chairperson: Supports the chairperson and steps in when absent

Secretary: Manages documentation, communication, and record-keeping

Treasurer: Handles financial affairs, savings plans, merry-go-round records

ARTICLE 8: ELECTIONS

- Office bearers are elected through democratic voting by active members every 6 years
- Nominations are submitted in writing and confirmed during a organisation meeting

- by raising hands ensures fairness and transparency
- In special cases, interim appointments may be made with organisation consensus

8.2: Removal or Resignation of Office Bearers

- Removal may be initiated for misconduct, incompetence, or breach of trust
- Must follow a disciplinary hearing with documented complaints
- A two-thirds vote is required to finalize removal
- Office bearers may resign by issuing a written notice, allowing a 30-day transition period

8.3: Qualification or Disqualification Criteria

Qualifications include:

- Must be an active member for at least 6 months
- Demonstrates leadership, communication, and accountability skills

Disqualifications include:

- History of financial mismanagement, dishonesty, or conflict incitement
- Extended absenteeism without valid reason
- Any criminal conviction or disciplinary exclusion from other community groups

8.4: Functions and Roles of Office Bearers

Chairperson

- Presides over meetings, sets agendas, and ensures organisation cohesion
- Acts as the main spokesperson in external partnerships and outreach
- Resolves internal conflicts in collaboration with other leaders

Vice-Chairperson

- Supports and deputizes for the chairperson when needed

- Coordinates member engagement and welfare check-ins
- Helps manage organisation trainings, savings drives, and special events

Secretary

- Records minutes, manages correspondence, and files membership documents
- Oversees member onboarding, applications, and exit procedures
- Produces reports for meetings, events, and funding proposals

Treasurer

- Manages group finances.
- Presents periodic financial statements to members
- Ensures transparency, secure handling of funds, and updates on group targets

ARTICLE 9: TENURE OF HOLDING OFFICE FOR OFFICE BEARERS

Office bearers shall hold their positions for *a term of 4 years*, subject to performance review and membership approval. Re-election is permitted, but no office bearer shall serve more than *three consecutive terms* in the same position, unless approved by a special resolution.

A mid-term vacancy may be filled through an *interim election* at a general meeting, with the new appointee serving the remainder of the term.

9.1 Eligibility for Holding Office

To qualify for nomination or appointment to any office bearer role, a member must:

- Be an active member for at least six months prior to nomination.
- Have no pending disciplinary cases or history of misconduct within the group.
- Exhibit leadership qualities, integrity, and a spirit of service aligned with the values of the group.
- Be able to commit sufficient time and energy to the responsibilities of the position.
- Meet any additional role-specific qualifications as outlined in the constitution or bylaws (e z, financial literacy for a treasurer, communication skills for a secretary)

ARTICLE10 GROUP FINANCES

10.1 Roles of the Treasurer

- Acts as the chief custodian of the organisation/'s finances
- Maintains up-to-date financial records and ensures transparency in all monetary transactions.
- Presents monthly and annual financial reports to the members.
- Ensures all expenditures are backed by supporting documentation and approved budgets.
- Prepares draft budgets for consideration by the executive or general assembly.

10.2 Sources of Funds of the Community Organisation

- Membership contributions: e.g. registration fees, monthly dues.
- Fundraising activities: events, raffles, donation drives.
- Donor and partner support: grants from NGOs, religious bodies, or development agencies.
- Income-generating projects: such as mechanisms or cyber services.
- Government allocations or subsidies (where applicable).

10.3 Management and Accounting for Funds

- Funds are managed under the principles of transparency, accountability, and equity.
- All income and expenses are recorded in a cash book or approved accounting system.
- Expenditures require prior approval by the executive committee or general assembly.

- A system of checks and balances (e.g., dual-signature withdrawals) is in place to curb misuse.

10.4 Banking Arrangements

- The organisation operates an official bank account in its registered name.
- Signatories include at least two or three approved officials-e.g., Chairperson, treasurer, secretary.
- All deposits are made within 48 hours of receipt of funds.
- Withdrawals require documented justification and minutes of approval from the relevant meeting.

10.5. Maintenance of Financial Records

- Records include receipt books, cash-books, vouchers, budget sheets, bank statements, and expenditure ledgers.
- These documents are kept securely and updated regularly, with backups where possible.
- Records are accessible to members during scheduled financial reviews or upon reasonable request.

10.6. Auditing of Financial Records

- Internal audit is done quarterly or bi-annually by the finance committee.
- External audit may be carried out by a certified accountant once annually or upon request by donors or authorities.
- Audit findings are presented at the annual general meeting, followed by recommendations for improvement.

10.7 Financial Reports

- Prepared quarterly and annually by the treasurer.
- Includes income and expenditure summaries, budget comparisons, and audit highlights.
- Shared with members during general meetings and made available upon request.
- Helps guide future budgeting and project decision-making.

ARTICLE 11: UTILIZATION OF FUNDS

11.1 Remuneration and Allowances

- Salaries or wages for full-time and part-time staff
- Stipends or honoraria for volunteers performing essential duties
- Transport, meal, or accommodation allowances for staff working offsite or attending training; bonuses or incentives approved by the group's governing body

11.2 Operational Expenses

- Rent or lease payments for offices or facilities
- Utility bills (electricity, water, internet, etc.)
- Office supplies (stationery, printing materials, etc.)
- Equipment maintenance or purchases (computers, printers, furniture)
- Communication costs (phone bills, internet hosting, bulk SMS services)

11.3 Statutory Expenses

- Government taxes (PAYE, VAT, corporate tax if applicable)
- Pension or social security contributions for employees
- Regulatory filing fees and business license renewals
- Audit fees and financial statement certifications
- Legal fees for compliance or dispute resolution

11.4 Programmatic or Project-Related Costs

- Materials and services directly tied to community projects (e.g., construction supplies, skills training resources)
- Consultant fees for workshops or technical support
- Transport costs for community outreach activities

11.5 Governance and Oversight

- Meeting facilitation costs (venue hire, refreshments)
- Board member or committee allowances if approved
- Documentation costs (printing constitutions, reports, resolutions)

ARTICLE 12: ORGANISATION ASSETS

12.1 Asset Inventory and Valuation

Before anything is shared or disposed of, the organisation needs clarity on what exists.

- Create a detailed list of all physical and financial assets (land, equipment, cash, etc.)
- Assign fair market values through internal assessment or an external valuer
- Categorize assets as *shared, donated, sold, or transferred*
- Present the inventory during a general meeting for approval

12.2 Approval and Decision-Making Procedure

Assets should not be distributed arbitrarily. Use a transparent, inclusive process.

- Convene a special general meeting to discuss asset disposal/distribution
- Require quorum and voting thresholds based on your constitution (e.g., two-thirds majority)
- Present a proposal with recommended beneficiaries, disposal methods (auction, donation), and timelines
- Record decisions in formal meeting minutes and have them signed by leadership.

12.3 Distribution & Dissolution Execution

This is where decisions turn into action.

- Dispose assets per approved resolution (e.g., share proceeds equally among members)
- Ensure vulnerable members or special projects receive priority if so decided
- Document receipts, transfers, and beneficiary lists for accountability
- Submit a dissolution report to local authorities (if legally registered) with asset handling records

ARTICLE 13: RECORD MANAGEMENT

13.1 Members Register

This will be used to track all individuals officially part of the organisation

- Full name, ID number/passport, contact info
- Date of admission to the organisation
- Membership status (active, inactive, terminated)
- Next of kin/emergency contact
- Role in organisation (if any-e.g. treasurer, secretary)

13.2 Payment Vouchers

Supports transparency around expenditure.

- Sequential voucher numbers for tracking
- Name of payee, amount paid, reason for payment
- Authorization signatures (e.g. chair + treasurer)
- Supporting documents (receipts, invoices)
- Linked to entries in the cashbook

13.3 Cashbook

Records all cash inflows and outflows.

- Date-wise transaction entries
- Source of income (member fees, donations)
- Expense category (rent, equipment, transport, etc.)
- Running balance
- Reconciliation with bank statements

13.4 Minute Book/File

Vital for documenting decisions, discussions, and resolutions.

- Minutes of general and committee meetings
- Attendance lists and apologies
- Resolutions passed and voting outcomes
- Matters arising and action items
- Signed by meeting chair and secretary

13.5 Financial Statements

Provides a full financial snapshot annually or quarterly.

- Income & Expenditure Statement
- Balance Sheet (assets vs liabilities)
- Notes explaining unusual transactions
- Auditor's review (if applicable)
- Shared with members during annual general meetings

ARTICLE 14: MEETINGS

14.1 Types and Frequency of Meetings

- **General Meetings:** Held on the 8th of the month, to engage all members
- **Executive/Committee Meetings:** Monthly or as needed for leadership decisions
- **Annual General Meetings (AGMs):** Held twice a year to adopt reports and review performance
- **Emergency Meetings:** Called when urgent issues arise (e.g., crisis, sudden changes)

14.2 Procedure at Meetings

- Chairperson opens the meeting and confirms quorum
- Secretary reads minutes from the last meeting
- Discussions follow the agenda in order
- Votes/resolutions taken when necessary

- Meeting closed with summary and action items

14.3 Agenda of Meetings

Common agenda items may include:

- Review of minutes and action points
- Financial updates (income, expenditure)
- Project updates and planning
- Member concerns or proposals
- Resolutions and policy reviews

ARTICLE 15. Records Relating to Meetings

- Minute Book:** Detailed summaries of discussions and decisions
- Attendance Register:** Names and signatures of attendees
- Resolutions File:** Formal decisions with dates and voting outcomes
- Reports Folder:** Financial, project, or audit reports presented

15.1 Procedure for Convening Meetings

- Notice sent in advance (e.g. 7-14 days), stating date, time, venue and agenda ·Can be issued via SMS, poster, WhatsApp or formal letter
- Emergency meetings may require shorter notice depending on urgency

15.2 Quorum at Meetings

- Defined by constitution (e.g. half +1 of active members or two-thirds for special meetings)
- No decisions made without quorum; meeting may be adjourned if not met.

15.3 Authorized Business of Meetings

Includes:

- Financial approvals and budget reviews
- Election or removal of office bearers

- Adoption of new policies or constitution amendments
- Conflict resolution matters

15.4 Adoption of Reports at Specified Meetings

- AGMs:** Financial statements, annual activity report, and audit findings
- Reports are tabled, discussed, and formally adopted through a vote
- Adoption recorded in minutes for compliance and future reference

ARTICLE 16: ELECTIONS

16.1 Eligibility to Vote

- Must be a registered and active member of the group
- Must have fulfilled all financial obligations (membership fees, contributions)
- Must not be under suspension or facing disciplinary action
- Voting rights may be defined by tenure (e.g., at least 3 or 6 months of membership)

16.2 Method of Voting

- Secret Ballot:** Ensures privacy and reduces influence
- Show of Hands:** May be used for non-contentious votes
- Electronic Voting/SMS Polls:** Optional for tech-savvy groups
- All methods should be consistent with the group's constitution

16.3 Supervision of Elections

- An impartial **Election Committee** appointed to oversee nominations, voting, and counting
- May include independent observers or trusted elders
- The committee must enforce rules, prevent bias, and resolve emerging issues on voting day

16.4 Notice of Election

- A formal notice issued **14-30 days** in advance

·Must outline:

- Available positions

Eligibility criteria

- Nomination procedures
- Election date, venue and time

·Shared through meetings, posters, WhatsApp, SMS or notice boards

16.5 Reporting and Confirmation of Election Results

- Results announced verbally and documented in minutes
- Election committee files an official report signed by key supervisors
- Results ratified by leadership and recorded for handover and planning

16.6 Dispute Resolution Procedures

- Complaints must be lodged within a set timeframe (e.g.48 hours)
- A **Dispute Resolution Panel** investigates and gives binding verdicts
- May lead to recount, nullification, re-election, or disciplinary action

16.7 Transitional Procedures

- Handover conducted within 7-14 days
- Outgoing officials present financial and project reports, transfer assets and responsibilities
- New officials briefed through orientation sessions
- Transitional process documented for transparency and accountability

ARTICLE 17: DISPUTE RESOLUTION

17.1 General Procedures for Handling Disputes

- All grievances must be **formally reported** to the organisation leadership or designated committee.
- **A written complaint** is submitted, outlining the nature, parties involved, and desired resolution.

·The organisation leadership reviews the complaint within a set timeframe (e.g., 3- 7 days) and initiates a hearing or mediation.

17.2 Acceptable Methods of Dispute Resolution

·**Mediation:** Neutral mediators (elders or trusted officials) facilitate dialogue to reach mutual understanding.

·**Arbitration:** A chosen panel hears both sides and issues a binding decision.

·**Dialogue Circles:** Especially useful for cultural groups where community values are shared, and forgiveness is encouraged.

·**Reconciliation Committees:** Standing committees specifically formed to manage recurrent or complex disputes.

·**Appeals Process:** If parties disagree with the resolution, an appeal can be made to a higher group organ (e.g. AGM or trustees).

17.3 Notice Periods & Timelines

·Complaints must be lodged **within 7-14 days** of the incident.

·Resolution hearings to be scheduled **within 14 days** of filing.

ARTICLE 18: AMENDMENT OF THE ORGANISATION CONSTITUTION.

18.1 Proposal of amendment.

Any member of the organisation may propose an amendment to the constitution by submitting a written proposal to the secretary. The proposal must clearly state the articles to be amended and the reasons for the change.

ARTICLE 19: DISSOLUTION

19.1. Voluntary dissolution.

The group may be dissolved voluntarily by a resolution passed by at least two-thirds of all registered and active members at a special general meeting convened for this purpose.

19.2. Notice of Dissolution.

A written notice of 30 days shall be issued to all members before the meetings to discuss the proposed dissolution, clearly stating the reason and the agenda.

19.3 Settlement of Liabilities.

In the event of dissolution, all outstanding debts, liabilities and obligations of the organisation shall be fully settled before any distribution of assets

19.4. Distribution of Assets.

After clearing all liabilities, the remaining assets of the CBO shall not be distributed among the members but shall be donated to another registered non-profit charitable or community-based organization with similar objectives as agreed upon by the members and in line with relevant laws and regulations.

ARTICLE 20 INDEMNITY.

20.1. Protection of office bearers.

No office bearer or member of the organisation shall be held personally liable for any act, decision or omission carried out in good faith and in the course of executing their official duties on behalf of the organization.

20.2 Organizational liabilities.

The group shall bear responsibility for any damages, claims or liabilities incurred by third parties as a result of actions lawfully undertaken by its officers or members in the course of official business provided such actions were authorized and executed in good faith.

20.3. Personal liability for unauthorized acts.

Office bearers or members who act outside the scope of their authority, engage in willful misconduct, negligence or commit any unauthorized actions that result in loss or damage shall be held personally liable for the consequences of such actions. The organisation shall not

ARTICLE 21: COMMITMENT CLAUSE

The organisation committee members and members commit to abide, respect, and uphold the provisions of this constitution. These provisions shall include financial obligations and management, membership requirements and roles, conflict resolution mechanisms, among other clauses provided herein.

