

**CARE INTERNATIONAL NAIROBI SUPPORT OFFICE STAFF WELFARE (CINSOW) CONSTITUTION
& OPERATING PROCEDURES**
2017

I. Proposed Staff Welfare Name

The welfare will be called CARE International Nairobi Support Office Staff Welfare (CINSOW). The address will be P.O. Box 2039, 00202 Nairobi, Kenya.

II. Goals & Objectives

Sect 1: Goal

The main purpose of the staff welfare is to foster a spirit of unity and cooperation among employees based in the Nairobi Support Office.

Sect 2: The objectives are:

1. To provide formal channel for the regular communications between management and staff on matters of mutual concern.
2. To create a sense of oneness among the members.
3. To promote and create a harmonious working environment for all the members.
4. To provide assistance to members in times of need as stipulated in the constitution.
5. To generate funds to sustain welfare activities.
6. To organize team building and other staff events.

III. Membership & Eligibility

Sect 1: Membership

All regular staff based in the Nairobi Support Office are encouraged to be members of CARE International Nairobi Support Office Staff Welfare (CINSOW). However, the existence and operations of CINSOW will be distinct and separate from those of CARE International and will not be in anyway legally bidding on CARE International. International staff who are paid from Atlanta are also encouraged to be members of CINSOW. Since contributions towards CINSOW cannot be done as check-off, they are then encouraged to make a one off payment annual contributions towards the welfare. E.g. when the contributions are ksh. 500/=, the can make a one off annual contribution of Ksh. 6,000/= to cover the entire year.

Sect 2: Eligibility

Members shall be eligible for active membership upon contribution of the amount agreed by the members. CARE International staff based in the Nairobi Support Office are eligible to join CINSOW.

Sect 3: Membership Process

1. Membership to CINSOW is restricted to CARE International employees based in the Nairobi Support Office.
2. Every member shall pay a monthly contribution of ksh. 500.00.
3. Monthly deductions to the staff welfare will be effected through payroll check-off system. Coordinated by the HR office. Members will however be required to complete and sign a salary deduction form from the HR office to facilitate the deductions of the agreed monthly contributions.
4. Members who feel sufficiently philanthropic and wish to contribute more than the official prescribed amount are allowed to do so.
5. When the new members join the staff welfare, they will be required to immediately contribute towards the welfare but wait for three (3) months before the can start benefitting from the staff welfare.
6. Current staff will start contributing towards the staff welfare immediately it is operational but will wait for three (3) months before they can benefit from it.
7. Effective date for this staff welfare is May 2017.

Sect 4: Ceasing to be an employee of CARE International

1. Member who ceases to be an employee of CARE International automatically ceases from being member of the staff welfare.
2. No refunds will be given when a staff is separating from the organization.

IV. Office Bearers

Sect 1: Positions within the staff welfare Committee

The staff welfare shall have eight (8) office bearers. These office bearers will be representatives of all departments within CI Nairobi Support Office. They then will select among themselves the Chairperson, Vice Chairperson, Treasurer, Secretary, Coordinator and three (3) members. Please refer to Annex 1 for the names and the departments of the officials for the current year.

Sect 2: Elections

Elections will be held to elect office bearers who will remain in office for a period of one (1) year.

Sect 3: Duties of the Committee

- Ensure that the welfare constitution and spirit is upheld.
- Draw up a calendar of activities and events for the welfare. Ensure its implementation.
- Draw up budgets for the group activities.
- Keep all group records.
- Draw up a working plan for the group.
- Give timely reports to the members.
- Be the custodian of the association's money.
- Take disciplinary action on members as per the group's constitution.
- Make strategic decisions for the group.
- Facilitate the formulation and enforcement of policies and oversee the operations of the same.
- Promote team work and cohesion among the members.
- Grow the welfare's membership and benefits.
- Represent staff welfare in the SMT meeting (Chairperson).
- Approve expenditure.

Sect 4: Duties of HR Office

The HR Office will;

1. Facilitate payroll deductions on receiving salary deduction forms from members.
2. Validate information given to the CINSOW such as names of dependants.
3. Orient new hires on the staff welfare.

Sect 5: The Welfare member's role will be to;

1. Participate in all scheduled welfare meetings.
2. Participate in all member activities as scheduled by the committee.
3. Adhere to the CINSOW constitution and operating procedures.
4. Approve all key decisions of the staff welfare.
5. Furnish HR with details of their dependants, parents/guardians by filling a staff details form and submitting it to HR Office.

V. FUNDS

Sect 1: Source of Funds

1. The staff welfare will get its funds from member monthly contributions.
2. Bank Account will be opened for the purpose of keeping the funds for the staff welfare.
3. Before the staff welfare is registered, a joint account with three (3) signatories will be opened for the purpose of depositing the staff welfare funds.

Sect 2: Benefits

The beneficiaries who will be covered by the staff welfare are categorized as follows;

1. Parents/Guardians.
2. Spouse (One).
3. Children (Biological or legally adopted).
4. Member.

Note: In laws will not be covered by the welfare benefits.

Sect 3: Financial Year

The financial year of the funds shall be from January to December.

Sect 4: Benefits

The association will provide assistance as follows for bereavement;

	Beneficiary	Benefit
1.	Member	Ksh. 30,000/=
2.	Parent/Guardian	Ksh. 15,000/=
3.	Spouse	Ksh. 20,000/=
4.	Child	Ksh. 20,000/=

Sect 5: Other benefits are as follows;

Other occurrences that the staff welfare will respond to are:

	Benefit	Amount
1.	Birth of Child/Children/Legal Adoption	Ksh. 3,000/=
2.	Wedding	Ksh. 5, 000/=
3.	End Year Token	TBD
4.	Staff Member Separating	Ksh. 2,000/=

Note:

The committee in consultation with the members will determine the end year token to be given to members depending on cash at hand.

VI. Reporting

The staff welfare meeting committee will convene an all members meeting biannually to report to the members on the progress and the strides the staff welfare has made.

VII. Annual General Meeting

The annual general meeting shall be held not later than end of February of each year. Notice in writing of such annual general meeting, accompanied by the annual statement of account and the agenda for the meeting shall be circulated to all members not less than 14 days before the date.

The agenda for any general meeting shall consist of the following;

- Confirmation of the minutes of the previous Annual General Meeting.
- Presentation and review of financial statements.
- Election of office bearers through secret ballot by a majority vote
- Presentation of upcoming annual plan and budget
- Any other business.

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.

VIII. Visiting Sick and Bereaved Staff

Where a staff member is unwell and admitted in the hospital, the staff welfare committee will organize a hospital visit to see the sick staff. The committee will also plan and visit those members who have been bereaved.

IX. Staff Welfare Representation

CINSOW will be represented in the Senior Management Meeting (SMT) by its Chairperson. The chairperson will have an opportunity of raising any issues that the staff may have at SMT level.

ANNEX I

I. DUTIES OF OFFICE BEARERS

Duties of the Chairperson

- Preside at all meetings of the staff welfare committee
- Enforce all regulations, operating procedures and the spirit of the welfare
- Responsible for preparing Staff Welfare budget
- Call meetings when it is deemed necessary
- Oversee the recruitment for new membership to the welfare
- Approves disbursement of welfare funds
- Represent the group in the SMT meeting.
- Lead members in decision making

Duties Of the treasurer

- Prepare, keep and be responsible for all Staff Welfare's fiscal records.
- Give financial reports at meetings
- Prepare income and expenditure for the period to the Annual General Meeting
- Prepare payment vouchers
- Maintain and reconcile the Staff welfare accounts.
- Write receipts to all financial transactions relating to the welfare
- Review documents for payment.
- Participate in the recruitment exercise for new members

Secretary

- Custodian of all group records
- Maintain the Staff Welfare Association official stationary
- Take and read minutes during meetings
- Maintain attendance register for meeting
- Ensure effective flow of information both internally and externally
- Participate in the recruitment exercise for new members

Coordinator

- Call and coordinate all welfare meetings and activities as directed by the Chairperson
- Ensure that members benefit accordingly and attend meetings as prescribed
- Identify vendors / suppliers and purchase gifts for activities
- Prepare member schedules to ensure members are assigned to participate in all activities including hospital visits, weddings, funerals etc
- Work with the committee to facilitate communication to and from members
- Participate in the recruitment exercise for new members

II. Office Bearers for the current Year

Below are the names of the staff welfare officials for the current year.

	Name	Department	Responsibility in the Committee
1.	Sahara Dahir	Programs	Chairperson
2.	Philip Oyoo	ALP	Vice Chairperson
3.	Nasra Hemed	Finance	Coordinator
4.	Anthony Ng'ang'a	Program Support	Secretary
5.	Alice Makilia	RMU	Treasurer
6.	Paul Musee	Program Support	Member
7.	Boniface Kilonzo	Finance	Member
8.	Eunice	Programs	Member