



# Milton Keynes

## Swahili Community

### INTRODUCTION:

The main objective of these proposed by-laws is to give guidance and set a clear path for the daily running and administration of Milton Keynes Swahili Community also known also as MKSC.

They (the by-laws) shall be deemed as the operational guide and will not divert from the main constitution but rather will facilitate a framework(s) for the office bearers to follow whilst performing their duties. These by-laws are subject to changes upon approval by the Executive Committee.

The following are the operational areas where the by-laws will be applicable.

- MEMBERSHIP
  - (a) Eligibility
  - (b) Subscription
  - (c) Entry fees
  - (d) Respective committee.
- BEREAVEMENT
- EVENTS
- FINANCE
  - OFFICE BEARERS:
  - Chairperson
  - Honorary secretary
  - Honorary treasurer
  - Communication and information technology secretary.
  - Students' affairs secretary.
- DURATION OF OFFICE.
- JOB DESCRIPTIONS as addendum
- TRUSTEES-Role of trustees
- Executive committee
- MEETINGS
- MEMBERSHIP, AFFILIATIONS AND ASSOCIATIONS.



# Milton Keynes

## Swahili Community

### MEMBERSHIP ELIGIBILITY.

This section stipulates the membership eligibility, criteria, what constitutes membership, termination and cessation.

All Swahili Speaking residents of Milton Keynes qualify to apply to become members of the Association.

### TYPE OF MEMBERSHIPS;

- i. Junior member: between the age of 16 and 18 inclusively.
- ii. Student member: International students temporarily studying in the UK and residents of Milton Keynes.
- iii. Full member: resident adult.

### JUNIOR MEMBERS

All youths between the ages of 16 and 18, of Swahili speaking background who reside in Milton Keynes. The main aim of this group is to prepare the youths become full members upon attaining the adult age. There are proposed events, training and activities which will build capacity to enable them to present a good image of the Association. Their fees shall be free until the age of 18. When a Junior member becomes 18 years old, they will be encouraged to become full paying members.

### STUDENTS MEMBERS

International students of Swahili speaking background residing and attending universities in the United Kingdom qualify. This is due to the fact that they aim to return to their countries of origin upon the completion of their courses however whenever their status changes they (students) should inform the Association in order to upgrade them to full membership.

Special care should be taken when dealing with their welfare and contribution issues.

A special department should be created to be known as MKSC STUDENT UNION. The chairperson for this group will sit in the Executive Committee. There also will be a Secretary dealing with student issues.



# Milton Keynes

## Swahili Community

The proposed fees structure for them will be the same as for the full membership.

The students shall upon their arrival in Milton Keynes register and inform the MKSC students union of their courses duration.

### SUBSCRIPTIONS

Member subscriptions are the cornerstone of any self-help organization therefore each member is required to contribute to the amount of £60 per annum. The amount is payable on full, two instalments or in extenuating circumstances by Direct Debit or Standing Order.

#### FORMS OF PAYMENT.

- Bank deposit
- Online bank transfer
- Standing order/Direct Debit.

The honorary treasurer shall liaise with the respective banks as regards standing order protocols so that members will set standing orders to effect the smooth payments.

A receipt will be issued to the member and accounting books will show the entries.

It is a member's responsibility to ensure that their fees is paid on time. If a member's fees is overdue for a period of 3 months or above their membership may be terminated.

### ENTRY FEES

The membership fees is £120 per annum per member and a one off £100 joining fee, the fees is non refundable.



# Milton Keynes

## Swahili Community

### FINANCE COMMITTEE (under TREASURER)

This committee shall be chaired by a member appointed from the Executive Committee with the honorary treasurer as its respective secretary.

Among other things this committee will ensure the accounts and book keeping are of an acceptable general standards and are in line to MKSC objectives.

This committee shall formulate fundraising and investment projects for the Association.

### BEREAVEMENT

One of the MKSC's objectives is to support members in times of bereavement.

The Association will offer emotional and practical support if a members of the Association becomes bereaved, this will include visits and advice to members as deemed appropriate.

The Association shall contribute a one off sum of £1000 should a member die. This sum will be paid to the member's next of kin identified in their membership application form. These sums will be reviewed by the Executive Committee when necessary.

The Association shall pay a one off sum of £500 should a member lose the following members of her/his family:

- i. Biological Mother/Father
- ii. Biological or adopted Daughter/Son (with valid UK adoption documents)
- iii. Wife
- iv. Husband.
- v. Cohabiting partner/civil partner

These are deemed to be immediate family members. There will be no age cap to the above relevant family members. All eligible family members should be



# Milton Keynes

## Swahili Community

declared by the member in their membership application form. This will enable appropriate auditing and financial management of the Association. Any death of undeclared family members will not be paid for by the Association at a time of bereavement.

The above payments should be made within 7 days of the Association receiving news of the bereavement. The Association's Treasurer and/or Chairperson or any member appointed by the aforementioned will be responsible in ensuring that appropriate payments and representations are made to the bereaved family members.

The Association will not be responsible for burial costs for member's or their family members.

**A compulsory sum of £5 will be donated by all members every time the Bereavement fund pays out. This will ensure that enough funds are available in the bereavement fund???**

### SOCIAL EVENTS

The Association shall organize events for the social well-being of our members, interacting and getting together. The main events are:

- I. Summer family picnic
- II. Independence day dinners and dance
- III. Religious occasions such as Christmas, Eid etc
- IV. New Year's Eve.

And many other events which might involve some elements of fundraising.

Members shall donate to such events by buying tickets or contribution to be decided by the Executive Committee.

### FINANCIAL ACCOUNTING AND AUDITING



# Milton Keynes

## Swahili Community

The honorary Treasurer shall keep custody and prepare the association's accounts. And shall prepare periodical statements of accounts to be presented to the auditors and consequently the Member's Annual General meeting for approval.

The accounts shall be in accordance to the general accepted accounting principles and per Charity Commission's accepted standards.

### CASH MANAGEMENT

- i. Cash received to be issued with the official receipt. Cash to be banked as soon as possible. Minimal amount of cash to be held by the Treasurer in case there of pending expenses. A payment voucher signed by the payee to be raised when a payment occurs. A maximum of £50 to be held by the honorary Treasurer for day to day petty cash otherwise all cash to be banked immediately.
- ii. There shall be a periodical review(s) of signatories, any changes or a need of one should be passed on to the Executive Committee for further action.
- iii. Any payment made should be approved the honorary Secretary and the Chairperson respectively.
- iv. This applies to cash donated to MKSC. All cash donations should be clearly addressed to the honorary secretary on a sealed envelope marked with the name of person donating. If anonymous it should be clearly explained.
- v. In case of a bereavement, the Committee appointed shall prepare the budget for the matter and present it to the honorary secretary for cash disbursement as detailed above.
- vi. The honorary Secretary shall plan and organize fundraising and investment projects in conjunction with the finance committee. The plans to be presented to the Executive Committee for further approval and action.



# Milton Keynes

## Swahili Community

- vii. The honorary Treasurer shall prepare annual budget to be presented to executive committee for approval and finally to be presented to the member's Annual General Meeting.
- viii. All the above and subsequent financial laws are subject to changes in financial and accounting principles, so the office bearers should be flexible and that should not deviate them from the MKSC objectives.
- ix. The honorary Secretary is the chief accounting officer, therefore the honorary Treasurer reports to him/her directly.

### OFFICE BEARERS AND JOB DESCRIPTIONS.

#### CHAIRPERSON

As expressed in the MKSC constitution.

Chair all Annual general meetings.

Oversee the day to day sunning of the Association including to ensure that all duties by the Secretary and Treasure are undertaken according to the Condition.

The chair person should be a permanent resident in Milton Keynes area and a paying member of the MKSC.

#### HONORARY SECRETARY

As per constitution.

The Association's Secretary should be a permanent resident in Milton Keynes area and a paying member of the MKSC.

#### HONORARY TREASURER

The Associations' Treasurer should be a permanent resident in Milton Keynes area and a paying member of the MKSC.



# Milton Keynes

## Swahili Community

### COMMUNICATION AND INFORMATION TECHNOLOGY SECRETARY

### STUDENTS AFFAIRS SECRETARY

To be in charge of student welfare and affairs. Answerable to the honorary secretary.

### BEREAVEMENT FUND COMMITTEE CHAIR PERSON

As per the Bereavement Fund By Law.

### WOMEN'S ASSOCIATION CHAIR PERSON

#### T MKSC WOMEN ASSOCIATION

Women are the backbone of every community, empower a woman and you have empowered the community.

Women shall have their union under the umbrella of the whole Association. They shall select their leaders whose chairperson will be a member of the executive committee.

The association shall embark on capacity building, advocacy and development projects for women to be supported by the Executive committee.

The chair person for this committee must be a woman, should be a permanent resident in Milton Keynes area and a paying member of the MKSC.

### INFORMATION AND COMMUNICATION CHAIR PERSON

The chair person for this committee should be a permanent resident in Milton Keynes area and a paying member of the MKSC.

All the above leaders can be elected or selected, all positions will be advertised on social media and all agreed medium of communication for the Association.





# Milton Keynes

## Swahili Community

### REMUNERATION

Due to the voluntary nature of the Association, most of the expenses are to be met by the individuals however, travel and attendance costs can be refunded subject to presentation of valid receipt and approval by the executive Committee.

### HONORARIUM

The trustees are entitled to a reasonable sum as honoraria but the amount to be paid can be used instead as expenses for a get together event or and donated to the chairpersons' charity of choice.

### PROJECTS

The Executive committee should come out with projects which aim to raise funds and producing steady income through viable projects.

### TRAINING AND DEVELOPMENT

Members education, training and capacity building is a core objective of our Association.

Seminars, training and events will be part of the programme to develop members and office bearers.

### CONFLICT RESOLUTION AND ADVISORY SUB COMMITTEE

This Subcommittee is under the Secretary's committee.

In case of a dispute amongst members, or any type of a conflict, the conflict shall be referred to this committee, where all efforts shall be made to resolve and ensure members live in harmony.

The members of this committee will not be biased, professional, resident adults. The executive committee shall appoint this committee which shall comprise three members.



# Milton Keynes

## Swahili Community

### AFFILIATIONS

The association will be affiliated to other organisations with the same objectives in the UK and other Swahili speaking countries.