



Milton Keynes

Swahili Community

Milton Keynes Swahili Community Constitution

1. The name of the Organisation

The name of the organisation is “Milton Keynes Swahili Community” abbreviated as “MKSC” and referred to herein as "The Association".

2. Administration

The Association shall be registered as a Charitable Organisation and shall be administered and managed in accordance with this constitution. The Executive Committee will be duly elected by members in accordance with the terms of this constitution.

3. Mission statement

The members shall support each other towards promoting, expanding and enhancing good relations and cooperation in cultural and social activities.

4. Aims and Objectives of the Association

4.1 Aims

The Association shall be a non-religious, non-political and a not for profit organisation, it shall be democratic in nature.

The Association shall liaise with or work in close co-operation with other entities, groups with similar interest, goals and focus; while maintaining autonomy as an independent entity.



Milton Keynes

Swahili Community

The Association's ultimate goal is to unite members' efforts aimed at improving the quality of individual lives, relationships and cooperation among Swahili speakers living in Milton Keynes.

4.2 Objectives

The specific objectives of this association are

- i. To promote, improve and maintain Swahili culture.
- ii. To improve and promote racial equality, equal opportunity and diversity with a view to building community cohesion.
- iii. To organise and support social, cultural and sporting events or activities.
- iv. To support members in times of bereavement with the accordance to the Bereavement Policies and Procedures of the Association.
- v. To bring together people of Swahili origin and their associates in order to create, develop and maintain relationships and unity among them.
- vi. To advance the education and training for the benefit of the Association's members and/or the general public.
- vii. Fostering good relationships with other communities.
- viii. The Association may undertake any other activity which now or in the future is deemed charitable by law.

5. The Power of the Association



Milton Keynes

Swahili Community

- i. The Association shall have all the powers necessary to attain its objectives. These powers shall be vested in the Executive committee, and, without limiting its general powers,
- ii. The Association may acquire, hold, invest, re-invest, improve, turn to account, and alienate moveable or immovable property buy, sell, lend, exchange, insure, lease, and let assets; employ, pay and indemnify administrative and educational staff, agents and advisers of every description; delegate any of its powers to such committee or person as it may deem fit;
- iii. The Association may open and operate on accounts at reputable banks and recognised financial institutions, provided that all cheques and formal documents shall be signed by not less than 3 people appointed for the purpose by Executive committee; do anything else necessary to achieve its objectives.

6. Limited power of the Association

Notwithstanding the above, the specific and implied powers of the Association shall be limited to the effect that is:



Milton Keynes

Swahili Community

- i. The activities of the Association will be wholly or mainly directed to the furtherance of its sole or principal object;
- ii. The Association shall not distribute any profits or gains, if any, to any member or other person, and shall use its surplus funds solely for investment of individuals or for the objects for which it has been established.
- iii. The Association shall not make loans to any person;
- iv. Upon winding up or liquidation, the Association shall give or transfer its assets remaining after the satisfaction of its liabilities to some other company, society or association with objects similar to those of the Association.

7. The Powers of the Executive Committee

The Executive Committee hereby shall subject to the provisions of this constitution:

- i. Exercise the powers of the Association;
- ii. Manage the affairs of the Association and its projects;
- iii. Delegate authority and define the accountability for the implementation of internal affairs policies and procedures;
- iv. Establish sub-committees and determine their goal, size, composition and authority;



Milton Keynes

Swahili Community

- v. Transact such other business as it may deem necessary or appropriate;
- vi. The communication language shall be Swahili and/or English.

8. Membership

All members must be in agreement with the aims of the Association, be interested in furthering the objectives and agree to abide with the Association constitution. Membership of this Association shall be open to those living within the Milton Keynes area. The following shall be the type of Association members:

- i. Full Membership: Any person of the age of 18 or above who lives permanently in Milton Keynes and is of a Swahili speaking background.
- ii. Honorary Members: The Association may grant Honorary membership for such period as it deems fit to persons of distinction who have made significant contributions to the objectives of the Association. Honorary members shall not have voting rights and need not pay fees.
- iii. Student and Youth members: as detailed in the By Laws document.
- iv. Membership shall be personal membership only.



Milton Keynes

Swahili Community

9. Fees for Membership

Membership shall be acquired by completing the membership application form, paying a £100 one off joining fee and an annual non-refundable on going membership fee of One Hundred Twenty pounds (**£120.00**) **per member**, or as will be approved from time to time by the Executive Committee.

Each member by virtue of their application is deemed to have agreed to be bound by the Association's constitution, and membership dues shall be determined by the Executive Committee members on an annual basis.

10 Termination of Membership and withdrawal of recognition

Every member shall have the right to resign, as he/she had joined voluntarily, without necessarily being obligated to give the reasons for his/her resignation.

The **Executive Committee** has the right to refuse membership, providing that their decision is not based on discrimination or any other prejudice. The Executive Committee may also, by unanimous vote and for a good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee before a final decision is made; and thereafter a right of appeal to the next Annual General Meeting of the Association. Also membership shall be terminated after a member resigns by sending a written resignation to the Secretary of the Association.

However,

No portion of any dues paid shall be refunded to the resigned or terminated member.

11. Patrons

The executive committee shall present a list of possible patrons to the annual meetings for discussion and ratification.



Milton Keynes

Swahili Community

12. Members of Executive Committee (Member of Trustees)

The Executive Committee shall consist of **eight** people. This will include **three honorary officers** namely the **Chair-person**, the **Secretary** and the **Treasurer**. The Committee Members will be elected at the Annual General Meeting and all full members of the Association are eligible for election onto the Executive Committee. The Executive Committee shall appoint and delegate functions to standing and other committees as and when they deem necessary.

13. Membership of Executive Committee

- i. Executive Committee Members shall be elected by members present at the Annual General Meeting to a term of **two years** in a direct secret ballot.
- ii. Nobody shall be appointed to the Executive Committee who is under 18.
- iii. No person shall be entitled to act as a member of the Executive Committee until they have signed in the committee's minutes a declaration of acceptance and of willingness to act as a Trustee of the association.



Milton Keynes

Swahili Community

A member of the Executive Committee shall cease to hold office if any of the following apply:-

- i. If the Charities Acts would disqualify him/her from office.
- ii. If become incapable through illness, injury or mental disorder.
- iii. If absent without a notice from three consecutive committee meetings and the Executive Committee resolve that their office is to be vacated.
- iv. If notify the Executive Committee of their wish to resign (but only if at least three members of the Executive Committee will remain in the office when the resignation is to take effect).

The Executive Committee may fill a vacancy by co-option between Annual General Meetings. The term of office of the co-opted member will cease on the day of the annual meeting.

14. Personal Interest

No member of the Executive Committee shall receive remuneration or personal benefits. They may receive reasonable out of pocket expenses and group members who are also on the Executive Committee may take part in the activities legitimately provided by the group in order to meet the association objects.



Milton Keynes

Swahili Community

15. Meetings of the Association

Full members of the Milton Keynes Swahili Community shall meet once a year (Annual General Meeting), however, in special circumstances e.g. when there is a special problem to resolve shall have an Extraordinary General Meetings.

There shall be an Executive Committee Meetings (ECM) and Emergency Executive Committee Meetings (EECM).

A. Annual General Meeting

- i. A meeting of all members of the Association shall be held annually, which shall take place **in July** each year **or as soon as practicable thereafter**.
- ii. A quorum shall be deemed to have been formed with attendance by **one third** of registered members.
- iii. Venue and time shall be decided by the Executive Committee, and **a minimum of 28 days' notice of Annual General Meeting** shall be given to all members
By honorary secretary. Accidental omission of
Notice to a member will not invalidate proceedings.

Annual Meeting Agenda

- i. Minutes of the previous meeting to be approved and signed.
- ii. Chairperson's report including proposed amendments to the constitution, if any, shall be read out by chairperson, discussed and approved by members.
- iii. There shall be a business session, which shall include reports of the standing and special committees, report of the financial secretary (Treasurer), and election (vote) of Executive



Milton Keynes

Swahili Community

Committee members where applicable, and unfinished and new business.

- iv. Annual meeting members shall vote to accept any presented report (Example financial report or report of amendments to the constitution).

B. Extraordinary General Meeting

- i. Extraordinary General Meeting of the Association shall additionally be convened at any time on the application of one-sixth (**1/6**) of **the total members**, OR of **not** fewer than four (**4**) members of **the Executive Committee**.
- ii. The application shall be made in writing to the honorary secretary and shall state the business to be transacted at the meeting; the secretary shall call the meeting and all members shall be entitled to attend and vote at this meeting.
- iii. In both cases a **minimum of 28 days' notice** of the meeting must be given and the notice state what business will be discussed.

C. Executive Committee meetings

- i. The frequency of meetings shall be decided by the Committee Members, but shall be held at least **four** times a year.
- ii. The Chair of the Association shall act as the Chair of the Executive Committee Meeting. If the Chair is absent, the members of the Committee who are



Milton Keynes

Swahili Community

- present shall choose one of their numbers to be Chair of the meeting. The procedure shall be the same when the secretary is absent.
- iii. A quorum shall be deemed to have been formed with attendance by a minimum of 4 out of the 8 Committee members.
 - iv. If a matter is put to the vote the decision will be determined by a majority of votes of Committee Members present and voting. In the event of equality of votes the Chair shall have a final casting vote.
 - v. The Committee may make or alter rules for the conduct of their business as long as they do not contradict this constitution.
 - vi. The Executive Committee may establish sub-committees to help them further the work of the Charity, providing the sub-committees report back fully at each Executive Committee meeting.
 - vii. Venue for the meeting shall be decided by the Committee members.

D. Emergency Executive Committee Meetings

- i. An emergency meeting of the Committee Members may be called at the request of chairperson OR half of the Committee members.
- ii. The Chairperson shall chair all meetings of the Association. In the absence of the Chairperson, the members who are present in the meeting shall choose one of their numbers to be Chair of the meeting.



Milton Keynes

Swahili Community

15. Quorum Notice and Voting

Unless otherwise provided in this constitution:

- i. Decisions shall be taken by the vote of the majority of those persons present in person entitled to vote at the Annual General Meeting;
- ii. Only Paid up members may vote at members' meetings unless the Chairperson at that meeting condones non-payment for the purpose of voting;
- iii. Any **1/3** of the voting members shall constitute a quorum and shall superintend and conduct the business of the Association
- iv. If the meeting is not quorate the meeting shall be rearranged for 7 days time or as soon as possible thereafter and the members attending on that occasion shall constitute a quorum.

16. ACCOUNTS

The Executive Committee shall comply with their obligation under the Charity Acts with regard to:

- i. Keeping accounting records.
- ii. Preparing an annual statement of account
- iii. Independent examination of the statement of account.
- iv. Transmission of the statement of account to the Charity Commission.



Milton Keynes

Swahili Community

17. Receipts and Expenditure

The funds of the association, including all donations, contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the association at a Bank or Building Society. All cheques drawn on the account must be signed by **see under (Sec.18.2)**

The funds belonging to the association shall be applied only in furthering the objects.

18. FINANCE

The Association shall have power to raise money by means of donations, gifts, covenants, legacies, grant-aid from statutory and non-statutory bodies, loans, and fund-raising events.

The fiscal year of the Association shall commence on the first day of April of each year and end on the last day of March of the next year.

18.1 General Funds

- i. The association shall derive its revenue from membership annual fees, income from functions or activities, revenue from property owned by the Association, contributions, grants, donations and other special levies as the Committee members may deem necessary.
- ii. The Finance and Fundraising committee will be responsible for organising fundraising activities and any other activities deemed lawful in generating the organisation's revenues.



Milton Keynes

Swahili Community

18.2 Financial Administration

- i. All financial transactions **over ten pounds** shall be made **by cheques** and co-signed by the **Chairperson** and **the Treasurer OR any other person** designated by the Executive Committee members (E.g. Secretary General),
- ii. All funds of the Association shall be deposited in a bank or banks designated by the Executive Committee members,
- iii. No Sub-committee, Working Party or Task Group shall incur expenditure on behalf of the Association except in accordance with a budget which has previously been approved by the Executive Committee,
- iv. Should a need arise, the Executive Committee shall set and propose a remuneration to some individuals based on professional services rendered to the Association,
- v. In the interests of financial control, the Executive Committee shall determine from time to time the limits within which expenditure may be incurred on the authority of the Sub-Committee and or Treasurer or other honorary Officers, and beyond which specific authorisation is required from the Finance and General Purposes Sub-committee,
- vi. The financial statements and books of accounts, shall be independently examined in conformity with the U.K legal and Accountancy requirements,
- vii. The report and examined accounts for the past financial year shall be prepared by the financial



Milton Keynes

Swahili Community

Committee and presented to Executive Committee prior to Annual General Meeting.

19. Amendment of Constitution

This constitution may be revised or amended time to time by the members of the association present at an Annual General Meeting convened for the purpose.

The proposed amendment shall be included in the agenda. Notice of the proposed amendment shall be given to each of the association member, four weeks prior to the general association meeting at which the amendment shall be considered, unless every voting member waives notice.

The amendment shall be reported to members at the following Annual General Meeting and a copy of the amendments and the constitution shall be available for inspection. Copies of the amended constitution shall be available for members only.

20. Conflict Resolution

The Association shall try to resolve conflicts among its members or with other individuals or organisations through the informal process as a first step; where informal resolution of conflicts fails, the Executive Committee shall set up an Ad-hoc Conflict Resolution Committee to explore the issues and make recommendations to it.

The Executive Committee shall then take necessary steps and actions to resolve the conflict based on these recommendations, but may refer the matter to the general annual meeting for further deliberation and decisions where necessary.

21. Dissolution

Provided that **one thirds (1/3)** of the members present in person and entitled to vote, so agree at a general annual meeting of members duly called for that purpose:

The Association may resolve to amalgamate and merge with one or more similar organisations with aims which are substantially similar to those of the Association, in such manner as the members present at the meeting deem fit, in order to establish a



Milton Keynes

Swahili Community

merged organisation. **OR** The procedure for dissolution adopted shall be strictly in accordance with UK laws.

On dissolution and winding up:

All assets shall be sold and all liabilities discharged.

Any surplus after the liabilities have been met shall be donated to an organisation with similar aims to those of the Association the decision as to which organisation shall receive the funds.

**This Constitution was accepted on-----at the-----
Meeting of the Milton Keynes Swahili Community.**