ST MICHAEL KITALE 11 ALUMNI SAVINGS AND INVESTMENT CONSTITUTION

JULY 2026

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PREAMBLE

The St Michael Kitale 11 Alumni Savings and Investment Group was established in 2025 by alumni of St Michael's Sec School, Kitale, united by a shared heritage, enduring friendships, and a common vision of achieving financial prosperity through collective effort. Recognizing the value of unity, trust, and mutual support cultivated during our school years, we resolved to establish an organized platform through which members can save, invest, and create sustainable wealth for present and future generations.

The Group embraces members from diverse communities, professions, and backgrounds across Kenya, reflecting the rich diversity and unity of our nation. We believe that our differences are a source of strength and that by working together with honesty, discipline, and accountability, we can achieve far greater success than we could individually. The Group's primary sources of income shall include members' contributions, donations, grants, investment income, and any other lawful sources approved by the membership.

Our purpose is to promote a culture of disciplined saving, prudent investment, financial empowerment, and responsible stewardship of resources. Through sound governance and strategic investments, we seek to improve the economic and social well being of our members while fostering lifelong fellowship, mutual support, and a spirit of service to society.

This Constitution establishes the framework for the governance, management, and operation of the Group. It defines the rights and responsibilities of members, promotes transparency, accountability, fairness, and integrity, and provides guidance for sound decision making in pursuit of our shared objectives.

The affairs of the Group shall be conducted in accordance with the Constitution of Kenya, all applicable laws, this Constitution, and such policies and resolutions as may be adopted by the members from time to time. In all our dealings, we shall uphold respect for one another, equality, inclusiveness, honesty, and the fear of God, recognizing these values as the foundation upon which the Group shall continue to grow and prosper.

CHAPTER ONE: INTRODUCTION

1.0: Name

The Group shall be known as **ST MICHAEL KITALE 11 ALUMNI.** This is hereby established as an Investment Group of members for furtherance of their objectives.

1.1: Contacts and Location

Postal Address

The Group shall receive correspondences through:

P.O. Box 2488 - 30200 Kitale, Kenya.

Email: info@stmichael11alumni.gosoft.co.ke, stmichaelkitale11@yahoo.com

Telephone Contacts

The Group shall use these contact numbers:

Member Name	Leadership Position	Phone Number	National ID Number
John Muregi	Chairperson	0706677191	30400505
Winnie Isdoro Moraa	Assistant Chairperson	0706517831	30115799
Simon Kombo	Treasurer	0708038167	30115570
Godwin Wesonga	Secretary	0728718899	30115805
Patrick Kamari	Assistant Secretary	0757354057	30433614

Physical Location

The Group shall operate from Kitale.

1.2: Vision and Mission

Vision

To be a united, trusted, and prosperous alumni investment community that empowers its members through sustainable wealth creation, financial growth, and shared opportunities while making a lasting positive impact on our alma mater and society.

Mission

To unite alumni through disciplined savings, strategic investments, and responsible financial management while fostering lifelong relationships, promoting transparency and accountability, creating sustainable wealth for members, and contributing meaningfully to the development of our alma mater and the wider community.

1.3 Objectives

The objectives of the Group shall be to:

a) Promote a culture of disciplined savings among members for long term financial security and prosperity.

b) Pool members' resources for strategic and sustainable investments that create wealth and increase the value of members' contributions.

c) Acquire, develop, manage, and invest in lawful assets and income generating ventures for the benefit of the Group.

d) Encourage financial literacy, investment knowledge, and prudent financial management among members.

e) Promote transparency, accountability, integrity, and good governance in all the affairs of the Group.

f) Foster unity, cooperation, mutual support, and lifelong fellowship among members.

g) Protect and grow members' investments through sound financial planning, prudent risk management, and responsible stewardship of Group resources.

h) Establish partnerships and collaborations with individuals, organizations, financial institutions, and government agencies that support the objectives of the Group.

i) Support community development initiatives and contribute positively to the advancement of St Michael's Sec School, Kitale, and society where resources permit.

j) Encourage innovation, entrepreneurship, and investment opportunities that enhance the long term sustainability of the Group.

k) Ensure equitable participation and fair treatment of all members in accordance with this Constitution.

l) Undertake any other lawful activity that is incidental or conducive to the attainment of the foregoing objectives.

CHAPTER 2: MEMBERSHIP AND STRUCTURE

2.0 : Qualification

All persons qualify to be members of the Group upon registration having fulfilled the following qualifications.

a) Be aged 18 years and above.
b) Be a person of a sound mind.
c) Be willing to abide by all the rules and regulations of the Group.
d) Applications for membership shall be vetted and approved by the Executive committee and a new member must be introduced by two active members of the Group who have been active for a period of not less than two years.
e) The total number of members is not limited to any number. This though may be revised when deemed necessary by way of members' resolution at meeting with 75% quorum.
f) Every member, on being accepted for membership, shall fill ***St Michael Kitale 11 Alumni Membership Registration Form and Commitment to the Group Constitution***

2.1 Registration Fees

Each new member shall pay ***Ksh 1,000 (One thousand shillings only) non-refundable*** as a registration fee upon joining the Group and plus the equivalent share amount of each member at the time of joining. Registration fee shall however be reviewed yearly in the annual meeting.

2.2 Withdrawal

a) Any member who wishes to withdraw from the Group may do so by giving three months' notice in writing to the Executive committee and the same shall take effect from the date of expiry of the notice, provided that the member has handed over all the properties of the Group.
b) If any of the shares of a member desiring to withdraw have been invested in Group assets, the withdrawal shall only be effective when the affected member will have been refunded 20% of their shares subject to the approval of the Executive Committee.
c) If a member decides to leave they will be deducted a 20% and given 80%, upon writing a letter to the committee.

d) Withdrawal of a member will only be allowed after a member has attained at least a period of one (1) year.

2.3: Organizational Structure of the Group

The affairs of the Group shall be conducted through a three tier governance structure comprising:

a) **Board of Trustees**

The Board of Trustees shall comprise teachers from St. Michael Top Station Kitale.

- Advising the executive board.
- Safeguard the vision, values, and long term interests of the Group.
- Hold Group property and assets in trust where applicable.
- Provide strategic oversight and advisory support to the Executive Board.
- Ensure compliance with this Constitution and applicable laws.

b) **Executive Board**

The Executive Board shall:

- Provide leadership and policy direction for the Group.
- Oversee the implementation of decisions made by the General Meeting.
- Supervise the Management Board and ensure accountability.
- Present reports and recommendations to members.

c) **Management Board**

The Management Board shall:

- Manage the day to day operations of the Group.
- Implement policies and resolutions approved by the Executive Board and the General Meeting.

- Coordinate Group activities, projects, and investments.
- Maintain proper financial and administrative records and report regularly to the Executive Board.

2.4: Election of Office Bearers

a) A member shall qualify to be elected as an office bearer if he/she is:
   i. A member of the Group.
   ii. Has been an active member in attendance of meetings and contributions.
   iii. Has not been convicted of a criminal offence for at least seven (5) years.
   iv. Is of sound mind.
   v. Demonstrates integrity, good character, and a commitment to upholding the objectives and values of the Group.
   vi. The executive board shall comprise of 100% from St. Michael Top Station Kitale Alumni.

b) All the members elected to be office bearers will serve for one term after which another election will be held in a general meeting. A term shall be three (3) years and that the position is free for re-election.

   Provided that the positions of Chairperson, Treasurer and Assistant Secretary in one cluster, and those of Vice Chairperson, Secretary, Assistant Treasurer and Block Representatives in another cluster shall be voted in alternate years.

c) An office bearer is eligible to serve a maximum of two (2) terms in the same capacity, and is eligible to seek election in a different capacity beyond the two (2) terms. However, the board of trustees can determine the extension beyond the maximum term limit once the executive member's term limit has expired.

d) All office bearers shall be active members of the Investment Group.

e) Any candidate wishing to contest for election for any office shall be proposed and seconded by at least 10% of active members of the Group at least sixty (60) days prior to the election date. In the event of there being more than one nomination for any particular office, elections shall be conducted.

f) Elections shall be either by acclamation or secret ballot on the basis of one member one vote by active members physically present at the time of the voting.

g) The conduct of elections shall be by simple majority.

h) Office bearers shall be elected at a general meeting of the Group as stipulated in Article

i) In the event of death or resignation of an office bearer, the Group through the Executive Committee may appoint a member to act in his/her place to fill the vacancy and shall hold office until the next Annual General Meeting of the Group is held where an election shall be conducted to fill the vacancy.

2.5 Finance

2.5.1 Banking

The Group shall start operations by opening a bank account with the **FAMILY BANK** or any other additional bank as agreed by members.

Paybill No…222111………… Account No……20110……………

Note.i

All Group funds, including registration fees, member contributions, asset hire fees, and project contributions, shall be paid directly into the Group's official bank account. No cash payments or manual handling of Group funds shall be permitted.

2.5.2 Signatories

a) The Chairperson, the Secretary, Treasurer and two members elected by the Group shall be the official signatories of the Group account(s).

b) The treasurer, and any other two signatories will be required for all withdrawal transactions.

2.5.3: Withdrawal from Membership

a) A member may voluntarily withdraw from the Group by submitting a written notice to the Executive Board.

b) The Executive Board may recommend the removal of a member in accordance with the provisions of this Constitution.

c) A request for voluntary withdrawal shall only be accepted after the member has completed at least twelve (12) months of membership.

d) A notice of withdrawal shall take effect three (3) months after it has been received and approved by the Executive Board.

e) The General Meeting shall be notified of all withdrawals from membership.

f) Any financial settlement arising from withdrawal from membership shall be governed by the relevant provisions of this Constitution.

2.5.4: Audit

An auditor shall be appointed for the following year at the Annual General Meeting from among members of the Group. All the Groups accounts, records and documents shall be open to the inspection of the auditor at any time. The Treasurer shall produce an account of his/her receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than four weeks and not more than eight weeks before the date of the Annual General Meeting. The auditor shall examine such annual accounts and statements and either certify that they are accurate, duly vouched and in accordance with the law or report to the Group in what respect they are found to have discrepancies, un-vouched or not in accordance with the law.

The Group's books of accounts will be open to self-audit by Group members and external audits by any other responsible authority.

2.5.6: Sources of Funding

The Group shall receive funds from the following sources:

a) Members' contributions;
b) Donations;
c) Grants;
d) Any other legal means.

2.6. Executive of Group Assets

All assets acquired by the Group shall belong to members. Members during Annual General Meeting or Special Meeting shall agree in unison on what type of assets to purchase for the wellbeing of all members.

2.6.1: Ownership/Shareholding of Assets

All members shall contribute towards purchase of any assets registered under the Group. A minimum amount of **Kshs 10,000** shall constitute **One (1) share**.

During withdrawal of a member from the Group, the withdrawal clause shall apply.

2.6.2: Use of Group Assets by Members

All active members who wish to use Group assets for personal functions shall deposit half the amount payable by Non-Members to the Group bank account and issue the proof of deposit to the treasurer before use of the assets.

2.6.3: Use of Group of Assets by Non. Members

All Non-members who wish to use Group assets for personal functions shall deposit to the Group bank account an amount agreed by all Members and issue the proof of deposit to the treasurer before use of the assets. This amount shall be agreed upon by all members during Annual General Meeting or Special Meeting depending on the type of assets to hire/use. This amount may be reviewed from time to time as members may deem fit.

CHAPTER THREE: ROLES & RESPONSIBILITIES OF EXECUTIVE MEMBERS

3.1 Chairperson

a) Shall be the Executive head of the Group.

b) Shall direct and monitor all activities of the Group.

c) The Chairman shall provide leadership to the Group and shall, unless prevented by illness or sufficient cause, preside over all meetings of the Executive Committee, Executive committee and at all General Meetings.

d) Shall convene and chair AGMs and all other meetings, organize agenda and summarize them at the end, and encourage participation by all members.

e) Shall be in-charge of all official links to the other likeminded stakeholders;

f) Shall be a signatory to the bank account.

g) The Chairman shall have a casting vote.

3.1.1: Vice-chair Person

a) The Vice-Chairman shall perform such duties as may be specifically assigned to him/her by the Chairperson and, in the absence of the Chairman, shall perform the duties of the chairperson.

b) Shall monitor activities of all office bearers;

c) Shall cast a vote;

3.2: Secretary

a) Shall be the official spokesperson of the Group;

b) The Secretary shall deal with all the correspondence of the Group under the general supervision of the Executive Committee. In cases of urgent matters where the Executive Committee cannot be consulted, he/she shall consult the Chairperson or if the Chairperson is not available, the Vice-Chairperson. The decision reached shall be subject to ratification or otherwise at the next Executive Committee meeting

c) He/she shall issue notices convening all meetings of the Executive Committee and all General Meetings of the Group and shall be responsible for keeping minutes of all such meetings and distribute the same in typed form to all Executive members and will be in charge of preservation of all records and proceedings of the A and of the Executive and ExecutiveCommittees.

d) Shall also maintain a register of members in compliance with this Constitution
e) Shall attend to external correspondences.
f) Shall inform members (existing and new) of all rules and regulations and any changes.
g) Shall attend to all statutory and other legal requirements.
h) Shall be the custodian of official documents of the Group or as per agreed by the members / receive the documents and send them to the bank for storage.
i) He/she will be responsible for keeping time during meetings and ensuring all members adhere to the rules of the Group during meetings.
j) Shall be a signatory to the bank account.

3.2.1: Assistant Secretary

The Assistant Secretary shall perform such duties as may be specifically assigned to him/her by the Secretary or the Executive Committee and, in the absence of the Secretary, shall perform the duties of the Secretary.

3.3: Treasurer

a) The Treasurer shall receive and also disburse, under the directions of the Executive Committee, all moneys belonging to the Group and shall issue receipts for all moneys received by him/her and preserve vouchers for all moneys paid out by him/her;
b) The Treasurer shall be responsible to the Executive Committee and to the members that proper books of accounts of all moneys received and paid out by the Group are written up, preserved and available for inspection and audit;
c) Shall prepare quarterly financial statements and reports;
d) Shall be a signatory to the bank account.
e) Shall be in-charge of all Group projects
f) Shall be in-charge of all office related business projects and shall be in-charge of all administrative logistics, e.g. supplies, purchases;

3.4: Organizing Secretaries/Block Representatives

a) Shall be in-charge of communications and collecting funds where applicable in their respective blocks while disseminating information to members regarding meetings, functions, activities, programs, and projects of the Group

b) Block representatives shall be responsible for tracking new memberships within their block and maintaining accurate records in regards to all the monies that the collect in respect to a particular function/project.

CHAPTER FOUR: MEETINGS

4.1: General Meetings

a) There shall be two classes of general meetings i.e. annual general meetings and special general meetings.

b) The annual general meetings shall be held once each year. Notice in writing of such annual general meetings and the agenda for the meeting shall be sent to all members not less than 14 days before the date of the meeting and where practicable, members informed through telephone/e-mail.

c) The agenda for any annual general meeting shall consist of the following:

   i. Confirmation of the minutes of the previous annual general meeting

   ii. Consideration of the accounts.

   iii. Election of the office bearers and committee members **(To be done in the third year) from the date of election.**

   iv. Such other matters as the Committee may decide or as to which notice shall have been given in writing by a member to the Secretary.

   v. Any other business with the approval of the Chairperson

d) A special general meeting may be called for any specific purpose by the Committee by the executive. Notice of the meeting shall be sent to all members not less than 7 days before the date of the meeting.

e) Quorum for general meetings shall not be less than 50% of the registered members of the Group.

4.1.1: Absence with apologies

Absence with or without apology attracts a fine of **Ksh. 100**.

4.2: Executive Committee Meeting

4.2.1: Frequency:

The Executive committee shall meet at least once (1) a quarter or in three months.

4.2.2: Absence

Absence with or without apology attracts a fine of **Ks100**

CHAPTER FIVE 5: AMENDMENTS TO THE CONSTITUTION

This constitution shall be the supreme law of **St Michael Kitale 11 Investment Group** and any other law, rule or regulation inconsistent with it shall be null and void to the extent of inconsistency subject to the provisions of Government Act.

Any amendment to this Constitution of the Group MUST be approved by at least a two-third majority of members at a General Meeting of the Group and implemented immediately thereafter provided the amendment does not contravene Government regulations.

CHAPTER SIX: DISSOLUTION

6.1: Dissolution

Quorum

The Group may be dissolved where 90% of all its registered members resolve to do so at a meeting. The Group

passed at a General Meeting of members by a vote of two-thirds of the members present. If a 90% attendance quorum is not obtained, the proposal to dissolve the Group shall be submitted to a further General Meeting, which shall be held within one calendar month. Notice of this meeting shall be given to all members of the Group at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

6.2: Notification

Provided, however, that no dissolution shall be affected without the prior consent in writing of the official(s) in the relevant Government Department, obtained upon application to him/her made in writing and signed by executive committee members.

6.3: Upon Approval of the Dissolution of the Group

When the relevant Government Department has approved the dissolution of the Group, no further action shall be taken by the Executive Committee or any officer of the Group in connection with the aims of the Group other than to get in and liquidate all the assets of the Group. Subject to payment of all the debts of the Group, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

ANNEX 1: St Michael Kitale 11 Alumni Self Help Group Membership Registration Form

NAME……………………………………………………………………………………………..

DATE OF BIRTH…………………………………………………………………………..

ADDRESS…………………………………………………………………………………..

ID NO…………………………………….. MOBILE NO……………………………………..

EMAIL ADDRESS...……………………………………………………………………….

NEXT OF KIN:

NAME……………………………………………………………………………………………..

RELATION…………………………………………ID NO………………………………………..

ADDRESS…………………………………………………………………………………..

EMAIL……………………………………………. MOBILE NO………………………………

SPOUSE:

NAME……………………………………………………………………………………………..

ADDRESS……………………………………………EMAIL………………………………….

MOBILE NO……………………….……………. ID NO.……………………………………

PARENTS:

FATHER……….……………………………………………… ID NO ……………………..

MOTHER……….……………………………………………. ID NO………………………

FATHER -IN-LAW…………………………………………….. ID NO………………………

MOTHER IN-LAW……………………………………………. ID NO………………………

CHILDREN:

NAME	DATE OF BIRTH
1 …………………………………………………………	………………………………
2………………………………………………………..	………………………………
3………………………………………………………..	………………………………
4………………………………………………………..	………………………………
5……………………………………………………. …	………………………………
6………………………………………………………..	………………………………
7………………………………………………………	……………………………….
8………………………………………………………	……………………………….

ANNEX 2: Commitment to the Group Constitution

I………………………………………………………………………………………
……holder of National ID No. ……………………………… and Post Office Box No.………………………………………………………… a member of ***St Michael Kitale 11 Alumni Self Help Group***, do hereby confirm that I have read and understood the Group Constitution, and now do commit to faithfully uphold and abide by it at all times.

Signed.

Date: __________________	Date: __________________	Date: ________________
Sign: __________________	Sign: __________________	Sign: _________________
Chairperson ENG. MUREGI	Treasurer	Secretary