

NEHEMIAH COMMUNITY WATER SERVICES

1. MEMBERS PRESENT	
2. RICKEY STRICKLAND	506200988
3. MARY SUE STRICKLAND	561385509
4. CHARLES KIBET CHEBOIWO	9779581
5. PHILIP ANGIROTUM YWAPALE	234436404
6. SARAH MACHUMA NANJALA WEKESA	22602859
7. ARIO MUTINDA	234436312
8. SAMUEL YEKO CHEROKEE	38147159
9. JACKSON AKOTIR	8736669
10. TEKELOU ISAAC YAPUO	11712710
11. CHRISTINE SENDEYA RUMAITA	23894458
12. EVERUSTUS WAKHUNGU MAKONGE	222239880
13. ZEDDYS SAMSON	10110757
14. LESLIE SAUNDERS	133826040
15. DINA MISIKO	29507483

AGENDA.

1. Preliminary.
2. Election.
3. Speech from the vision bearer of the CBO
4. Way forward of the group
5. A.O.B

Min 01.06\7\2023

The meeting was opened by a word of prayer by Ario Mutinda at exactly 2.00pm.

Min 02.06\7\2023

There was a short speech and an explanation was given to members by the vision bearer Zeddys Samson

He explained clearly the importance of the NECOWAS to the community unanimously the members agreed with the vision and supported.

Min 03.06\7\2023

Election of office bearers.

Members were together for election of officials.

The following were elected.

- i. Zeddys samson was elected the chairman and vision bearer.
- ii. Makonge Everustus was voted in as a secretary.
- iii. Christine sendeya was elected as the treasurer.

iv. Jackson Akotir as the vice chairperson.

The office bearers are as follows;-

- a) Chairperson>ZEDDYS SAMSON.
- b) Vice chair>JACKSON AKOTIR.
- c) Secretary>MAKHONGE EVERUSTUS.
- d) Treasurer>CHRISTIN SENDEYA.

The committee agreed together for the elected office to be the bank signatories and are free to open bank account any time cash is with the group.(NECOWAS)

Min 04.06\7\2023

Speech from the vision bearer of the (NECOWAS)

The vision bearer congratulated of the members for coming to the meeting. He urged them to be prayerful and support the NECOWAS

Min 05.06\7\2023 WAY FORWARD

Members were encouraged to register quickly so that the cash will enable the officials to open the Bank Account.

A.O.B

The meeting ended up with a prayer from the secretary at exactly 5.30pm.

Minutes confirmed by;-

Chairperson Zeddys Samson. Sign Date

Secretary Makhonge Everustus. SignDate.....

Bylaws of the Nehemiah Community Water Services

Article 1 - Name, Location and Purpose

Section 1 - Name: The name of the group shall be **Nehemiah Community Water Services**. It shall be a Community Based Organization incorporated under the laws of Kenya.

Section 2 - Location and Address: The group shall have its head office at Konyao Marketplace, in the West Pokot County of Western Kenya. The address shall be PO Box 2342, Kapenguria, Kenya. The group's operations shall encompass the entire West Pokot County.

Section 3 - Purpose: **Nehemiah Community Water Services (NECOWAS)** is organized exclusively as a not-for-profit community business for the economic development of the local communities, to help train and equip the local communities to raise above poverty and become more self-reliant. This will be achieved by the development of necessary, consistently fresh and clean available water supplies, through the bore-hole drilling operations of the organisation. As a community project, **NECOWAS** believes that the whole community must be equipped and trained to benefit from good sanitation systems, local successful irrigation schemes and other related projects. In addition, the development within local communities of local skills by training in maintenance of pump and appropriate infrastructure is of paramount importance and is needed for projects to be successful for the welfare and overall economic development of the community.

Specifically, this shall mean:

- The research, proposal and implementation of charitable business projects designed to improve the welfare and livelihood of the county/Country
- The support and undertaking of education initiatives in local communities to promote economic development and better health.

Article II - Membership

Section 1 - Eligibility for membership: Application for membership to the CBO shall be open to all persons who support the purpose of the CBO, as outlined in Article 1, section 3. In addition, members must:

- a) be at least 18 years of age;
- b) be capable of paying the membership fee;
- c) must understand the basic functioning of the organization and their rights and responsibilities as members. This shall be attained by reading these by-laws, or in case of illiteracy, the by-laws shall be read by a current member to the prospective

member. The Charity is committed to a policy of non-discrimination based on race, gender or economic standing in its membership.

Section 2 - Annual Dues: Every member shall pay upon admission to the CBO, the amount of 100 Ksh, renewable annually at a rate of 50 Ksh. Membership fees may be changed at an annual meeting of the full membership. Continued membership is contingent upon the annual paying of fees.

Section 3 - Rights of Members: Each member shall be eligible to vote at the annual meeting to elect the management committee of the CBO.

Section 4 - Resignation and Termination: Any member may resign by either providing written or verbal notice to any person part of the elected management committee. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by the majority vote of the membership, provided he/she has unambiguously breached some part of these by-laws.

Section 5 - Expenses: While undertaking the business of the charity, the members shall be entitled to claim any reasonable expenses incurred directly incidental to business. These include and are limited to office supplies, meals and transport. All expenses are to be paid out of pocket and re-reimbursed on a monthly basis through the use of an expense form. The expense form shall be handled by the treasurer, who must authorized the monthly payment of expenses. **In no case shall any member including any management members be paid a salary in their undertaking of the normal functions of membership.**

Section 6 - Employment: Members or non-members may from time to time be employed by the charity on a limited term contractual basis where certain projects require a large time commitment. In this case, the qualification for 'paid labour of members' vs. 'unpaid' shall be that paid labour requires a degree of time and effort that goes above and beyond the ordinary charitable duties of a member and is such that it disrupts the member from his/her regular economic course of affairs. Generally, this shall be thought of as requiring a time commitment of at least 30 hours a week directly towards one project. The terms of contract shall be conceived by the management committee and must be approved by the general membership.

Article III - Meetings of Members

Section 1 - Regular Meetings: Regular meetings of the members shall be held twice a year, at a time and place designated by the chairperson.

Section 2 - Annual Meetings: The annual meeting shall take place every year no later than July 31. The specific time, date and place of the meeting shall be designated by the chairperson. Notice of the meeting shall be given no later than four weeks

preceding the meeting. It shall be posted on the message board in the main office. At the annual meeting the members shall elect the management committee (provided this is necessary), receive reports on the activities of the association, and determine the direction of the organization for the coming year, i.e. which projects will be undertaken.

Section 3 - Special Meetings: Special meetings may be called by the chairperson or any other member of the management committee. A written or verbal petition to any member of the management committee may also constitute sufficient reason for the assembly of a special meeting.

Section 4 - Notice of Meetings: Any meeting shall be announced on the message board located in the main office. Notice of meetings may also be carried out using SMS services or phone services by the management committee, where not everyone has the opportunity to see the message board.

Section 5 - Quorum: 60% of the total membership of the organization shall constitute a quorum that enables these 3 meetings to proceed.

Section 6 - Voting: All issues to be voted on such as the choice of projects to undertake shall be decided by a majority of 2/3rds of those present at the meeting and shall be done by simple show of hands.

Article IV - Management Committee

Section 1 - Committee Role, Size and Compensation: The management committee is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to any paid staff or committees of members. The committee shall have six members all of whom must have recognised eligibility. (See Section 5 below) The committee receives minimal compensation in the form of an annual honorarium of 5000 ksh. In cases where the net annual surplus of the CBO is less than or equal to zero, the board shall receive no compensation.

Section 2 - Term Length and Limits: All management committee members shall serve two-year terms and are eligible for re-election for up to three consecutive terms (ie up to 6 years maximum before resigning.) Re-selection after this period may be made by the usual nomination procedures.

Section 3 - Meetings and notice: The management committee shall meet at least quarterly, at an agreed upon time and place. An official management committee meeting requires that each board member be made aware of the meeting at least four weeks in advance, however this may be achieved.

Section 4 - Board Elections: New directors and current directors shall be elected or re-elected by the members of the charity at the annual meeting. Directors will be elected by a two thirds majority of members present at the annual meeting. A run-off election shall be held in case of a tie vote.

Section 5 - a) Nomination Procedures: At the annual general meeting, members shall be nominated to run for director positions by any individual member. Any nomination shall require a seconder (i.e. someone who seconds the initial nomination). Nominations should provide recognized and accepted evidence for eligibility of nominees who are striving to meet the highest ethical standards of the following:

- (i) honesty in all matters of finance, speech and actions
- (ii) respect in treating all people with dignity and respect
- (iii) honour our heritage by being socially, financially, and environmentally responsible
- (iv) challenging each other to strive for excellence and to continually learn
- (v) embracing continuous improvement, bold creativity, and change.
- (vi) recognisable necessary skills and experience for particular management roles may be significant

Section 5 - b) Ineligibility of Nominations. Nominations will not be accepted if there is recognised and acceptance of evidence of potential claims of wrongful trading and/or fraudulent trading under Kenyan Companies' Law, a bankruptcy or any other legal financial order including a composition is made with that person's creditors generally in satisfaction of that person's debts or generally of any outstanding criminal matter against the nominee.

Section 5 - c) Appropriate Safeguards for eligibility. At the commencement of every management meeting, all attending committee must re-state any conflicts of interests in the CBO. AT every election, a register of such conflicting interests should be updated. Any management committee member being currently (at the time of the management meeting) employed by the CBO in line with Article 2 section 6, will be regarded as a non-voting member.

Section 6 - Gender Equality in Management: If, after the normal electoral procedures have been followed, the management committee is composed of solely one gender, either male or female, there shall be a by-election for the position of organizing secretary, where the winner must be of the opposite gender of the majority of the management committee. This by-election shall take place immediately following the initial election, and members shall be nominated using the same procedure as outlined in section five, except that they must be of the under-represented gender. If no member of the opposite gender can be found to run for the position, the charity shall be considered to have made a reasonable effort to promote gender equality in management. A committee shall be formed to investigate ways in which the under-represented gender can better partake in the management of the group in the future.

Section 7 - Quorum: A quorum must be attended by at least over 2/3rd of board members for the business of the organization to be carried out and for motions to pass.

Section 8 - Officers and Duties: There shall be six officers on the management committee: A chairperson, vice-chair, secretary, treasurer and 2 International Advisors. (This recognises that the latter role may be shared because of their international travelling.)

The Chairperson shall convene quarterly board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice chair, secretary, treasurer, charity commissioner. The chairperson is also responsible for the day-to-day responsibilities of the organization, including carrying out the organization's goals and policies. The chairperson will attend all board meetings, report on the progress of the organization, answer questions of the management committee and carry out the duties described in the job description. The management committee can designate other duties as necessary.

The Vice-chair shall chair committees on special subjects as designated by the board. The vice- chair shall also assist the chairperson in the day-to-day management of the organization. If for any reason, the chairperson cannot fulfil his/her duties and can no longer hold office, the vice chair shall become the chair-person until the next regular bi-annual election and a by-election shall be held for the position of vice-chair.

The Secretary shall be responsible for keeping records (including any aspects of Health and Safety) of the management committee's actions, including taking all minutes at board meetings and general meetings and distributing to the appropriate members, copies of the appropriate records within 4 weeks after the meeting. The secretary shall also handle all general electronic or standard correspondence between individuals and the charity.

The Treasurer shall make a report at each board meeting. The treasurer shall be in charge of all finances of the organization, be responsible for the preparation of the budget, and also be responsible for the accurate accounting of the organization.

International Advisor: shall be the point person for raising international funds for various projects which will aid the community. The appointee shall be actively involved in the planning and implementation of projects in co-ordination with the chairperson and the membership.

Section 9 - Vacancies in the Management Committee: When a vacancy in the management committee exists mid-term for any reason, a by-election shall be held for the position no later than one month from the time the individual vacates the position, except in the case of the office of the chairperson, who shall be filled by the vice-chair, as outlined in section 8.

Section 10 – Resignation, Termination and Absences: Resignation from the management committee must be received in writing by the secretary. A management committee member shall be instantly removed from their position due to two or more unexpected absences from management committee meetings in one year or failure to maintain any aspects of the Nomination eligibility requirements. (see Article 4, Section 5a), b) and c.)

Section 11 – Special Meetings: Special meetings of the management committee shall be called upon request of the chairperson or two other members of the management committee.

Article V – Committees

Section 1 – Committee formation: The management committee may create other temporary committees as needed, such as fund-raising, public relations, data collection etc. The management committee has the power to appoint all committee chairs.

Section 2 – Finance Committee: The treasurer is the chair of the Finance Committee, which includes two other management committee members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The committee must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the management committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the management committee showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public. The treasurer is the contact point for all matters concerning the payment of any contracts of necessary drilling operatives and experts eg geological surveys and equipment provision, necessary licences and taxes including an appropriate authorised external auditor.

Article VI - Amendments

Section 1 - Amendments: These bylaws may be amended when necessary by 80% of the management committee. Proposed amendments must be submitted to the secretary to be announced to the general membership.

Certification

These bylaws were approved at a meeting of the management committee by an 80% majority

vote on _____.

Secretary

Date

Possible policies and guidelines of NCDO to be assembled

Health and safety - risk assessment, terrorism

Financial conduct - risk assessment, insurance, fraud and financial crime, holding and receiving funds, bribery

Employment Procedures

NCDO operations procedures

Self- assessment and development of governance

The wider picture - eg partnerships and connection with development issues and initiatives re water and sanitation services in Kenya

NEHEMIAH COMMUNITY WATER SERVICES (NECOWAS)

NO.	NAME	ID NO.	PIN NO.	CONTACT	SIGNATURE
1	RICKEY STRICKLAND	506200988	A006029300G	715858334	
2	MARY SUE STRICKLAND	561385509	A009541736Y	715858334	
3	CHARLES KIBET CHEBOIWO	9779581	A011764628X	717664558	
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6	ARIO MUTINDA	234436312	A012811590T	700364343	
7	SAMUEL YEKO CHEROKEE	38147159	A014025732H	768596550	
8	JACKSON AKOTIR	8736669	A003909805F	711461573	
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10	CHRISTINE SENDEYA RUMAITA	23894458	A019723413N	727778108	
11	EVERUSTUS WAKHUNGU MAKONGE	222239880	A004454579E	714911910	
12	ZEDDYS SAMSON	10110757	A002687722C	718677924	
13	LESLIE SAUNDERS	133826040		707173110	
14	DINA MISIKO	29507483	A008120221R	705426675	