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SERVICE CHARTER

Committee

Chairman: Njaria Mwara
Chairman: Patrick Murimi
Treasurer: Evans Maina
Secretary: John Gochi
Assistant Secretary:
Angela Wainaina

Mission

Our mission is to develop and foster an effective community through teamwork, community involvement, information sharing, and networking.

Objectives

1. Bringing Kenyans together

a. Maintaining contacts

A current list of members in the area will be maintained

b. Membership

- Membership will be restricted to Kenyans only.
- Membership will be established from January 1 until 31 day of December. Membership renewal and new members will only be accepted from Annual Meeting in November until December 15 of each year.
- Membership is renewed annually and that the fee is \$50 per person. This fee is non-refundable and will be used for financing community events and administrative expenses.
- A one-time \$250-dollar non-refundable contribution will be due immediately upon becoming a member. This contribution will be deposited into the Benevolence fund for the purpose of ensuring that emergencies are addressed immediately and completely.
- A ninety (90) day period must pass before new members are entitled to any benefits of organization.

2. Organizing Kenyans to meet obligations e.g. in case of tragedy

a. Subgroups

b. Contact person per subgroup

Representatives – representatives would be nominated by the committee and would manage

information and contributions from assigned subgroups of no more than 20 individuals

c. Representative to coordinate with Committee

Elected officials would coordinate activities of Representatives

d. Contributions per member.

During fundraising events and in the case of emergency, financial needs will be distributed evenly amongst all members and the acting committee will notify each member as to what their individual contribution should be.

e. Timing of the contributions

The timing of contributions will be determined by the committee and communicated at the time when fundraising is initiated

3. Web page for Kenyan community to help get information nkochema.org

4. Membership responsibility

-Members will be responsible for making timely contributions as required during fundraising events and in times of emergency.

-Members are responsible to attend at least to general meetings during the year. If member fails to attend required meeting or notify the organization in writing, there will be a fee equivalent of one (1) case charged to the member as participation is required in order to conduct the business of the organization.

-Members will also be responsible for attracting new members and communicating the work of the organization.

5. Out-of-area help: members & non-members

The organization would only respond to formal request made by other community organizations that would reciprocate the same goodwill when asked. The contribution will be standardized per member towards helping those organizations in times of death. All other situations will be handled on a case by case basis in a special meeting called by the chairman.

6. Who will be helped?

Beneficiaries were defined as following:

- 1) Actual member & member's immediate natural family (Mother, father, spouse, child, sibling)
- 2) Legally adopted immediate family.

7. Contributions in case of death per amendment made on August 2013

1) Condition: Member dies \$15,000 funding for assistance

2) Condition: Beneficiary dies \$5,000 funding for assistance

These new benefits will be effective after conclusion of the 2013/14 registration period.

♣ These benefit amounts are dependent upon availability of funds. In the event that funds are not available, any remaining balances will be forwarded to the bereaved as the funds are recouped from the membership for the case in question.

♣ These amounts should be adequate for the bereaved to be able to fund a funeral and principal expenses. Contributions will be due within thirty (30) days of being notified. Failure to contribute within this time will result in suspension of membership. A thirty (30) day period must pass once the contribution is made following a suspension of membership before members

are again entitled to all benefits of organization.

- ♣ Members would be assisted in this manner no more than twice in a year. Any additional needs brought forth thereafter will be handled on a case-by-case basis.
- ♣ The committee will be responsible of accounting for claims filed by members.
- ♣ Only one claim could be filed on behalf of one deceased individual (the burden would be too great if the organization attempted to do anything further and the primary financial burden of addressing the deceased would be accommodate as outlined above).
- ♣ All members will be required to contribute equally in all areas regardless of other family members' contributions.
- ♣ Membership by multiple members of the same household would still enjoy a benefit as it could increase the number of possible claims, they could request assistance with.
- ♣ Issues of sickness and other emergencies would be handled on a case by case basis with the committee coming together to determine how best to respond to each occurrence.

Life insurance: -Members would be encouraged to purchase life insurance and the communication would be clear that this would not be in place of the insurance provided by the organization but would be helpful after the funeral issues have been addressed by the organizations contributions.

9. Incentives for members entitlements of membership were identified as (1) insurance that money would be raised from organization to help in times of need as defined in constitution, (2) information would be received on all events and issues affecting community and organization, and (3) individuals would be able to vote for and against committee members.

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Structure of Organization

- 1) Chairman – Convenes meetings, calls meetings, officially declares emergencies, & officially receives resignations form committee members
- 2) Vice Chairman – Assists Chairman in all duties & assumes chairman's responsibilities in his/her absence
- 3) Secretary – maintains all organizational documents (except financial) & initiates communications of meetings and other events.
- 4) Assistant Secretary- assists secretary as needed.
- 5) Treasurer – Maintains organizations financial documents and general issues
- 6) Representatives – Representatives will manage information and contributions from assigned subgroups of no more than 20 individuals

All committee members would be elected through open elections except representatives who be

be appointed by committee.

Elections will be by secret ballot by members present at election meeting. Elected officials must first be nominated then state who they are and where they are from, and have their nominations seconded.