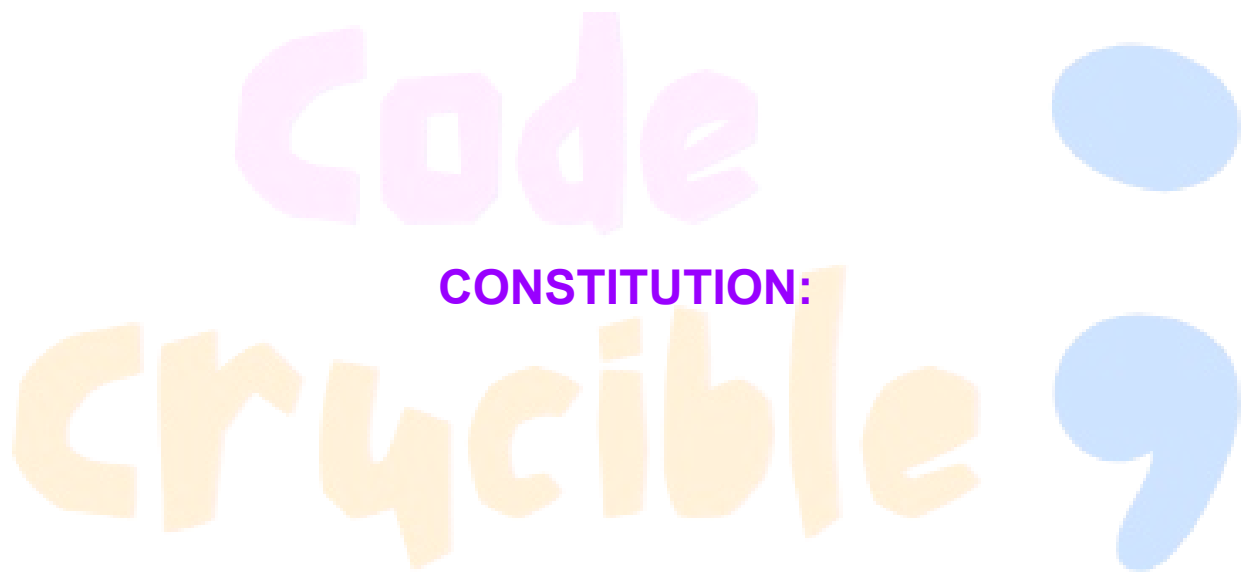


# CODECRUCIBLE



*Test, Refine, Innovate*

# TABLE OF CONTENTS

Preamble	2
Article 1:	2
Name, Strategy and Purpose	2
Article 2:	3
Membership	3
1. Membership Criteria	4
Article 3:	4
Governance	4
Article 4:	5
Officers	5
1. Officer Responsibilities	6
a. Chairperson	6
b. Treasurer	7
c. Secretary	7
Article 5:	7
5. Criteria for exit or expulsion	8
1. Exit	8
2. Expulsion	8
Article 6:	8
6. Meetings	8
1. Quorum	9
2. Fines and penalties	9
Article 7:	9
7. Finances	9
Article 8:	10
8. Code of Conduct	10
Article 9:	10
9. Amendments	10
Article 10:	11
10. Dissolution	11

# Preamble

CodeCrucible is a community-based organization established to foster innovation, education and collaboration in the field of information technology within the Kibra community. This constitution outlines the organization's purpose, structure, and governance.

## Article 1:

### Name, Strategy and Purpose

1.1. The name of the organization shall be CodeCrucible.

1.2. The strategy of the organization is to:

- ★ Promote digital literacy in Kibra by providing free or affordable IT training and education to members of the Kibra community.
- ★ Foster innovation and entrepreneurship in the technology sector within Kibra by providing workspace and IT resources.
- ★ Create a collaborative community in Kibra of technology professionals and enthusiasts.
- ★ Underrepresented groups in the IT industry, such as women, as well as projects focusing on sustainability, will be particularly encouraged to take part in the organization's support.

1.3. The strategy is implemented to fulfill the purpose to:

- Enable people in Kibra to fulfill their human right to education, as well as technical and professional education.

- Enable people in Kibra to fulfill their human right to a free choice of employment.
- To enable people in Kibra to, in the extension, by themselves without support of charity, fulfill other of their human rights such as the right to an adequate standard of living.

## SUSTAINABLE DEVELOPMENT GOALS

- **SDG 4: Quality Education**
  - CodeCrucible aims to provide inclusive and equitable education by providing digital infrastructure and educational resources.
- **SDG 9: Industry, Innovation and Infrastructure**
  - CodeCrucible shall drive sustainable innovation and infrastructure development.

## **Article 2:**

### **Membership**

- 1.3. Membership in CodeCrucible shall be open to individuals who reside in the Kibra community and are interested in technology.
- 1.4. Membership shall be granted by the officers upon application.
- 1.5. Members shall have the right to participate in organization activities and receive information about the organization's operations.

## 1. Membership Criteria

- a. Must be aged between 15 years to 42 years.
- b. 15-17 years must have consent from their parents/guardians.

## Article 3: Governance

- 1.1. The organization shall be governed by a Board of Directors.
- 1.2. The Board of Directors shall consist of 5 members.
  - 1.2.1. Chairperson
  - 1.2.2. Secretary
  - 1.2.3. Treasurer
  - 1.2.4. Director
  - 1.2.5. Board observer
- 1.3. The Board of Directors is elected by the members during an annual general meeting. The members can also elect Board Observers to participate in the general meetings and board meetings without voting rights.
- 1.4. The officers shall hold their offices for 1 year with 6 months evaluation of their performance.
- 1.5. The Board of Directors shall have the power to:
  - ★ Approve the organization's budget and financial statements.
  - ★ Make decisions on major organization matters.
- 1.6. Chairperson, Secretary and Treasurer are called officers.

# Article 4:

## Officers

1.6. The officers of the organization shall include

★ Chairperson

★ Secretary

★ Treasurer.

1.7. The officers shall be responsible for the day-to-day operations of the organization.

### 1. Officer Responsibilities

#### a. Chairperson

##### i. Leadership:

- Providing Vision: The chairperson should have a clear vision for the group and communicate it effectively to the members.
- Setting Goals: The chairperson should set achievable goals for the group and ensure that they are aligned with the group's vision.
- Motivating Members: The chairperson should inspire and motivate members to work towards the group's goals.
- Building Consensus: The chairperson facilitates discussions and helps build consensus among members on important decisions.

##### ii. Decision-Making:

- Making Decisions: The chairperson is ultimately responsible for making decisions on behalf of the group.
- Delegating Tasks: The chairperson delegates tasks to appropriate members and ensures that they are carried out effectively.
- Resolving Conflicts: The chairperson plays a key role in resolving conflicts that may arise within the group or appoint a conflict resolution committee.

##### iii. Representation:

- Representing the Group: The chairperson represents the group at meetings, events, and other functions.
- Communicating with External Parties: The chairperson communicates with

external parties, such as government officials, sponsors, and other organizations.

- Building Relationships: The chairperson builds and maintains relationships with external parties that are beneficial to the group.

**iv. Overall Management:**

- Overseeing Operations: The chairperson should oversee the overall operations of the group, ensuring that everything runs smoothly.
- Ensuring Compliance: The chairperson should ensure that the group complies with relevant laws and regulations.
- Evaluating Performance: The chairperson should evaluate the performance of the group and its members.

**b. Treasurer**

**i. Financial Management:**

- Maintains accurate records of the group's income and expenses.
- Prepares and manages the group's budget.
- Collects and deposits dues and contributions.
- Pays bills and invoices on time.
- Ensures the group's finances are in compliance with relevant laws and regulations.

**ii. Investment:**

- Advises the group on investment opportunities.
- Manages the group's investments.
- Ensures the group's funds are invested wisely and safely.

**iii. Financial Reporting:**

- Prepares regular financial reports for the group's members and leadership.
- Attends meetings to present financial reports and answer questions.

**c. Secretary**

**i. Record Keeping:**

- Maintains accurate records of the group's meetings, decisions, and actions.
- Takes minutes of meetings.
- Prepares and distributes meeting agendas.
- Updates the group's membership list.
- Maintains the group's correspondence.

**ii. Communication:**

- Communicates with members and external parties on behalf of the group.

- Send out notices, reminders, and invitations.
- **iii. Administrative Support:**
- Assists the group's leadership with administrative tasks.
- Coordinates events and activities.
- Handles membership inquiries and applications.

## Article 5:

### 5. Criteria for exit or expulsion

#### 1. Exit

- a. Members
  - i. Written letter with a clearly defined reason for exit.
  - ii. Witness.
  - iii. 2 weeks prior notification.
  - iv. Sign an exit form.
- b. Officers
  - i. 1 month prior notice
  - ii. Written letter with a clearly defined reason for exit.
  - iii. Witness.
  - iv. Sign an exit form.

#### 2. Expulsion

- a. Members
  - i. Gross misconduct.
  - ii. Abuse of organization's resources.
- b. Officer
  - i. If an officer misses three(3) consecutive meetings without prior warning will be expelled from the position and relegated to member.
  - ii. Failure to perform duties assigned to them by this constitution.
  - iii. Misuse of organization funds will lead to expulsion from office and disciplinary action by the board.
  - iv. Abuse of office.
  - v. Gross misconduct.

# Article 6:

## 6. Meetings

- 1.8. The Board of Directors shall hold regular meetings.
  - 1.8.1. The first week of every month on an agreed day.
- 1.9. Group members and officers shall hold meetings twice every month and the chairperson must give a report in the Board of Directors meetings.
- 1.10. Members shall have the right to attend and vote at annual general meetings.
- 1.11. Members should give one week notice before missing a meeting.
- 1.12. Missing 3 consecutive meetings results in a disciplinary action to be discussed in the next meeting agenda.

### 1. Quorum

- a. The quorum for having a normal meeting is  $\frac{2}{3}$  of the members.
- b. The quorum for decision making is  $\frac{2}{3}$  of the members present in the meeting.
- c. The quorum for a constitution amendment is  $\frac{2}{3}$  of the members present in the meeting.

### 2. Fines and penalties

1. Missing Meetings
  - a. With or without prior notification will attract a **Ksh 100** fine to be paid to the group's account.
  - b. Without 2 weeks prior notification will attract a **Ksh 200** fine to be paid to the group's account.
  - c. Late attendance to meetings with or without prior notification will attract a **Ksh 50** fine to be paid to the group's account.

## **Article 7:**

### **7. Finances**

- 1.13. The organization shall maintain accurate financial records.
- 1.14. The organization shall prepare annual and quarterly financial statements.
- 1.15. The organization shall use its funds according to the stated strategy and to fulfill the stated purpose of the organization.

## **Article 8:**

### **8. Code of Conduct**

- 1.16. Members and officers shall be bound by the Code Of Conduct.

## **Article 9:**

## 9. Amendments

- 1.17. This constitution may be amended by a two-thirds vote of the members present at an annual general meeting.
- 1.18. The CodeCrucible memos may be amended by a two-thirds vote of the members present at an annual general meeting.

**This constitution may be amended or revised during an Annual General Meeting (AGM) to reflect the changing needs of the organization.**

### **Article 10:**

## **10. Dissolution**

- 1.19. The organization may be dissolved by a two-thirds vote of the members at an annual general meeting.
- 1.20. In the event of dissolution, the organization's assets shall be distributed to a charitable organization that serves the Kibra community.