

KUPPET WELFARE SCHEME

HOMABAY BRANCH

KUPPET SWA HOMABAY

BRANCH OFFICE

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HOMA BAY BRANCH WELFARE SCHEME BY-LAWS

ARTICLE 1: TITLE AND NAME

- i) These By – Laws shall be cited as the **KUPPET Homa Bay Branch Welfare Scheme By- Laws**.

ARTICLE 2: ESTABLISHMENT AND OFFICE

- i) The Welfare Scheme is established under KUPPET Homa Bay Branch.
ii) The Scheme shall operate within Homa Bay Branch.
iii) The registered office shall be at the KUPPET Homa Bay Branch Office or such other place as may be determined by the Branch Executive Committee (BEC).

ARTICLE 3: OBJECTIVES

The objectives of the Scheme shall be to:

- (a) Provide financial and moral support to members during bereavement.
(b) Promote unity, solidarity and welfare to members during bereavement.
(c) Assist members in meeting funeral and related expenses.
(d) Provide support in other welfare related circumstances as may be approved by the BEC.

ARTICLE 4: MEMBERSHIP

- a) Membership shall be open to all KUPPET members employed by the Teachers Service Commission (TSC) within Homa-Bay branch.
b) Membership shall be voluntary upon registration and payment of the prescribed contributions
c) There shall be a member's register and books of account for the fund.
d) A member shall register the following dependents on the prescribed membership form;
i) One spouse
ii) Children (biological or legally adopted, up to a maximum of seven (7))
iii) Biological parents
iv) For the purpose of the fund, a child is one born alive and registered in the register of birth up to his/her 24 years.
v) The verification shall subject to the provided details by the TSC next of kin updated data and other support documents.
e) After signing membership/nomination form for next of kin, the member joining shall also complete the online process via TSC T- Pay system to enable TSC effect the check – off.
f) A member who is transferred to another branch and still wishes to retain his BBF membership to Homa bay branch is free to do so.

ARTICLE 5: CONTRIBUTIONS

- a) Each member shall contribute to the scheme as follows;
 - i) Membership fee shall be Kshs. 200/- nonrefundable on admission.
 - ii) Monthly contribution shall be Kshs. 200/- or such amount as may be reviewed by the KUPPET National Governing Council.
- b) Contributions shall be made through a check off system by the TSC
- c) A member shall serve a waiting period of three (3) consecutive months before qualifying for benefits.

ARTICLE 6: BENEFITS & ENTITLEMENTS

6.1 BENEFITS PAYABLE

- a) Upon qualification, the scheme shall provide the following benefits;
 - i) Death of a member – Kshs. 50,000
 - ii) Death of a spouse – Kshs. 40,000
 - iii) Death of a child – Kshs. 30,000
 - iv) Death of a biological parent – Kshs. 20,000
- b) There shall be established the criteria for determining benevolent cases entitled to a benefit of Kshs. 10,000.
- c) All qualified members shall be treated equally regardless of length of membership
- d) Payment shall be made to the nominated next of kin upon verification

6.2 DOCUMENTATION REQUIREMENTS

- a) All claims shall be supported by the following documents;
 - i) Burial permit or
 - ii) Death certificate or
 - iii) Birth Notification (in case of death of a child)
 - iv) Latest pay slips
 - v) A duly completed claim form
- b) All documentation shall be submitted to the **KUPPET Sub County Welfare Representative** for verification and onward processing.

ARTICLE 7: GOVERNANCE AND MANAGEMENT

GOVERNANCE STRUCTURE

- a) The welfare scheme shall be governed and managed through the following organs
 - i) The Branch Executive Committee (BEC)
 - ii) The Welfare Executive Committee
 - iii) The Welfare Central Management Committee (CMC)
- b) The **Branch Executive Committee (BEC)** shall be supreme policy organ of the Welfare Scheme and shall;
 - i) Provide overall oversight and policy direction to the Scheme.
 - ii) Ratify all major decisions of the Welfare Committees.
 - iii) Approve budgets and benefit amounts.
 - iv) Ensure compliance with KUPPET Constitution and National Welfare guidelines

- c) The **Welfare Executive Committee** which shall consist of:
 - i) Three delegates from among the Subcounty Welfare Representatives.
 - ii) The BEC Executive Members i.e Branch Chairperson, Branch Treasurer and Executive Secretary. The three are mandatory signatories
- d) The **Welfare Central Management Committee (CMC)** which shall consist of
 - i) All the Subcounty Welfare Representatives
 - ii) The Welfare Executive Committee
 - iii) One member nominated by the BGC
 - iv) CMC meetings shall be held three times a year, i.e, once every school term
- e) The Organs of the Welfare shall run the Welfare Scheme until a new Branch Executive Committee is elected.
- f) The Welfare committees shall perform the following functions;
 - i) Managing the operations of the scheme
 - ii) Ensuring accountability and proper record keeping
 - iii) Approve disbursements
 - iv) Report to the Branch Executive Committee
- g) The financial year of the fund shall be one calendar year from 1st January to 31st December.

DESIGNATION OF OFFICE BEARERS

- a) *Chairperson.*
 - i) The Branch Chairperson shall be the chair of the Welfare Scheme.
 - ii) He/ She shall preside over all committee and general meetings of the Welfare scheme.
 - iii) In case of a tie of votes at any meeting he/ she shall have the veto vote
- b) *The Welfare Vice Chairperson.*
 - i) He/ She shall act in absence of the chairperson and perform such duties as may be delegated by the chairperson
- c) *The Welfare Secretary.*
 - i) Shall take minutes during all Welfare meetings
 - ii) Shall prepare the Agenda of all Welfare meetings in consultation with the chairperson and Executive Secretary.
 - iii) Shall execute policy matters concerning the scheme.
 - iv) Shall be represent the Welfare Scheme in the Branch Governing Council or any other relevant organ.
- d) *The Treasurer*
 - i) The Branch Treasurer shall be the Treasurer of the Welfare Scheme.
 - ii) Shall keep records of income and expenditure of the scheme.
 - iii) Shall prepare trial balance of the scheme for the general meeting.
 - iv) Shall present audited accounts to members during the general meetings
- e) *The Welfare Vice Treasurer*
 - i) Shall assist the welfare treasurer and act in his/her absence
- f) *The Branch Executive Secretary*
 - i) Shall be the patron of the welfare scheme.
 - ii) Shall coordinate all activities of the scheme in liaison with the respective Welfare Representatives
 - iii) Shall be responsible for queries from the office of the Registrar of Trade Unions.
- g) *Sub – County Welfare Representatives.*
 - i) Shall be responsible for the recruitment of teachers of his/her sub county into the KUPPET SWA HOMABAY alongside union membership.

- ii) Shall inform the **Welfare Committees** on any occurrence of bereavements in their various sub counties.
- iii) Shall avail the next of kin nomination forms to teachers recruited to the Welfare Scheme for signing and updates.
- iv) Shall accompany the Branch Executive Committee members to the burial of the bereaved member of the scheme.
- v) Shall be responsible for other matters concerning the welfare scheme within the respective sub counties.
- vi) Shall bring to the attention of the Branch Executive Committee members any matter affecting the teachers within their sub-county

ARTICLE 8: ASSUMPTION AND TENURE OF OFFICE

- a) There shall be **Sub-County Welfare Representatives** from each from all the educational Sub-Counties in Homa Bay County
- b) They shall assume office after being nominated and vetted by the Branch Governing Council, led by the Executive Secretary, one month after the Branch elections.
- c) All the nominees for the post of **Sub-County Welfare Representatives** must be;
 - i) TSC employed and contribute to KUPPET SWA HOMABAY through check off system.
 - ii) An active member of KUPPET SWA HOMABAY and has continuously been subscribing for a period of thirteen (13) consecutive weeks prior to the date of nomination.
 - iii) Meet any other prescribed criteria set by the National Governing Council
- d) The Branch Chairperson shall convene a meeting of all the Sub-County Welfare Representatives to propose three members to the **Welfare Executive Committee** namely: the Secretary, Vice Chairperson and the Vice Treasurer.

ARTICLE 9: VACATION OF OFFICE

- a) An office bearer shall vacate office upon;
 - i) Submission of a written resignation
 - ii) Transfer outside the sub-county
 - iii) Dismissal by the employer
 - iv) Death
 - v) Ceasing to be an employee of TSC
 - vi) Suspension by the BGC due gross misconduct.

ARTICLE 10: AUDIT

- a) The accounts of the scheme shall be audited annually
- b) The auditor shall be appointed in accordance with applicable laws, guidelines and KUPPET regulations
- c) Proper books of accounts and financial records shall be maintained at all times.

ARTICLE 11: TRANSITIONAL AND CONSEQUENTIAL PROVISION

- a) The amended provisions of these By-Laws shall come into effect on 1st April 2026

ARTICLE 12: AMENDMENTS

- a) The Welfare Scheme By-Laws for the branch shall be amended by the BGC in line with the National Governing Council Welfare guidelines from time to time as suggested by members during the BGA meetings

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MEMBERSHIP DATA COLLECTION FORM

SECTION A: MEMBERSHIP DETAILS

Full Name.....TSC Number.....

Phone Number.....National ID Number.....

Email Address..... Gender; Male Female

SECTION B: EMPLOYMENT DETAILS

Name of School:.....Sub County.....

Zone.....Category: Tertiary Senior Junior Primary

Year of Posting to Current School

SECTION C: NEXT OF KIN DETAILS

Full Name.....Relationship.....

Phone Number.....National ID Number.....

SECTION D: DEPENDANTS DETAILS

SPOUSE

Full Name.....ID Number.....

Phone Number.....

CHILDREN

No	Full Name	Date of Birth	Birth Certificate No
1
2
3
4
5
6
7

BIOLOGICAL PARENT

	Full Name	Status (Alive/ Deceased)	ID Number
Father
Mother

DECLARATION

I, the undersigned declare that the information provided above is true and accurate to the best of my knowledge. I agree to abide by the KUPPET Homabay Welfare Scheme By- Laws

NAME.....SIGN..... DATE.....