



JKUSDA ASSOCIATES' GROUP WELFARE POLICY

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1 PREAMBLE

During the first general sitting of JKUSDA Associates on the 9th day of June 2019 at Ngong Hills Hotel, Nairobi, members present deliberated and formulated guidelines to streamline how welfare issues involving associates are handled. This would help ensure uniformity, equity and sustainability in treating all members regardless of their popularity and across all the generations of JKUSDA Associates.

It was noted that there is a need to keep proper record of all our members and do proper follow up of all our members to know their whereabouts. One way to do this is to ensure that all year/block leaders are active including their members. All members present supported the welfare policy as detailed in this policy document.

The welfare policy has and will undergo reviews and amendments as may be necessary to accommodate the dynamic needs of the group. This fourth volume of the policy was adopted in the 2nd Annual General Meeting (AGM) held on 5th December 2021 at Panari Hotel, Nairobi, Kenya. It incorporates three notable amendments to the original policy.

2 WELFARE MEMBERSHIP

There shall be no specific welfare registration. The welfare is open to all registered group members subject to terms and conditions stipulated in this policy i.e., upon registration into the associate's group, a member becomes eligible to take part in the group's welfare activities.

3 SCOPE OF COVERAGE

3.1 BEREAVEMENT/LOSS OF LIFE

In case of loss of life or bereavement, The Welfare shall cover an associate (Principal Member) and his/her nuclear family members. Nuclear family members include:

- a) Biological parent of an associate
- b) Spouse of an associate
- c) Children of an associate (nuclear family)

3.2 WEDDING OF AN ASSOCIATE

The Welfare shall not cover weddings at overall group level. However, year blocks (under their respective leaders/representatives) are encouraged to come up with local/block-wide initiatives to stand with their members on weddings. Members are also encouraged to build sufficient social



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capital within the group (e.g., by consistently attending and participating actively in group events and activities) to ensure they can get adequate direct individual support on such occasions.

3.3 NEWBORN BABIES OF ASSOCIATES

The Welfare shall not cover newborns at overall group level. However, year blocks (under their respective leaders/representatives) are encouraged to come up with local/block-wide initiatives to celebrate births among their members.

3.4 SICKNESS

There shall be no standard way (at overall group level) of dealing with cases of sickness among members. These shall be handled on a case-by-case basis in accordance with the need at hand and as shall be advised by the welfare committee. The Executive Committee and Year Block representatives shall strive to encourage activity at year block level to enhance togetherness in time of such needs as sickness.

3.5 ACCIDENTS AND INCIDENTS

These are emergency (unforeseen) events which may afflict members from time to time subjecting them to a situation of need. There shall be no standard way (at overall group level) of dealing accidents and incidents among members. These shall be handled on a case-by-case basis in accordance with the need at hand and as shall be advised by the Welfare Committee and/or the Executive.

4 WELFARE CONTRIBUTIONS

4.1 BEREAVEMENT OF AN ASSOCIATE

Each associate shall contribute Ksh. 200/= (hereafter referred to as base individual target) if a member loses any of his/her nuclear family members. The maximum contribution by the group will be capped at Ksh. 40,000/= (hereafter referred to as base group target) beyond which any extra contributions will go to the welfare kitty for future use on other welfare needs of the group.

4.2 JOINT BEREAVEMENT OF ASSOCIATE(S)

Joint Bereavement refers to a situation whereby more than one associate/member is bereaved at the same time e.g., in the case of siblings losing a parent or spouses losing a child. In such a case,



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both the base individual and group target contributions shall be adjusted upwards by 25% for every subsequent associate member within the bereaved family, subject to terms and conditions of this policy.

Example: If two siblings who are associates lose a parent, the base group target of 40,000/= shall be adjusted by 25% (10,000/=) giving a new group target of 50,000/=. Similarly, the base individual target of 200/= shall be increased by 25% (50/=) giving a new individual target of 250/=. Each member shall therefore contribute 250/= and the group contribution will be capped at 50,000/= beyond which any extra contributions remain in the welfare kitty for other welfare needs of the group.

4.3 MULTIPLE BEREAVEMENT OF AN ASSOCIATE

Multiple Bereavement refers to a situation where one associate/member loses more than one member of his/her nuclear family at the same time e.g., an associate losing both parents, or an associate losing more than one child simultaneously.

In this case, the base group contribution of Ksh 40,000 shall be adjusted upwards by 100% for every subsequent member of the family lost. Likewise, the individual base target contribution of Ksh. 200, will be increased by 100% for every subsequent member of the family lost. This will be subject to terms and conditions of this policy.

Example: If an active associate loses two parents or an associate loses two children at the same time, each associate will contribute Ksh. 400/= and the group target will be capped at Ksh. 80,000 beyond which any extra contributions will be retained in the welfare kitty for other welfare needs of the group.

4.4 LOSS OF AN ASSOCIATE

In case of loss of a principal member, each associate is required to give a base contribution of Ksh. 500/=. The base group contribution will be capped at Ksh. 100,000/=. Any extra contributions will go to the welfare kitty for future use on other welfare needs of the group.

4.5 EXTRA CONTRIBUTIONS

Any member who is willing and able to give more than the set base individual target is encouraged to do so. All extra contributions beyond the set base group targets shall remain in the welfare kitty



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to be used in other welfare needs of the group which may arise from time to time. These shall also help in case at one point the group fails to meet its target for any welfare case.

However, any member who is willing and able to give more than the stipulated amounts mentioned above but does not wish to do so through this welfare system shall be advised to give directly to the bereaved member. The Welfare Committee shall endeavor to advise accordingly on the available payment channels.

5 CONSISTENCY IN WELFARE CONTRIBUTIONS

5.1 INACTIVE MEMBERS

The following shall be considered as inactive members and shall not be eligible for any group support in case they are in need:

- a) An associate/member who has never participated at all in the group welfare activities, whether or not they are on the group's social media pages.
- b) As associate who has not participated/contributed to any single welfare case of the group within the last 12-month period from a time of consideration, without any justifiable reason.

5.2 HANDLING INACTIVE MEMBERS

When a member referenced in either (5.1 a or b) above (inactive member) is bereaved, the group will be notified but SHALL NOT make any group contributions to support. Any member who is willing and able to support will be asked do so individually and directly to the bereaved.

5.3 INCONSISTENT MEMBERS

Members are encouraged to participate consistently in the group's welfare activities. This can be done by keeping pace with the stipulated contributions in this policy. If, at any point in time, a member is not able, for one reason or another, to contribute, such a member should show commitment to the Welfare by communicating to the treasury/leadership and/or contributing at least in part. Thus, an inconsistent member is one who has participated in AT LEAST ONE BUT NO ALL the welfare cases in the past 12-month period from a time of consideration. To deal with such, this policy sets out the eligibility criterion for 100% support and guidelines for handling inconsistencies.



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5.4 HANDLING INCONSISTENT MEMBERS

5.4.1 ELIGIBILITY CRITERION FOR FULL SUPPORT

When an inconsistent member is bereaved, members will contribute the applicable individual target as per the policy. However, for the said member to be eligible for disbursement of 100% of the corresponding group target, he/she MUST have actively participated in at least 50% of all the group welfare cases in the last 12-month period. This threshold can be revised from time to time by a majority vote of members at the AGM.

5.4.2 PARTIAL SUPPORT

If a member fails to meet the eligibility criterion set in 5.4.1., the amount disbursed to the bereaved will be a proportion of the group target equal to his/her percentage participation in past welfare cases. This will help ensure fairness and consistency. The balance remains in the welfare kitty for future use in other welfare needs.

5.5 NEW MEMBERS

New members who have just been registered and have not been in the group for a period of 12 months may be exempted from some of the requirements in 5.3 above as shall be duly advised by the Welfare Committee.

5.6 COMMUNICATION OF WELFARE CASES

To ensure all associates are reached:

- a) The group shall have a Bulk SMS system to communicate all matters of the group to associates within and without the existing social media platforms. This will help minimize the possibility of non-awareness of the existence of this group and its activities, including welfare issues.
- b) Members are encouraged to inform all associates in their contacts and/or reach of the existence of this group and its activities (and possibly add them to the groups) every time, NOT only when the one is in need.
- c) The Executive Committee shall ensure that all welfare cases are communicated through all media pages of the group as well as by bulk SMS to all associates in its database so as to reach out to as many members as possible.



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6 REPRESENTATION AT FUNERALS

6.1 BEREAVEMENT OF AN ASSOCIATE

When an **ACTIVE** member of the group is bereaved of any member of his/her nuclear family covered under this policy, the group shall ensure **AT LEAST** one member is sent to officially represent associates at the funeral. Where need be (as shall be determined by the Welfare Committee and approved by the Executive), this could be done at the expense of the group, from the Welfare Kitty.

6.2 LOSS OF AN ASSOCIATE

In case of loss of an **ACTIVE** principal member, the Welfare Committee (in consultation with the Executive) shall mobilize as many members of the group as possible to attend the funeral. In this case, the Welfare Coordinator, and the Chairperson (or any of their delegated representatives) shall lead the team attending the funeral as the official representatives of associates.

7 THE WELFARE KITTY

By promulgation of this policy, the group shall establish and run a welfare kitty. The welfare kitty shall be financed by contributions from members on a need-by-need basis when welfare cases arise and/or as shall otherwise be advised by the executive committee in consultation with the Executive. Funds from the welfare kitty shall be used to finance the welfare cases covered under this policy and/or any other welfare needs of the group, which may arise from time to time, subject to advise by the Welfare Committee in consultation with the Executive.

8 THE WELFARE COMMITTEE

The welfare activities of the group shall be presided by the Welfare Committee under the leadership of the Welfare Coordinator and overseen by the Executive. The Welfare Committee shall be constituted by the following persons or as otherwise directed by the Constitution of the group:

- i. The Welfare Coordinator
- ii. The Treasurer
- iii. Year Block Representatives
- iv. A Representative from Members (who shall serve as the secretary).
- v. The Chairperson (Ex-Officio Member)



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9 CORE VALUES AND GUIDING PRINCIPLES

JKUSDA Associates' Group recognizes that the guidelines outlined this policy are meant to bring order and equity in our operations at group level. However, at individual level, members are challenged to take note of the following:

- a) *Tender wema nenda zako* is the ideal principle that all members are encouraged to work towards.
- b) Formulate ways of informing members, even who are out of social media groups to increase participation.
- c) Need to capitalize on the numbers
- d) All members are encouraged to see the need to take part.
- e) Not advisable to form a separate welfare group as at now. Let's all pull together.
- f) Review figures downwards? No, at least not at the moment.
- g) Participation is the key word. One can do so by giving, excusing oneself when occasionally unable to give; physical presence etc. rather than silently keeping away.
- h) Do unto others what you would have them do unto you.
- i) Give without expecting to be given back
- j) It is more blessed to give than to receive. So let's all purpose to give.
- k) Policies are meant to guide the group and ensure equity. However, at individual level, let policies, rules and guidelines not override the divine principles of grace, compassion, mercy, love, brotherhood, togetherness etc.
- l) Avoid "members only club" on welfare issues by making it open to all group member
- m) Encourage more of compassion and brotherhood