

MWALIMU NATIONAL SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED

BURIAL BENEVOLENT FUND-BY-LAWS

ARTICLE 1

a) NAME OF THE FUND

The fund shall be known as “MWALIMU NATIONAL SACCO LIMITED BURIAL BENEVOLENT FUND”

b) BUSINESS OFFICE

The fund shall conduct business from Mwalimu Towers, Upper Hill, Nairobi and shall use the address Mwalimu National SACCO Burial Benevolent Fund, P.O. Box 62641 – 00200, NAIROBI.

ARTICLE 2

AIMS AND OBJECTIVES

- a) Assist members in meeting burial expenses for themselves and their immediate family members, i.e., husband/ wife, own children, father, mother and father/ mother (in-law) as declared by a member. Own children refer to natural children and legally adopted children.
- (i) A member is required to declare all his/ her children but will be assisted to a maximum of 6 children.

- (ii) For the purpose of the fund, a child is one born alive and registered in the register of birth up to his/ her 25th birthday. Any child above his/her 25th birthday but not beyond their 35th birthday shall only be considered if they are a person living with disability as evidenced by a Certificate from the Council for Persons with Disability and dependent on their parent.
 - (iii) The immediate family refers to a monogamous marriage.
- b) To serve as a body among Mwalimu Society members will express sympathy to the family of the deceased member.
 - c) To assist members to bury their next of kin honourably.
 - d) a member shall be required to fill out a beneficiary form at the point of application for membership at Mwalimu National Society Sacco. A member is at liberty to update the beneficiary form periodically as circumstances change. However, no update of the beneficiary form shall be allowed at the point of demise to include a deceased person for purpose of benefiting under the Fund. This clause shall not be applicable where a natural child or a spouse and their attendant in-laws was borne alive/married respectively and passed on before the member can update the beneficiary form subject to clause 2(e).
 - e) No claim shall be paid if lodged two years after the demise of the eligible deceased person. Despite the foregoing, the Board may on a case by case basis allow a claim that is beyond 2 years.

ARTICLE 3

MEMBERSHIP

- a) Membership to the fund shall be compulsory for all members of Mwalimu National Sacco Limited.
- b) (i) Membership fee shall be 50/= non-refundable on admission.
(ii) Monthly contributions shall be 150/= either by check-off system or by cash.
- c) There shall be a member's register and books of account for the fund.
- d) Application for membership shall be made on prescribed membership forms from the fund.

ARTICLE 4

- a) A member shall contribute a minimum of 6 months before he/ she can benefit from the fund.
- b) The following benefits shall be paid upon production of a death certificate and also a certification from the local chief a proof of such death.

(i) Contributor	60,000.00/=
(ii) Spouse	55,000.00/=
(iii) Child	35,000.00/=
(iv) Father/ Mother	20,000.00/=
(v) Father/ Mother (in-law)	15,000.00/=
- c) i) A death certificate or burial permit or death announcement in a newspaper supported by birth certificate and certification from the local chief or a letter from Head of Institution shall be acceptable as proof of death of a member or next of kin. The birth certificate shall be applicable to nuclear family only i.e. spouse and children.

- (ii) As proof of father/ mother-in-law requirement will include: Member's Marriage certificate or duly sworn affidavit.
- (iii) For legally adopted children, proof of adoption i.e. an adoption order granted under the Childrens Act 2001 and the birth certificate issued after the adoption order.
- d) A member who fraudulently receives benefits from the fund by presenting false documents shall have his/ her membership revoked and money paid to him/ her recovered notwithstanding legal action being taken against him/ her.
- e) Where two or more members of the fund have joint interest, each member will be treated on his/ her own right in respect of the benefits referred in (b) above.
- f) (i) In case of death of a contributor, benefits shall be paid to an appointed nominee of the contributor and in all other cases SHALL BE PAID DIRECT to the contributor.

(ii) The fund shall enter into agreement with Heads of Institutions to advance beneficiaries 10,000.00 repayable by the fund to enable the member to make burial arrangements.

ARTICLE 5

MANAGEMENT OF TH FUND

- a) Separate books of account shall be maintained for the Burial Benevolent Fund.
- b) A financial statement and budget shall be given to the members at the Annual Delegates Meeting for approval.
- c) The financial year for the fund shall be calendar year 1st January to 31st December.
- d) The Board of Directors of Mwalimu National Sacco Limited shall exercise overall oversight over the Fund.

ARTICLE 6

AUDIT

- a) The books of account and records of the Burial Benevolent Fund shall be audited annually by the Auditor appointed to audit Mwalimu Sacco and the audited accounts presented to the members at the ANNUAL Delegates Meeting.
- b) The fund members shall be free to inspect the books and records of the fund on application giving not less than seven days' notice in writing to the management of the fund.

ARTICLE 7

AMMENDMENTS

Amendments of these by-laws shall be by the approval of the annual Delegates Meeting of Mwalimu Sacco.

REVISED ADM 22ND February 2020



Mr. Wellington Otiende

Chairman