

**FRIENDS
CHURCH
(QUAKERS)
IN KENYA
DRAFT
CONSTITUTION 2025**

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DRAFT

PREAMBLE

We, members of Friends Church (Quakers) in Kenya, acknowledge the supremacy of the Almighty God under whose authority, reverence and fear we enact this Constitution and adopt for ourselves and for our future generations for the furtherance of the Gospel of Jesus Christ through the Friends Church (Quakers) in Kenya.

INTERPRETATION

Throughout this Constitution, unless otherwise specifically provided for, the following words shall bear the meanings specified below:-

The words importing one gender shall be construed as importing the other gender and the words importing singular shall be construed as importing the plural and vice versa.

“AGC” means an Annual General Conference of the Yearly Meetings

“AGM” means an Annual General Meeting of the FCK

“CONSTITUTION” means the Constitution of Friends Church (Quakers) in Kenya

“CONSTITUENT MEETINGS” means the established Monthly Meetings and Local/Village Meetings of the Yearly Meetings.

“FCK” means Friends Church (Quakers) in Kenya

“GENERAL BOARD” means the General Board of Yearly Meetings established under Article 9 of this constitution

“GOVERNANCE BOARD” means the main office of FCK as established under Article 9 hereof

“GENERAL SUPERINTENDENT” means the most senior Pastor of the established Yearly Meeting of the Friends Church (Quakers) in Kenya.

“NEC” means National Executive Committee

“NGC” means the National Governing Council established under Article 8

“NATIONAL GENERAL SUPERINTENDENT” means the most senior Pastor of the FCK

“NPC” means the National Presiding Clerk who is the head of the FCK

“PC” means the Presiding Clerk who are the heads of the Yearly Meetings, Monthly Meetings and Local/Village Meetings.

“QCP” Quaker Children Program

“TRIENNIAL DELEGATES CONFERENCE” means the Meeting of the FCK after three years.

“QCC” means Quarterly Coordinating Committee.

“USFW” means United Society of Friends Women

“YFP” means Young Friends Program

“QMK” means Quakermen Kenya

“YEARLY MEETING” means the branches or constituent meetings of the Friends Church (Quakers) in Kenya as provided for under **SCHEDULE A**

ARTICLE 1: NAME AND LOCATION

- (1) This Constitution relates to the Friends Church (Quakers) in Kenya hereinafter referred to as FCK.
- (2) The physical and registered office of FCK shall be at Kaimosi Friends Mission in Vihiga County in the Republic of Kenya.

ARTICLE 2: MISSION & VISION

A) VISION

To build a Christ centered Church.

B) MISSION

To glorify God by teaching, preaching and ministering the Gospel of God’s love and salvation through Jesus Christ to mankind.

C) CORE VALUES OF THE FCK (SPICES)

1. Simplicity
2. Peace
3. Integrity
4. Community
5. Equality

6. Stewardship

C1. Simplicity

Friends believe that the most important things in life aren't things. We believe in simplicity the selflessness and the remembrance of our humble status as waiting servants of God.

C2. Peace

Friends believe there is always a path that brings peace, justice, dignity and respect.

- a) We believe that peace on earth is possible to people of goodwill and that as an individual or group and nation, we mutually assist one another to realize it.
- b) That the deepest foundation of peace is Love which lies in the nature of God and that its character must be inclusive of the whole of life that is peace inseparable of Justice.

C3. Integrity

Friends believe that our words and actions must reflect our truest selves. Quaker Testimony to truthfulness is central to the practice of its faith by members of the Friends Church. Reflecting knowledge of God's word, fear of sin, truth in speech and character absolute honesty in handling personal and church resources.

C4. Community

Friends believe that we need each other, since each and every one of us is precious in our community. Friends are a church, a part of the larger Christian Church, which is the body of Christ in the world

C5. Equality

Friends believe that all people are made in the image of God and are equal before the sight of God, no matter what. No race, tribe or language is superior.

C6. Stewardship

Friends believe that all God's gifts are entrusted to us for the sake of future generations.

Reflecting a Godly commitment to take care of all personal and Church resources, business and information with honesty, prudence, value addition, accountability and respective confidentiality.

ARTICLE 3: OBJECTIVES

- (1) To be the registered Governing body of all Friends Church (Quakers) within Kenya, and the Institutions under them.

- (2) To harmonize operations and relationships among the Yearly Meetings in the Republic of Kenya and Institutions under them.
- (3) To provide oversight and oversee the self-regulation of the Yearly Meetings in the Republic of Kenya and Institutions under them.
- (4) To accept new legally formed Yearly Meetings and other Quaker organizations in the Republic of Kenya which are to be subject at all times to the oversight of FCK.
- (5) To function as a fellowship of Christians, to spur unity and growth among Quakers in Kenya.
- (6) To promote Christian faith and life and Christian Service to fellow men in accordance with the principles and practice of the Quaker Statement of Faith and Practice.
- (7) To establish and uphold peace and social concerns committees with a view to settling disputes among its members. FCK has committed itself to a code of conduct that obviates the necessity of referring any dispute to a Court of Law.
- (8) To provide spiritual guidance, care and counseling to its members in order to fulfill the Great Commission of our Lord Jesus Christ.
- (9) To train and equip men, women and youth with biblical training and knowledge.
- (10) To provide facilities for a combination of instruction, study and research for Pastors, Evangelists, Teachers and other leaders with a calling in biblical theological training for the furtherance of pastoral care of its members.
- (11) To acquire, own, develop maintain, operate, sell, exchange, dispose of, manage or deal with property both real and personal in the Republic of Kenya or elsewhere to such extent as may be necessary or convenient in the furtherance of the purposes of FCK.
- (12) To establish a print and electronic media station, carry out printing and publication activities including making, acquiring, selling and disposing off printed matter such as books, trade magazines leaflets, music and literature compatible with the purposes of FCK.
- (13) To acquire by gift, donation, device or bequest, real and personal property for the use, benefit and furtherance of the purpose and objectives of FCK.
- (14) Build commitment and capacity of the Yearly Meetings to ensure transparency and accountability with particular emphasis on spiritual and financial matters.
- (15) Mobilize internal and external resources to promote programs of FCK and its Constituent Yearly Meetings.
- (16) Identify and monitor issues that may affect the standing and status of FCK including

reputational risk.

- (17) Through the Yearly Meetings foster Christian growth and unity among its members by:
- a) Promoting and recognizing the family as the natural and fundamental unit of the Church and Society,
 - b) Promoting, officiating and celebrating marriages between a man and a woman strictly in accordance with the Law of the land relating to Christian Marriages, the Holy Bible and the Quaker Statement of Faith and Practice and also conducting burial of ceremonies
 - c) Promoting officiating and celebrating child dedication and confirmation of catechism classes I and II.
 - d) Promoting officiating and celebrating the opening of new Churches.
- (18) To establish, maintain and operate through the investment arm of the Church, Community centers, Recreation centers, Youth camps, Schools, Bible and other colleges, Rest homes, Hospitals and Homes for Missionaries, Cottage Industries and engage in other income generating activities as may be deemed necessary by FCK.
- (19) To promote the rights of persons enabled differently, the vulnerable, the elderly and the disadvantaged in the society and treat this group of members with dignity and respect and accord them equal opportunities in all fields.
- (20) To lobby the Government to put in place affirmative action programmes designed to ensure that the youth have relevant education and training, have access to employment and are protected from harmful cultural practices and exploitation.
- (21) To provide for, create, receive and set up a bursary fund and or endowment fund for educational purposes.
- (22) To promote and advocate for the sustainable use of environmental resources towards mitigation of adverse impacts on the environment, protect environmental resources and enhance the value of the environment.
- (23) Perform such other functions that are incidental or conducive to the attainment of these objectives including objectives that may be amended and or adopted from time to time.

ARTICLE 4: STATEMENT OF FAITH AND PRACTICE.

Faith.

We members of FCK shall subscribe to the following fundamental Christian beliefs:

- I. The Bible is inspired by God and is the sole infallible and authoritative word of God being the only guide for Christian faith and conduct. The Bible and invoking the Name of God shall at all times be revered and avoided in secular functions such as swearing.
- II. Quaker faith believes that there is that of God in every man and that God and man have direct relationship and mutual correspondence.
- III. There is only one God, eternally existent in three (3) persons, God the Father, God the Son and God the Holy Spirit. God is the Creator of all things and the Source of all life. God created the universe, the earth and all that is in it and created man to worship Him, have dominion over it and take care of it. Whoever kills fellow man kills a being created in the image of God.
- IV. The Universal sinfulness and guilt of human nature since the Fall, that caused mankind to fall short of the glory of God, rendering them powerless and subject to God's wrath and condemnation, the only means of salvation is by grace, a turning to God in repentance and faith in the Lord Jesus Christ and a lifelong submission to the regenerating work of the Holy Spirit.
- V. The deity and humanity of Jesus Christ.
- VI. The redemptive work of Jesus Christ on the Cross that reconciled mankind with God, mankind with each other and mankind with the environment,
- VII. Christ's work that provided healing for the human body in answer to the prayer of faith, and to the human condition of poverty through hard work.
- VIII. The Ministry of God the Holy Spirit in baptism of Christians to become true children of God clean, filled with His powers, gifts, teachings, leading, working through saints and disciples.
- IX. The sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to have direct union and communication with God and bring true inward witness and spiritual renewal without the prompting of symbols and or ceremonial rites.
- X. The Church is a divine universal body of Jesus Christ made up of believers, called out of the world to faith in Jesus Christ, confesses allegiance to Him. The Church is characterized by the teaching of God's word, Holiness, Unity and Mission/Service/Evangelism. Through evangelism the Church proclaims salvation and healing through Jesus Christ and through discipleship. It nurtures believers to be the light of the world and the salt of the earth.

(1) Testimonies.

The following testimonies of the Friends Church are recognized and practiced by all its members.

We believe:

- I. In the baptism of the Holy Spirit and communion is with Christ Jesus Himself who is the Bread of Life. (John 6:35)
- II. That the saving grace of God is an inward and personal experience.
- III. That war is against the principles and precepts of our divine Lord Jesus Christ, the Prince of Peace, who teaches us to love our enemies and commands us to put on spiritual weapons rather than carnal weapons (Eph. 6:20, Gal 5 :16 -18 NIV)
- IV. That Christian ideals compel simplicity and modesty as a style of life and conduct and respect of a Christian's conscience on all matters.
- V. That the command of our Lord Jesus Christ and the Holy Spirit, by whom The Friends Church is founded and led, affirms that we are not to swear any oaths. Any departure from this standard betrays the cause of truth (James 5:12, Matt 5:34, NIV)
- VI. That the inner peace that Christ gives "My peace I give you" necessitates the practice and promotion of peace among the people of all nations and cultures (Blessed are the peacemakers for they shall be called children of God – (John 14:27).
- VII. That the priesthood is for all believers, according to the gift of the Holy Spirit: (Ephesians 4:11 -16) NIV) but we recognize the role and importance of pastoral leadership. The Church shall take care of the Pastors.
- VIII. That because of the evils that accompany the taking of alcoholic drinks, smoking, gambling, betting, etc. Friends Church by the Spirit of Christ by whom i t is led, affirms that the practice of the above is contrary to that, spirit. The Friends shall therefore not engage in business that necessitates the buying and selling of alcoholic drinks, tobacco, cigarettes, arms or any such thing that is contrary to the Spirit of Christ.
- IX. That Friends Church places the greatest emphasis upon the Christian Marriage of one male (husband) and one female (wife) and the Christian nurture of children as the highest privilege and most sacred duty of both the Christian home and the church.(1 Tim 3:2 -6 NIV). We believe in marriage from love and religious unity in the family. Marriages shall be solemnized by an ordained and licensed Pastor.
- X. That the members shall not engage in bribery (Eccl. 7:7).

“You are my friend if you do what I command you” (John 15 :14)

ARTICLE 5: MEMBERSHIP

Membership

- I. A member of the Friends Church shall be a person who confesses Jesus Christ as his/her personal Lord and savior, and has accepted to live in accordance with the Quaker Faith and Practice as adopted by FCK and has been confirmed in the Friends Church through catechism classes I and II.
- II. All persons shall be considered members of FCK provided that they shall be registered members of Yearly Meetings (branches), through Monthly and or local/Village Meetings.
- III. Yearly Meetings in consultation with their Monthly Meetings shall maintain accurate registers of members.
- IV. The registers shall be availed for inspection by FCK annually and/or upon requisition by the FCK.
- V. Children shall be dedicated in the Local/Village Meeting and shall be nurtured as members under the Quaker Children Program.
- VI. Members of other denominations/faith interested in becoming members of the FCK shall after being prayed for in a Local/Village Meeting undertake discipleship/Catechism classes and be admitted to associate/full membership as the case maybe.
- VII. Membership renewal through constituent Yearly Meetings shall be by an annual subscription of an amount to be determined by the National Governing Council of FCK from time to time.

(2) Subscription

- I. Annual subscription fee shall ordinarily be due and payable in the first month of the calendar year.
- II. Any member who falls into arrears with his/her subscription for more than 12 months shall automatically cease to be a member and his/her name shall be struck from the register of members. Such members shall, however , be reinstated on payment of the total amount of subscription out standing

III. In December of each year the National Administrative Secretary of FCK shall forward to the Yearly Meetings whose subscriptions remain unpaid a notice asking for settlement.

(3) Cessation of membership

- I. Individual membership shall be terminated upon gross misconduct and violation of the Quaker Faith and Practice as determined by the National Governing Council.
- II. In case a member joins the membership of other denominations, the member shall automatically cease to be a member of the FCK.
- III. Yearly Meeting membership shall be terminated upon the Yearly Meetings failure to comply with requirements as stipulated in this constitution as by the National Governing Council

ARTICLE 6: POWERS

FCK shall possess all lawful powers necessary to enable it to carry out its objectives and purposes as set out in Article 3 which powers shall include but not limited to the following:

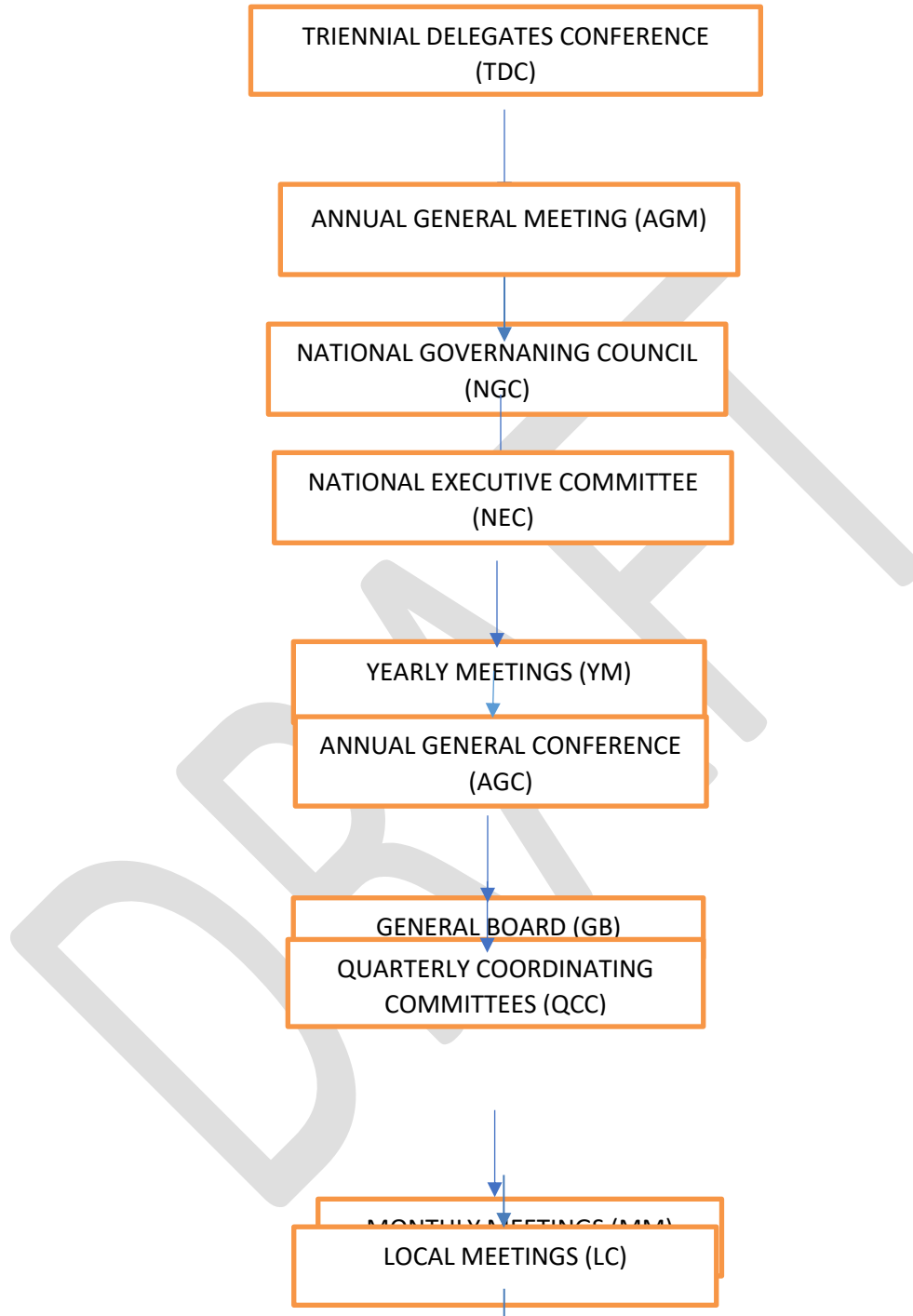
- (1) To receive, hold, administer and expend funds and property, subject to trusts duly received.
- (2) To receive property by gift, device or bequest subject to the laws regulating the transfer of property by will, and to otherwise acquire and hold the property, real or personal, including shares or stocks, bonds, and securities of other corporations.
- (3) To contract and be contracted
- (4) By resolution of the National Governing Council to borrow money, contract debts and issue bonds, notes, debentures and to secure the same for the purpose of furthering the objectives of FCK. Any document required to give effect to any of these transactions shall be sealed with a Common Seal of FCK.
- (5) To convey, exchange, lease, mortgage, purchase, encumber, transfer upon trust or otherwise dispose of any or all property real or personal, wherever located, subject to the provisions of the law pertaining to such property.
- (6) To perform any and all other acts necessary for the management, operation and administration of the affairs and attainment of the objectives and purpose of FCK.

ARTICLE 7: MANDATE

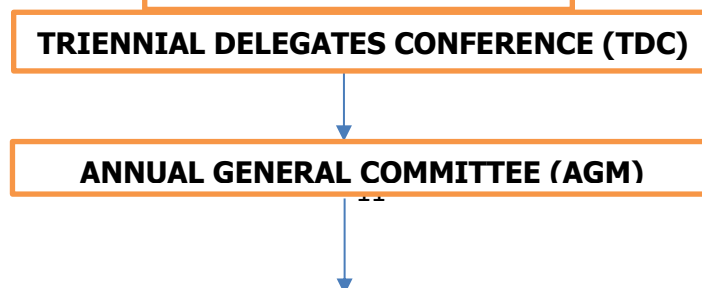
- (1) FCK shall have the mandate to coordinate activities of constituent Yearly Meetings and also have the oversight role over all of them.
- (2) All moveable and immovable assets of the Quaker Churches and Institutions currently held by Yearly Meetings shall continue to be held as such except no disposition of such assets shall be effected without the knowledge and or consent of FCK and the board of trustees.
- (3) Property acquired by FCK by purchase or gift, with or without the assistance of constituent Yearly Meetings or institutions shall be acquired and held in the name of FCK.
- (4) The FCK and all its constituent Yearly Meetings shall maintain an Asset register for their movable and immovable assets
- (5) FCK shall consider and decide on applications for membership and establishment and/or reorganization of new and/or existing Yearly Meetings in accordance with this Constitution.
- (6) FCK shall be the policy-making organ of constituent Yearly Meetings
- (7) FCK shall provide guidance on spiritual matters to the Yearly Meeting.
- (8) The National Presiding Clerk shall be the sole spokesperson of the Friends Church (Quakers) in Kenya.
- (9) FCK shall establish Chaplaincies and provide guidance in chaplaincy and ensure the development of policies rules and procedures of its management.

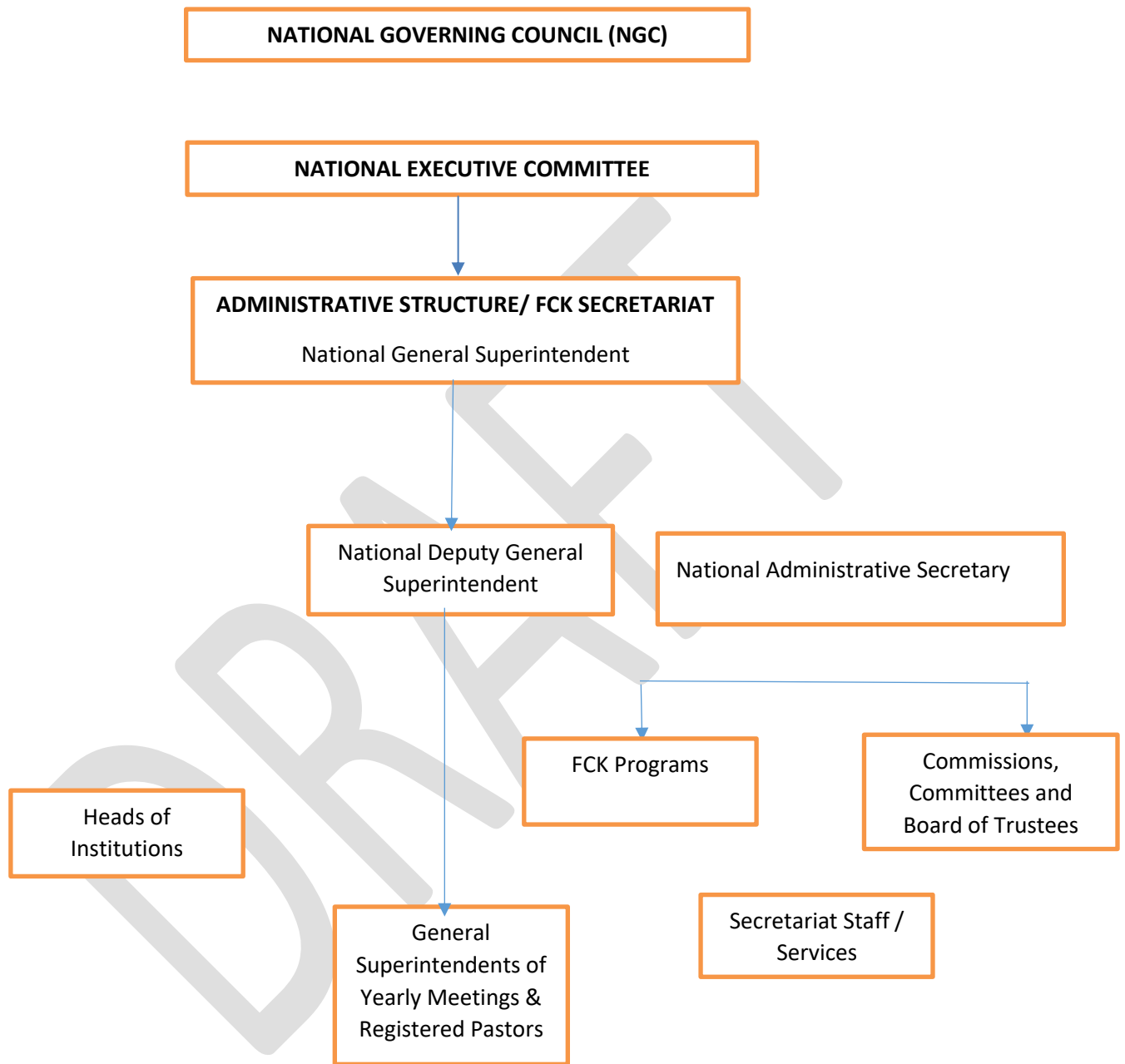
ARTICLE 8: STRUCTURE OF FCK

A). FRIENDS CHURCH (QUAKERS) IN KENYA GOVERNANCE STRUCTURE



B. FCK OPERATIONAL STRUCTURE





C. THE TRIENNIAL DELEGATES CONFERENCE

- (1) The Triennial Delegates Conference is the supreme body of FCK and shall be opened by the National Presiding Clerk and in his absence the National Vice Presiding Clerk.
- (2) The Triennial Delegates Conference shall function as the General Meeting of FCK combining business and worship. Representatives from constituent Yearly Meetings shall make up the Triennial Conference which shall unless otherwise stated by an appropriate

notice, convene not later than the 31st day of December after every three years at a pre-selected regional venue on a rotational basis within constituent Yearly Meetings. However, the National Governing Council shall have the power to alter such venues as circumstances may dictate.

- (3) The National Governing Council shall decide on the number of representatives qualified to attend and participate in decision making at the Triennial Delegates Conference and in that event it shall apportion these among the Yearly Meetings.
- (4) The Triennial Delegates Conference shall receive and decide all cases of appeal from decisions of the AGM, Yearly Meetings or Institutions and Committees which may be brought before it.
- (5) The Triennial Delegates Conference shall consider reports from the National Presiding Clerk and reports of the Annual General Meetings.
- (6) The decision of the Triennial Delegates Conference on matters brought for its consideration and or recommendation shall be final.
- (7) Any member of a Yearly Meeting may attend the Triennial Delegates Conference provided that a member who attends but is not such representative shall have no right to participate in decision-making at the business sessions of the conference. Business sessions shall end on Saturdays.
- (8) Before the Triennial Delegates Conference, the NGC shall establish a select planning committee which shall be in charge of the planning of the Triennial Delegates Conference and its duties shall be;
 - i. Determine the total number of delegates and the fee payable by each delegate to the Triennial Meeting
 - ii. Identify guests
 - iii. Prepare the timetable and program of the meeting
 - iv. Purchase of foodstuffs and other items necessary for the meeting and take care of catering arrangements
- (9) The Delegates to the Triennial Conference will be appointed to serve on the Epistle Committee. The main function of the Committee is to write the general epistle to Friends everywhere on behalf of the Triennial Conference. The letter is to be read and approved by the Conference. The Committee shall elect a Chairperson and Secretary from its

membership. The National General Superintendent shall be a member of the Epistle Committee whose membership shall be one representative from each constituent Yearly Meeting.

D. ANNUAL GENERAL MEETING

Functions of the Annual General Meeting

- a) There shall be an Annual General Meeting for the FCK that shall be held at such times as the FCK or its National Governing Council shall determine.
- b) That unless otherwise determined, the Annual General Meeting shall be held normally in the month of December in each calendar year on such date or dates or at such place or places as the FCK or its National Governing Council may determine.
- c) The sessions of the Annual General Meeting may be held at one chosen place or elsewhere by the adjournment or action of the meeting.
- d) The Annual General Meeting shall be opened by the National Presiding Clerk and in his absence, the National Vice Presiding Clerk, or by the National Recording Clerk.
- e) The Annual General Meeting shall consider and transact all business forwarded to it from Yearly Meetings including accepting nominations to fill all or any of the vacancies as the case may require.
- f) The Annual General Meeting shall receive and consider all Annual Reports and statements of Account.
- g) The Annual General Meeting shall approve and determine policies and procedures, appropriate to its mission before communicating them to members of its branches.
- h) The Annual General Meeting shall consider all business forwarded to the FCK from its organs and branches.
- i) The Annual General Meeting may also consider with the consent of the National Presiding Clerk, business that may be laid before the FCK by any of its members. Notice of such business should be presented to the National Presiding Clerk at least 21 days prior to the beginning of the Meeting.
- j) The Annual General Meeting shall receive and consider all annual reports,

including statements of accounts and receive and decide all cases of Appeal from decisions of its Yearly Meetings, committees or councils, which may be brought before it.

- k) The Annual General Meeting shall consider and approve the FCK annual budgets estimates
- l) The Annual General Meeting shall consider and approve audited books of accounts
- m) The Annual General Meeting shall consider and approve the appointment of external Auditor
- n) The Annual General Meeting shall the list of members from each Yearly Meeting (Branch) for purpose of filing Annual Returns.
- o) Each Yearly Meeting, programme and organs of FCK shall prepare and hand in its reports to the FCK sixty (60) days to the Annual General Meeting.

(1) Composition of the Annual General Meeting;

- a) The members of the National Governing Council
- b) The chairpersons of the FCK Commissions, Committees
- c) The National General Superintendents and General Superintendents of the Yearly Meetings
- d) The Administrative Secretaries of Yearly Meetings
- e) The Education Secretaries of Yearly Meetings

E. NATIONAL GOVERNING COUNCIL (NGC)

(1) Composition of the National Governing Council

- I. The National Governing Council shall be composed of the following;
 - a. Yearly Meetings Presiding Clerks.
 - b. The Chairperson of the Committee of Yearly Meetings Treasurers who shall be the National Treasurer.

- c. The Vice Chairperson of the Committee of Yearly Meetings Treasurers who shall be the National Vice Treasurer.
 - d. The Chairperson of the Committee of Yearly Meetings Internal Auditors who shall be the National Internal Auditor
 - e. The National General Superintendent
 - f. The National Administrative Secretary
 - g. The National chairperson of Board of Trustees.
 - h. The legal Advisor
 - i. National Education Secretary.
 - j. Chair of the Executive Committee.
 - k. National Chairpersons of Programs
 - l. A representative of Persons with disability (PWD).
 - m. One person representing the youth.
 - n. Chairperson Business wing.
 - o. Such a number of persons nominated to ensure no more than two-thirds of the membership of the NGC shall be of the same gender.
 - p. A person(s) representing special interest groups as and when circumstances demand.
- II. The NGC shall at its first meeting ensure that the NGC is fully constituted as outlined above before conducting any business failure to which the NGC shall not be properly constituted for any business.
 - III. The first meeting shall be convened by the National General Superintendent.
 - IV. The NGC shall hold its first meeting immediately after the nominations and confirmation of leaders at the Yearly Meetings Annual General Conference but not later than one (1) month after the Yearly Meetings Annual General Conferences.
 - V. At the first meeting, the Yearly meetings Presiding Clerks shall caucus in the regions in Schedule B to select one of the Presiding Clerks to represent them in the leadership of the NGC.
 - VI. The leaders selected under clause 4 above shall under the guidance of the National General Superintendent choose from amongst themselves a chairperson, a vice chairperson, a Secretary and a vice secretary who shall become the National Presiding Clerk, the National

Vice Presiding Clerk, The National Recording Clerk, the National Vice Recording Clerk respectively led by the National General Superintendent and the National Administrative Secretary will take the minutes. The selection shall ensure Regional balance.

- VII. The National Presiding Clerk shall be the head and spokesperson of FCK and the position shall be rotational based on regions in **SCHEDULE B** of this constitution with the leadership of the NGC serving only one term of 3 years.
- VIII. The National Presiding Clerk shall be the chair of the National Governing Council and the Annual General Meeting.
- IX. Any member who ceases to be a member of the FCK and/or ceases to hold the office of a Presiding Clerk of his/her Yearly Meeting shall automatically cease to be an office bearer.
- X. A member of the NGC may be removed from office for failure to live in accordance with the Quaker Statement of Faith and Practice and/or in accordance with the laws and rules governing removal from office at his/her Yearly Meeting.
- XI. The vacancy thus created shall immediately be filled by the nominating region/organ.
- XII. All members serving on the FCK National Governance Council shall comply with the provisions of Chapter 6 of the Constitution of Kenya.

(2) Functions of the National Governing Council

- a) The overall administration of the FCK shall be vested in the National Governing Council.
- b) The National Presiding Clerk shall be the Chairperson of the National Governing Council.
- c) The National Governing Council shall have overall and full power between the Triennial Delegates Conference and the Annual General Meeting to manage the Church, devise general objectives by which the Church carries out its functions, nominate principal officers, deliberate on all reports of the Church finances and administer the Constitution and Rules of the Church
- d) The National Governing Council shall encourage the effective witness of the Faith and Practice of Friends (Quakers) and shall also strengthen the traditional testimonies of the Friends as biblically interpreted in the Statement of Faith and Practice.
- e) The National Governing Council shall devise the general objectives by which the FCK carries out its functions.
- f) The National Governing Council shall deliberate on all functional reports of the finances

of FCK, individual institutions and special projects and programs and general administration.

- g) The National Governing Council shall have power to recruit, terminate or discipline all employees of the FCK.
- h) The National Governing Council shall administer the Constitution and Rules of the FCK, approve affiliation, through FCK, with outside organizations and all matters incidental thereto.
- i) The National Governing Council shall be Responsible for the agenda, procedure and conduct of the Annual General Meeting and the Triennial Delegates Conference.
- j) The National Governing Council shall have the power to appoint members of functional committees necessary for efficient administration of the FCK and spell terms of reference or duties of such committees.
- k) The National Governing Council shall be responsible for the appointment of Trustees.
- l) The National Governing Council shall consider the Annual Reports and Audited Accounts for the previous year as well as Budget approval and control.
- m) The National Governing Council shall engage with the Government through the National Presiding Clerk or such other person as the National Governing Council may decide.
- n) The National Governing Council shall facilitate and promote communication between members.
- o) The National Governing Council shall direct the Secretariat on contractual matters.
- p) The National Governing Council shall have power to make regulations for the effective and efficient conduct of the business by the National Governing Council shall or any other Committee.
- q) The National Governing Council shall meet at least three (3) times in a calendar year and shall regulate its own business.
- r) The Yearly Meetings shall establish General Boards of the Yearly Meetings which shall exercise functions as provided for under the laws and regulations of the Respective Yearly Meeting.

F. THE NATIONAL EXECUTIVE COMMITTEE

- (1) The National Executive Committee shall consist of the following members.

- a) The National Presiding Clerk in his/her absence the National Vice Presiding Clerk ex-officio member.
- b) The National Treasurer
- c) The National Vice Treasurer
- d) The National General Superintendent
- e) National Administrative Secretary
- f) The National chairperson of Board of Trustees.
- g) The legal Advisor
- h) The National Chairpersons of all the Committees and Commissions
- i) A representative of Persons with disability (PWD).
- j) Chairperson Business wing.
- k) Such a number of persons nominated to ensure no more than two-thirds of the membership of the National Executive Committee shall be of the same gender.
- l) The National Executive Committee shall at its first meeting ensure that the NEC is fully constituted as outlined above before conducting any business failure to which the NGC shall not be properly constituted for any business.

(2) Functions of the National Executive Committee

- a) The National Executive Committee shall at its first meeting choose a chair amongst its members.
- b) The National Administrative Secretary shall be the Secretary to the National Executive Committee.
- c) The National Executive Committee shall be the policy-making organ of FCK.
- d) The National Executive Committee shall promote, monitor and keep under constant review the implementation of the programs of FCK and ensure the proper functioning and development of FCK in accordance with this Constitution.
- e) The National Executive Committee shall implement the decisions and directives of the National Governing Council as may be addressed to it.
- f) The National Executive Committee shall be responsible for coordinating the work and activities of FCK and provide guidance and make recommendation to the National Governing Council regarding matters relating to property, institutions and

projects/programs for approval.

- g) It shall solicit funds and personnel from both external and internal sources for the purpose of running and sustainability of such projects/programs.
- h) It shall meet at such times as the business of FCK shall dictate and not less than four times a year and shall be answerable to the National Governing Council.
- i) It shall perform such other duties as may be assigned or delegated to it by the National Governing Council or the Triennial Conference.
- j) The Yearly Meetings shall have their own Executive Committee.

G. THE ADMINISTRATIVE ORGAN (THE SECRETARIAT/STAFF) OF THE CHURCH

- (1) FCK shall establish a Secretariat whose functions shall be to coordinate the administrative activities of the Church. The Secretariat shall be headed by the National General Superintendent who shall be a full-time employee and shall attend to day-to-day running of the affairs of the church.
- (2) The Secretariat shall be composed of the following offices;
 - a) The Office of the National General Superintendent
 - b) The Office of the National Deputy General Superintendent
 - c) The Office of the National Administrative Secretary
 - d) The Office of the National Education Secretary
- (3) The FCK may appoint such number of staff of the FCK as it may consider necessary for the discharge of the functions of the FCK, on such terms and conditions as the FCK may determine.

1. THE OFFICE OF THE NATIONAL GENERAL SUPERINTENDENT

a) Establishment of the Office of the National General Superintendent

- I. There is established the office of National General Superintendent who shall be in charge of the Mission Services.

b) Duties and Responsibilities

- II. Shall be the senior most Pastor of the Church aged between 35 and 65

- III. Shall be the head of the secretariat.
- IV. He/she shall supervise the work of the YMs Superintendents and Missionaries within the FCK jurisdiction.
- V. Shall assist the NGS in setting performance targets for GSs.
- VI. Shall be in charge of resource mobilization for the FCK
- VII. Shall appraise the Superintendents and senior pastors.
- VIII. Shall advise the NGS in setting up mission work policy in consultation with Yearly Meeting General Superintendents
- IX. Shall be appointed by the National Governing Council on the recommendation of the National Executive Committee on full-time employment. He/she shall serve on an initial five (5) years contract renewable provided that he/ she does not hold office for more than ten (10) consecutive years.
- X. He/she shall report and be answerable to the National Governing Council through the National Presiding Clerk.

c) Required Qualifications

- i. The required qualification of the office shall include a Degree in theology and administrative experience of not less than 10 years.
- ii. Shall be a person holding the office of a General Superintendent of a Yearly Meeting.
- iii. The Person appointed shall relinquish the office of a General Superintendent in the Yearly Meeting he/she was serving as at the time of appointment.
- iv. A person to be appointed to the office of the National General Superintendent shall be one with high Christian morals, ability, and integrity.
- v. The person to be appointed shall have a minimum of a Master's degree in theology from a recognized University and must have successfully served as a superintendent or senior pastor for a minimum of Three (5) years in a Quaker Church, OR.
- vi. The person to be appointed should have a degree in Theology preferably from a recognized Quaker college and have successfully served as a superintendent within the Quaker Church for a minimum of five years.

- vii. The person shall be computer literate.
- viii. An officer at this level shall retire at the age of 65.

THE OFFICE OF THE DEPUTY GENERAL SUPERINTENDENT

a. Establishment of the Office of the National Deputy General Superintendent

- i. There is established the office of National Deputy General Superintendent who shall be in charge of the Mission Services.
- ii. Shall be answerable to the National General Superintendent of the FCK.
- iii. Shall be appointed by the National Governing Council of the FCK on the recommendation of the FCK Human Resource Committee and his/her terms of office shall be specified in his/her letter of appointment.
- iv. Shall hold office for a term of five years renewable for another term based on performance. He/she shall not hold office for more than 10 consecutive years.
- v. May resign or be removed from office in accordance with the terms and conditions of his/her employment.
- vi. The appointment may be terminated by the NGC at any time after due enquiry made subsequent upon a complaint in due form as may be provided in this Constitution or any other document authorized by this Constitution, that the National Deputy General Superintendent has been found guilty of conduct unbecoming of the office of National Deputy General Superintendent and/or of serious persistent and continuous neglect of duty or adjudged guilty of any offence by a competent court.
- vii. When the Office of the National Deputy General Superintendent falls vacant, the National General Superintendent shall notify the FCK Human Resource Committee to advertise, interview and recommend to the NGC a suitable candidate for appointment.

b. Duties and Responsibilities

- i. Shall deputize the National General Superintendent and shall perform all other duties in the absence of the National General Superintendent
- ii. Shall perform any other duties assigned by the National General Superintendent or the National Governing Council.
- iii. When a vacancy occurs in the office of National General Superintendent, the National Deputy General Superintendent, shall assume the office of the National General

Superintendent for the remainder of the term of the Presiding Clerk

- iv. Shall supervise, coordinate and pastor in charge of all established FCK programs (Quaker men, USFW, YFP and Quaker Children Program)
- v. Shall supervise the selection of National Program leaders ensuring regional balance

c. Qualifications

Required qualifications for this office shall be the same as those of the National General Superintendent.

2. THE OFFICE OF THE NATIONAL ADMINISTRATIVE SECRETARY.

a) Establishment of the Office of the National Administrative Secretary

- i. There is established the office of the National Administrative Secretary who shall be in charge of the secretariat.
- ii. The National Administrative Secretary shall be appointed by the National Governing Council of the FCK on the recommendation of the Human Resource Committee and his/her terms of office shall be specified in his/her letter of appointment.
- iii. The National Administrative Secretary shall hold office for a term of five years renewable for another term based on performance. He/she shall not hold office for more than 10 consecutive years.
- iv. The National Administrative Secretary shall be answerable to the National Governing Council through the National General Superintendent of the FCK.
- v. The National Administrative Secretary shall retire after serving two five-year terms or at the age of Sixty-five (65) years, whichever comes first OR may be terminated at end of term one if his/her performance is wanting basing on appraisal as per Human Resource tool of his duties.
- vi. The National Administrative Secretary may resign or be removed from office in accordance with the terms and conditions of his/her employment.
- vii. The appointment may be terminated at any time if that course is recommended by a competent medical authority on the grounds of physical or mental incapacity.
- viii. The appointment may be terminated by the National Governing Council at any time after due enquiry made subsequent upon a complaint in due form as may be provided in this Constitution or any other document authorized by this Constitution, that the

National Administrative Secretary has been found guilty of conduct unbecoming of the office and work of the National Administrative Secretary or of serious persistent and continuous neglect of duty or adjudged guilty of any offence by a competent court.

- ix. The mode of procedure of retirement of the National Administrative Secretary shall be laid down in the terms and conditions of the staff of the FCK.

b) The Duties and Responsibilities of the National Administrative Secretary

- i. He /She shall keep up-to-date minutes of the National Executive Committee, the National Human resource Committee and National Governing Council and circulate them in time before the next meeting.
- ii. He/she shall advise the National Executive Committee and the National Governing Council on matters related to the administration of the Church.
- iii. He/she shall attend to all administrative matters of the FCK and prepare and administer various administrative programmes of the Church.
- iv. He/she shall ensure that all the FCK Committees, Commissions and Boards are properly constituted and working in accordance with the Constitution and their respective terms of reference.
- v. He/she shall attend as an ex-officio member of any of the Committees, Commissions and Boards and assist them to organize their meetings and keep proper records of their deliberations.
- vi. He/she shall maintain proper office practice and keep in safe custody all Church records and documents.
- vii. He/she shall ensure that all Church finances are properly utilized and with the help of the Accountant, Internal Auditor and Treasurer, ensure that audit is carried out at least once a year.
- viii. He/she shall ensure that Church property is safely guarded and the responsible persons provide sufficient information regarding the properties.
- ix. He/she shall supervise on daily basis the work of the staff at the FCK Central Office and through the National Governing Council, ensuring that staff matters are dealt with in a transparent and efficient manner.

- x. He/she shall ensure that all the resolutions of the National Governing Council, Triennial Conference, Annual General Meeting and other Committees, Commissions and Boards are swiftly and accurately implemented.
- xi. He/she shall assist, together with the National General Superintendent and the Office of the Clergy, in the nomination process of the leaders of the Church.
- xii. He/she shall develop and carry out a staff appraisal system on an annual basis and advise the National Presiding Clerk of the FCK and the National Human Resource Committee accordingly.

c) The Qualifications of the National Administrative Secretary

- i. A person to be appointed to the post of National Administrative Secretary shall be one with very high Christian morals, ability and integrity.
- ii. The person to be appointed shall be a mature Christian aged between 35 and 60 years.
- iii. The person shall be a practicing Quaker and a Full Member who belongs to one of the Yearly Meetings
- iv. The person shall have a minimum first degree in Business Administration from a recognized University or its equivalent with a proven minimum experience of ten years and at least a diploma in theology. A degree in Theology will be an added advantage.
- v. The person should be Computer literate.

3. THE OFFICE OF THE NATIONAL EDUCATION SECRETARY

a) Establishment of the Office of the National Education Secretary

FCK shall establish the office of a National Education Secretary

b) The Duties and Responsibilities of the National Administrative Secretary

- i. Represent the Church in Educational matters at the National level
- ii. Oversee and participate in the management of education in Friends Church

Institutions on behalf of FCK.

- iii. Maintain/improve academic standards, spiritual growth of learners and physical growth of the Institutions.
- iv. Inform and advise the church on trends, emerging issues and policies in the education sector.
- v. Promote research on identified issues affecting education and educational institutions.
- vi. To participate and contribute to the formulation and implementation of National Education Policies.
- vii. To provide advisory services to County Fora and Yearly Meetings Education Commissions
- viii. Shall be an ex-officio member of the National Governing Council and its sub committees.
- ix. Shall be appointed by the National Governing Council on the recommendation of the National Executive Committee on full-time employment. He/she shall serve on an initial five (5) years contract renewable provided that he/ she does not hold office for more than ten (10) consecutive years.

c) The required qualifications for this office shall include:

- i. A degree in Education or its equivalent from a recognized university with a minimum experience of ten years experience in administrative work
- ii. An 'O' Level Certificate with a minimum requirement of C+ or its equivalent
- iii. Computer literate with a certificate
- iv. A diploma in theology will be an added advantage
- v. Be conversant with operations of the Friends church setting for a period of ten years
- vi. High Christian morals, ability, integrity and dedication with reference to 1Timothy 3:1-7
- vii. Committed and mature Christian between the age of 35 to 65 years old with excellent communication skills.

THE OFFICE AND THE WORK OF THE CLERGY

- I. The YMs shall establish all or/ any of the offices of the Clergy (Pastors) at paragraph II below for the Spiritual growth and care of the Church and the persons appointed to such offices shall be servants of the Living God but not masters of the Church.
- II. The Offices of Clergy to be created shall include the following –
 - a) Superintendents
 - b) Senior pastors.
 - c) Pastors.
 - d) Assistant Pastors.
- III. The YMs shall have the power to increase and/or abolish one or more such offices as the exigencies of service may allow.
- IV. The offices of Superintendents, Senior Pastor, pastors and assistant pastors shall be in the full employment of the YMs in accordance with the terms and conditions of service of the YMs.
- V. The officers appointed to the above-mentioned offices shall serve all members irrespective of their standing in church, helping through individual encounters and organized encounters to become more effective in Christian proclamation, fellowship and service.
- VI. The officers shall make sure that members of the congregation are afforded the opportunity for their exercise of ministry, as the Lord may lead. In particular, the officers will be responsible to-
 - a) Affirm through the public ministry the Quaker Faith and Practice.
 - b) To be the leader of his/her people in worship
 - c) Facilitate systematic religious visitation among members and other attendees.
 - d) Provide individual counselling to persons seeking spiritual and moral guidance, and to those preparing for marriage.
 - e) Call on the sick, the bereaved, and the needy, and facilitate the compassionate interest of others on their behalf.
 - f) Preach the edification of the Church, as led by the Lord, working with overseers and elders in arrangements for worship and other preaching ministries.
 - g) Lead the Church in programs of evangelic outreach.

- h) Serve as an advising member of the YMs, committees and commissions. Give counsel to the youth, women and men groups, reinforcing their concerns through public ministry.
 - i) Provide systematic preparation for Membership.
 - j) To fashion his/her life and of the members of his/her family in such a manner that they may adorn the Gospel of our Lord and Savior and may serve as profitable examples to the members of their congregations.
- VII. Each pastor shall be appointed into the services of the Community as a priest and his/her terms of service shall be specified in his or her letter of appointment.
 - VIII. He/she shall be answerable to the General Superintendent through the Deputy General Superintendent and the YMs for the diligent and humble ministration of the Word of God to the flock for which he/she is appointed to shepherd and care.
 - IX. He/she shall be earnest in teaching the people the truth as it is in Jesus Christ.
 - X. He/she shall be diligent in visiting his/her people in their houses to know their situation and be able to relate to his/her ministry.
 - XI. He/she shall care lovingly for the young and in particular, prepare young people and others for Baptism and Confirmation.
 - XII. He/she shall use his/her spiritual gifts in the services of each other and to spearhead the Outreach Mission.
 - XIII. He/she shall proclaim the Gospel faithfully in his/her life by fashioning his/her life and of members of his/her family in such fashion that they may adorn the Gospel of our Lord and Savior and may serve as profitable examples to the members of their congregations.
 - XIV. He/she shall preside over all worship meetings in his/her locality or community as the case may be and supervise the work of Bible Teachers, Evangelists and Missionaries within his/her jurisdiction.
 - XV. He/she shall attend all meetings of Committees and Commissions within his/her jurisdiction and provide spiritual guidance.
 - XVI. He/she shall prepare periodic reports to the General Superintendent, local committees and assist in the coordination of nomination of lay leaders in the Local Meeting and perform such other duties as may be provided for in this Constitution and in any other document as shall be issued under the authority of this Constitution from time to time.

- XVII. All officers appointed to the above-mentioned offices shall in the exercise of their duties be governed by the YMs Code of Conduct.

The Qualifications for Appointment to the Office of the Clergy

Superintendent

- a) A person to be appointed to the post of Superintendent shall be one with high Christian morals, ability, integrity and education.
- b) A person to be appointed shall have a minimum master's degree in Theology from a recognized University preferably Friends Church Theological College with a minimum of four years' experience in pastoral work, OR
- c) The person shall have a post-graduate degree in Theology with eight years of experience in pastoral work.
- d) The person shall be computer literate.
- e) The superintendents shall competitively be appointed from among the senior pastors of YM.
- f) Other than serving in assigned monthly meetings, they shall be pastor in charge of established programs of YMs Quaker Men, USFW, YFP and Quaker Children Program.

Senior Pastors

- a) A person to be appointed to the post of Senior Pastor shall be one with high Christian morals, ability and integrity.
- b) A person to be appointed shall have a minimum of a Master's degree in Theology from a recognized University preferably Friends Church Theological College with a minimum of four years' experience in pastoral work, OR
- c) The person shall have a post-graduate degree in Theology preferably from Friends Church Theological College with eight years of experience in pastoral work.
- d) The person shall be computer literate.
- e) They shall be in charge of monthly meeting Missions
- f) An officer at this level shall retire at the age of 65.

Pastors

- a) A person to be appointed to the post of Pastor shall be one with high Christian morals, ability, integrity and education.
- b) A person to be appointed shall have a minimum of first degree in Theology from a recognized University preferably Friends Church Theological College with a minimum of four (4) years' experience in pastoral work or,
- c) The person shall have a Diploma in Theology from a Friends Church Theological College with over eight (8) years of experience in pastoral work.
- d) The person shall be computer literate.
- e) An officer at this level shall retire at the age of 65.

Assistant Pastors

- a) A person to be appointed to the post of Assistant Pastor shall be one with high Christian morals, ability, integrity and education.
- b) A person to be appointed shall have a minimum of a first degree in Theology from a recognized University with a minimum of two (2) years 'experience in pastoral work, or,
- c) The person shall have a Diploma in Theology from a Friends Church Theological College with four (4) years of experience in pastoral work.
- d) The person shall be computer literate.
- e) Shall supervise, coordinate and pastor in charge of all established Yearly Meeting programs(Quaker men, USFW, YFP and Quaker Children Program)
- f) An officer at this level shall retire at the age of 65.

ARTICLE 9 YEARLY MEETINGS (BRANCHES)

- (1) There is established Yearly Meetings (Branches) of the FCK as per **SCHEDULE A**
- (2) The Yearly Meetings (Branches) shall adopt this constitution as their own constitution.
- (3) Upon promulgation of this Constitution FCK shall enact a policy or Legislation that shall define clear boundaries of the branches and such boundaries shall be maintained and/or amended from time to time.
- (4) All Yearly Meetings will henceforth bear the same name as FCK with an addition of the name of the Yearly Meeting below it.

- (5) The Yearly Meetings shall self-regulate and shall have the power to make their own regulations to guide the conduct and operations of the Yearly Meeting but the regulations shall be in conformity with this Constitution.
- (6) A Yearly Meeting may authorize the grouping of the monthly meetings within its jurisdiction into Quarterly Coordinating Committees (QCCs) for purposes of coordinating its activities and programs. However, such groups shall not hold worship services.
- (7) Their function shall be to coordinate meetings under them and will not have office bearers. The leaders of the meetings under them can meet to discuss coordination matters

(8) The Quarterly Coordinating Committee

- I. The Yearly Meeting may authorize the formation of Quarterly Coordinating Committees (QCCs) comprising of at least three (3) Monthly Meetings upon being satisfied that the following criteria have been met:
 - a) A request has been received through the existing QCC.
 - b) That all obligations to the existing QCC have been settled.
 - c) That there is a formula for managing jointly acquired resources.
- II. Composition of such Quarterly Coordinating Committees shall be the Presiding Clerks, Program chairpersons and Pastors in charge of Monthly Meetings within that jurisdiction who shall also have authority to co-opt experts to advise appropriately.
- III. Where any such Quarterly Coordinating Committee is established the office bearers from the monthly meetings forming the QCC will converge to select the office of the chairperson, vice chairperson, secretary, vice secretary and treasurer from amongst themselves. The chairperson and the vice chairperson shall be selected from amongst the Presiding Clerks of the Monthly Meeting. The selection process will be supervised by the General Superintendent.
- IV. The Quarterly Coordinating Committee shall hold business once every three months and shall;
 - a) Organize seminars within its jurisdiction.
 - b) Plan for retreats, conferences, and any other special programs the Yearly Meeting may direct or deem necessary.

- c) Resolve disputes within its jurisdiction on behalf of the Yearly Meeting.
- d) Not hold worship services.

(9) The Yearly Meetings Governance Structure

- I. The Yearly Meetings Governance structure shall include the following office bearers from
 - a) Presiding Clerk
 - b) Vice Presiding Clerk
 - c) Recording Clerk
 - d) Vice Recording Clerk
 - e) Treasurer
 - f) Vice Treasurer
 - g) Internal Auditor
- II. All office bearers shall be nominated by respective Annual Conferences and shall hold office for a period of three (3) consecutive years but shall be eligible for re-nomination for a further term, subject to a maximum term of six (6) consecutive years.
- III. All office bearers shall be full members of the Church.
- III. Any church member who ceases to be a member of the FCK shall automatically cease to be an office bearer.
- IV. An office bearer may be removed from office for failure to live in accordance with the Quaker Statement of Faith and Practice. The vacancy thus created shall be filled by nomination at the Annual General Conference or at the General Board whichever is earlier.
- IV. All office bearers and members serving in all offices of the Yearly Meetings shall comply with the provisions of this constitution and Chapter 6 of the Constitution of Kenya.

(10) Qualifications of Office Bearers of Yearly Meetings

a) Presiding Clerk

- I. **Required qualification for this office shall include;**
 - i. A Minimum Diploma from a reputable Institution,
 - ii. Administrative experience
 - iii. Fluency in English and Kiswahili language

- iv. The ideal candidate must be a mature, full member of a Monthly Meeting and who understands the Quaker Faith and Practice
- v. Aged between 35 and 70 years
- vi. Should be seen to have a calling
- vii. Shall not hold a political office
- viii. Should be charismatic and command the respect of the church
- ix. A certificate in Theology from a reputable institution shall be an added advantage

II. Duties

- i. Shall preside over the business sessions in particular the business meetings of the General Board and the Annual Conference.
- ii. Shall be an ex-officio member of all other committees and commissions of the Yearly Meeting that may be set up under the laws and/or regulations of the Respective Yearly Meeting from time to time.
- iii. Shall liaise with constituent Monthly Meetings on the proper administration and development of subordinate meetings.
- iv. Shall be a signatory to all the accounts of the Yearly Meeting.

c. Vice-Presiding Clerk

I. Qualifications

Required qualifications for this office shall be the same as those of the Presiding Clerk.

II. Duties

- i. Shall deputize the Presiding Clerk and shall preside over the business meetings and perform all other duties in the absence of the Presiding Clerk.
- ii. Shall perform any other duties assigned by the Presiding Clerk or the General Board.
- iii. When a vacancy occurs in the office of Presiding Clerk, the Vice Presiding shall assume the office of the Presiding Clerk for the remainder of the term of the Presiding Clerk.

a) Recording Clerk

I. Qualifications

- i. Required qualification for this office shall include:

- ii. At least a diploma certificate
- iii. Fluent in English and Kiswahili languages.
- iv. Experience in note taking and record keeping
- v. The ideal candidate must be a mature, full member of a Monthly Meeting and who understands the Quaker Faith and Practice
- vi. Aged between 30 to 60 years.

II. Duties

- i. Shall record, maintain and preserve minutes of all business sessions and shall preserve records of proceedings of the Annual Conference and the National Governing Council.
- ii. Shall circulate the minutes to all members of the business sessions concerned immediately after the sessions are finalized.
- iii. Shall ensure that all resolutions are clearly recorded and communicated to the implementing authority of the Yearly Meeting.

b) Vice Recording Clerk

- I. Required qualifications for this office shall be the same as those of the Recording Clerk.

II. Duties

- i. Shall deputize the Recording Clerk and shall perform the functions and all other duties of the office of the Recording Clerk in the absence of the Presiding Clerk.
- ii. Shall perform any other duties assigned by the Recording Clerk or the General Board.

c) The Treasurer

I. Qualifications

- i. Shall have at least a Secondary School Certificate of Education or its equivalent.
- ii. Shall be a person with good knowledge in bookkeeping, accounting and/or finance management. A CPA1 will be an added advantage
- iii. Shall be a person of integrity, selflessness and dedication.
- iv. Aged between 30 to 60 years.

II. Duties

- i. The Treasurer shall be responsible for the financial management of the Yearly Meeting.
- ii. Shall receive and disburse under direction of the General Board all monies of the Yearly Meeting.
- iii. The Treasurer shall prepare present and administer budgetary functions of the Yearly Meeting and read interim financial reports at the Executive Meetings and an audited financial report at the Annual General Conference.
- iv. The Treasurer shall be expected to be knowledgeable in financial matters.

d) Vice Treasurer

- i. Shall possess similar qualifications as those of the Treasurer
- ii. Shall assist the Treasurer to perform all such duties in the absence of the Treasurer
- iii. Shall perform any duties that may specifically be assigned to him/her by the Treasurer or General Board.

c) Internal Auditor

I. Qualifications

- i. Shall have at least a Secondary School Certificate of Education or its equivalent.
- ii. Shall be a person with good knowledge in bookkeeping, accounting and/or finance management. A CPA 1 will be an added advantage
- iii. Shall be a person of integrity, selflessness and dedication.
- iv. Aged between 30 to 60 years.

II. Duties

- i. Shall be responsible for internal auditing all financial records and transactions of the Yearly Meeting, organs and institutions.
- ii. Shall in consultation with the National Chairperson of Internal Auditors assess the effectiveness of set internal control systems of all church organs.
- iii. Shall advise Meetings on the sound financial management of funds.
- iv. Shall supervise the auditors of monthly Meetings and Local/Village meetings and make unscheduled visits for that purpose to any Constituent Meeting.

- v. Internal auditors shall submit their audited accounts to their various Subordinate Meetings.

(11) The Yearly Meetings Nomination Committee

I. Establishment

- i. Each Yearly Meeting shall establish a Nomination Committee whose duties shall be to identify and nominate persons of high integrity to serve in the office of the Church and its organs.
- ii. The Nomination Committee shall be inaugurated by the General Superintendent and the General Secretary who shall be its advisors/returning officers provided that these officers shall not participate in the deliberations of the Nomination Committee.
- iii. The Nomination Committee shall consist of one representative from each Monthly Meeting and programs who shall be a full active member of a local meeting.
- iv. At its first meeting the Nomination Committee shall choose from amongst its members a Chairperson and Secretary.
- v. The Nomination Committee may consult subordinate meetings on persons to be considered for nomination with regard to their standing and conduct in the Church.
- vi. The Nomination Committee shall meet prior to and during the Annual Conference and at the last session of the conference present to the delegates the names of nominees for various offices for approval.
- vii. In the event of any office becoming vacant for whatever cause between the Annual Conference, the Nomination Committee shall receive and consider suitable proposals for the purpose of replacement subject to confirmation of the General Board.
- viii. Members of the Nomination Committee shall hold office for a maximum period of three (3) consecutive years.
- ix. The Nomination Committee shall be an independent body of the Yearly Meeting which shall not be subject to direction from any authority or person in the Church.
- x. Salaried personnel of the Yearly Meeting shall not participate in the deliberations of the Nomination Committee. Similarly, a member of the Nomination Committee shall not be eligible for appointment to any office.
- xi. The quorum of the Nomination Committee shall be two-thirds (2/3) of its members.

II. Procedure of the Nomination Committee

- i. The YM General Board shall meet before the 30th day of March and draw a minute for the nomination starting from Village/Local Meetings to the Yearly Meeting.
- ii. It shall receive notification of positions in the subordinate meetings from the General Secretary of the Yearly Meeting.
- iii. It shall declare the vacant positions in the subordinate meetings.
- iv. It shall receive nominations from subordinate meetings to the vacant positions.
- v. It shall thereafter investigate, evaluate shortlist and recommend names of capable persons to the Annual Conference for appointment to the different offices.
- vi. Nominations shall start in the Month of January and end in the Month of July before the Annual Conference.
- vii. The Nomination Committee shall hold at least two sittings before the nominations for prayers, meditation, consultation and eventually nomination.
- viii. The Nomination Committee shall present the nominees to the Annual 1 Conference during the second day of the conference for approval.
- ix. The method of nomination shall be by consensus and shall nominate church leaders and all program leaders at the same time with qualities stipulated in 1st Timothy 3:2-12 and as stated in other parts of the Holy Bible. The Nomination Committee shall ensure that no member holds more than one position in the church.

(12) The Yearly Meetings committee of elders/overseers

- (1) There shall be established a Committee of Elders/Overseers at Yearly Meeting level which shall perform a role of guiding and counseling.
- (2) As Quakers our universal unifying theme is peace and, as peacefulness is next to Godliness, the Committee of Elders/Overseers which is charged with the role of guiding and counseling and shall arbitrate on all matters of dispute as embraced in Romans 12: 3-5, Mathew 18: 15-17, Hebrews 10: 24 and as stated in the Holy Bible.
- (3) The Elders/Overseers Committee shall comprise not more than seven (7) members and not less than five (5) members who shall be chosen by the General Board and shall serve for a term of six years renewable once.
- (4) The members of the Elders/Overseers Committee shall be persons who have spiritual insight and the ability to judge well.

- (5) Whose intercessory powers can bring agreement and peace where there was none and through prayers is able to intercede with God on behalf of those in need spiritually.
- (6) Shall be living resources of the Quaker Faith and Practice and must be Friends of good standing in the church as may be appointed from time to time. Both men and women are eligible for appointment as Elders/Overseers.
- (7) The duties and functions of the Committee of Elders/ Overseers shall be as hereunder:-
 - i. To ensure and uphold acceptable standards among the Pastors.
 - ii. To give guidance and ensure that the moral life of the members of the Church is maintained.
 - iii. To pay careful attention to the needs of members and attendees in crisis.
 - iv. To observe those who are showing the first signs of spiritual gifts and encouraging and counseling those who are approaching the point of a spiritual decision for Christ.
 - v. To receive, consider and arbitrate on any disciplinary cases commenced by members or group of members aggrieved by the decision of any of the other subordinate Committees and Meetings and thereby offer appropriate spiritual counsel.
 - vi. The Committee shall have jurisdiction to arbitrate on all matters of dispute between the Church, members and/or past members. No dispute shall be referred to a Court of Law between the Church, Members or past Members without approval of the Committee being first sought and obtained in writing.
 - vii. The proceedings of the Committee shall be reported to the National Governing Council wherever it is next convened but should not be divulged in any other place.

ARTICLE 10: ESTABLISHMENT OF YEARLY MEETINGS (BRANCHES).

- (1) Every Yearly Meeting under Schedule A of this Constitution shall have a well-defined area of territorial jurisdiction within which it shall conduct its day-to-day business.
- (2) FCK shall establish internal dispute resolution mechanisms for any internal wrangles.
- (3) A new Yearly Meeting may be created from a constituent Yearly Meeting and shall satisfy the minimum requirement as hereunder:
 - a) Have a membership base of at least 10,000 fully registered members.
 - b) Should be in a position to pay a registration fee of one million Kenya shillings (Kshs.1,000,000/=) or such amount as may be reviewed from time to time by the NGC.
 - c) Have an asset base of Kenya shillings fifty million (Kshs.50,000,000 / =).

- d) Have at least the existence of twenty (20) qualified monthly meetings with corresponding village meetings at a ratio of at least two (2) village meetings for each monthly meeting.
- (4) The new Yearly Meeting shall apply to the mother Yearly Meeting, which will assess the intended Yearly Meeting as per the requirements of the Yearly Meeting and then on qualification, applications for registration shall be made to FCK by an Interim Committee of the proposed Yearly Meeting through the existing Yearly Meeting.
- (5) The National Governing Council shall upon being satisfied that the application is merited, forward the same with its recommendation to the next Triennial Conference for consideration at its next business session.
- (6) On approval of the application by the Triennial Delegates Conference, FCK shall arrange for the legal registration of the new Yearly Meeting in accordance with the law.
- (7) The proposed Yearly meeting shall then submit its proposals for the inauguration to the mother Yearly Meeting. The mother Yearly meeting shall then prepare a program for inauguration purposes to be officiated by FCK.
- (8) In the event of a dispute as to the creation of the proposed new Yearly Meeting, FCK shall appoint a committee to deliberate on the dispute and forward its findings to the National Governing Council which shall give its verdict based thereon and forward the same to the Triennial Conference whose decision on the matter shall be final.
- (9) Where a Yearly Meeting falls below qualification for a Yearly Meeting stated above, and/or where by a minute of the General Board of the Yearly Meeting a resolution is made to wind up or merge or reconstitute a Yearly Meeting(s), an application (where applicable) shall be made to FCK for winding up, merging or reconstituting the Yearly Meeting(s) whose decision will then be transmitted in the same manner as for establishment of a new Yearly Meeting. FCK may by its own motion initiate the winding up, merging or reconstitution of Yearly Meeting(s)

ARTICLE 11 THE PROGRAMS

1. The FCK and its constituent Yearly Meetings shall establish Programs as:
 - i. Quakermen, Quaker women (United Society of Friends Women), Quaker Youths (Young Friends Program) and the Quaker Children Program for the promotion of

the social well-being of the members.

- ii. Such programs shall work within the provisions of this Constitution and for as long as their objectives are consistent with the welfare and progress of the FCK.
- iii. The Office Bearers of all Programs shall be the National Chairperson, Vice Chairperson, National Secretary and a National Vice secretary nominated from among the chairpersons of the Yearly meetings.
- iv. The programs are answerable to the National Governing Council.
- v. The programs shall coordinate and support each other to avert duplicate of activities and competing
- vi. Undertake project and programs that shall empower them in the church through the investment arm of the church

2. QuakerMen Program

- i. The Quaker Men Program shall automatically draw its membership amongst the male members of the Church who are above 35 years.
- ii. Without prejudice to the provisions of paragraph (a) above, the male members below 35 years but in the family life, may join the Quaker Men Program
- iii. Men being priests of their families, the Quaker Men shall undertake specific measures to address their concerns as Christians in the Church
- iv. Shall undertake any other activities geared towards promoting the well-being of the Church.

3. United Society of Friends Women (USFW)

- i. The USFW program shall automatically draw its membership amongst the female members of the Church who are above 35 years.
- ii. Without prejudice to the provisions of paragraph (a) above, the female members below 35 years but in the family life, may join the USFW Program.
- iii. The USFW Program shall undertake specific measures to address the concerns of female Christians in the Church.
- iv. Conduct seminars and prayer meetings leading to God fearing and stable families.
- v. Shall undertake any other activities geared towards promoting the wellbeing of the Church.

4. The Young Friends Program (YFP)

a. Young Friends

- i. The YFP shall draw its membership from the following age groups:
 1. Age 18 to 24 years – the Junior Youths
 2. Age 25 to 35 years – the Senior Youths
- ii. The YFP shall undertake specific measures to address the concerns of the youths in the Church.
- iii. Shall undertake any other activities geared towards promoting the wellbeing of the Church
- iv. The office bearers of Young Friends Program shall be 32 years old and below at all level.

b. Junior Youth

- i. There is established the Junior Youth Program.
- ii. This program shall be under the Young Friends Program (YFP)
- iii. The Church at all levels shall ensure that this program has Leadership that reports to the YFP office and shall follow up and hold activities that shall promote the wellbeing of youths in Universities and other Colleges.
- iv. During nominations the Nomination Committee shall ensure that Junior Youths are represented in the YFP leadership.
- v. The Church shall ensure the appointment of appropriate and qualified teaching and pastoral team to nurture and train the youths under this program.
- vi. Upon attainment of the age of 25 years a member of this group shall automatically transition to the Senior Youths.
- vii. The Church shall develop a policy that will govern the operations of this program and ensure a synergy

5. The Quaker Children Program

- i. FCK recognizing the fundamental place of the Children Program
- ii. in the development, growth and prosperity of the church establishes the Children Program
- iii. The office bearers shall be nominated to the office from among the teachers who teach the children and serve in accordance with this Constitution.
- iv. The Children Program shall comprise children between ages 1 to 17 years.
- v. The FCK and its constituent Meetings undertake measures to ensure the growth,

- development and functioning of the Children Program.
- vi. The FCK and its constituent Meetings shall ensure that they allocate a budget to the Children Program for the functioning of the program.
 - vii. The funds of the Children Program shall be administered in accordance with this Constitution
 - viii. The Children Program shall be divided into groups in accordance with the National Children Program Policy.
 - ix. The FCK and all its constituent Meetings shall ensure a seamless and formal transition from one age group to another.
 - x. The Children Program shall in consultation with the Mission Commission and the Education Commission provide a policy on how children shall undergo catechism class 1 and 2 before transitioning to the Junior Youth Program
 - xi. The Children Program shall in consultation with Education Commission and the Mission Commission develop the FCK Children Program Teaching Curriculum.
 - xii. The FCK constituent meetings shall undertake administrative measures to ensure each age group has separate classes.
 - xiii. The FCK shall provide for a teacher recruitment policy which shall provide for the qualifications and continuous training of teachers.
 - xiv. The FCK in consultation with constituent meetings shall undertake policy and regulatory measures to ensure the progressive realization of the provisions of this sub-article

ARTICLE 12: THE COMMITTEES

(1) The FCK and all its constituent Yearly Meetings shall establish committees as;

1. The Human Resource and Development Committee
2. The Stewardship and Finance Committee

1. The Human Resource and Development Committee

A. Composition

FCK and its constituent Yearly Meetings shall establish a Human Resource and Development Committee whose membership shall be as follows:

- i. The National Vice Presiding Clerk (chairperson)
- ii. The National Treasurer

- iii. The National Vice Treasurer
- iv. The Chair of the Stewardship and Finance Committee.
- v. And 11 other persons nominated from amongst practicing members of the FCK who shall be:
 - a) Persons with high integrity, morally upright, and filled with the wisdom and Spirit of God.
 - b) Members with working knowledge in human resource and personell matters
 - c) Hold no other position of leadership in the Church.
 - d) Chosen from amongst the names submitted to the FCK by the Yearly Meetings.
- vi. The National Governing Council may co-opt three (3) other members to represent special interest and profession

B. Duties

- i. The Human Resource Committee shall be charged with the duties of coordinating personnel matters of FCK
- ii. When any vacancy arises in any section of the employees of FCK, the Human Resource Committee shall urgently advertise the post(s) and recommend suitable candidate(s) to the National Governing Council for appointment.
- iii. The Human Resource Committee shall oversee the supervision of staff other than the General Superintendent and the Administrative Secretary and make necessary recommendations to the National Governing Council through the Executive Committee.
- iv. It shall conduct interviews and recommend to the Executive Committee the names of persons to be appointed to various categories of offices of FCK.
- v. It shall make recommendations to the Executive Committee regarding personnel policies, salary and fringe benefits, appointments, continuing staff employment and other matters related to personnel.
- vi. It shall be responsible for the maintenance of the Personnel Policy Manual as well as the Code of Conduct and Practices of the Church.
- vii. It shall perform such other duties as may be assigned to it by the National Governing Council or as may be stipulated in the terms and conditions of the service document of FCK employees or as stated in its terms of reference.

C. Meetings

- i. A Secretary chosen amongst themselves shall record the minutes of the Committee.
- ii. The quorum shall be ½ of the members thereof.
- iii. The Committee shall meet at such times, as the business of FCK shall dictate but not less than four (4) times in any year.

2. The Stewardship and Finance Committee

A. Composition

FCK and its constituent Yearly Meetings shall establish a Stewardship and Finance Committee whose membership shall be as follows:

- i. The National Vice Presiding Clerk
- ii. The National Treasurer
- iii. Treasurers of all constituent Yearly Meetings.
- iv. The Accountant.
- v. National Chairpersons of all the FCK Committees, Commissions and programs.
- vi. The National Administrative Secretary.
- vii. The National General Superintendent shall be an ex-officio member.
- viii. The committee shall select amongst itself a chairperson and a Secretary from amongst its members.

B. Duties

- i. The Finance Committee shall be responsible for the preparation of a three years budget and monitor FCK's financial performance in comparison to the budget.
- ii. The Finance Committee shall prepare a budget in consultation with other Committees and present it to the Triennial Conference for approval in the business session of National Governing Council
- iii. The Finance Committee shall consider and approve proposals for special offering and non-budget proposals.
- iv. The Finance Committee shall supervise the work of the Accountant and Treasurer and provide means for an audit of the books of Accounts of FCK.
- v. The Finance Committee shall plan budget funding and recommend to the National Governing Council for discussion and approval.
- vi. The Finance Committee shall promote education in stewardship of time, talents and money in all constituent Yearly Meetings and give guidance in estate planning.

- vii. The Finance Committee shall recommend adequate retirement benefits for all the employees of FCK.
- viii. The Finance Committee shall plan and suggest to FCK on income-generating activities and/or projects.

C. Meetings

- i. The Finance Committee shall be chaired by the National Treasurer
- ii. The Administrative Secretary shall be the secretary and in his/her absence, the Recording Clerk shall act as the secretary.
- iii. The quorum for any meeting shall be one half ($\frac{1}{2}$) of the members thereof who shall include the Treasurer.
- iv. The Committee shall carry out its business throughout the year interpreting and funding the budget of FCK.
- v. It shall hold its meetings not less than four (4) times in a year.

ARTICLE 13: THE COMMISSIONS

- (1) FCK and all its constituent Yearly Meetings shall establish such number of Commissions as it shall deem necessary.
- (2) A Commission may be established to serve one or two or more specialized activity or interest of FCK and the Commission so established shall have its terms of reference clearly set out in the resolution of the National Governing Council.
- (3) Each Commission shall consist of the chairperson of the constituent Yearly Meeting commissions
- (4) Each member shall hold office for three (3) years provided that no member shall serve a Commission for more than six (6) consecutive years except the Mission Commission but who must be below 70 years of age.
- (5) Each Commission, at its first meeting shall choose its own Chairperson, Vice Chairperson and Secretary from its membership.
- (6) The National General Superintendent and the National Administrative Secretary shall be ex-officio members of all Commissions.
- (7) The National Governing Council may co-opt three (3) other members to each Commission to represent special interest and professionals.

- (8) All Commissions including all Programs shall prepare and hand in their reports to FCK sixty (60) days to the Triennial Conference. The same shall apply to all constituent Yearly Meetings, Human Resource and Development Committee, Stewardship and Finance Committee, Internal and External Auditors and FCK's Secretariat.
- (9) Each Commission shall be required to hold a minimum of four (4) meetings in a year.
- (10) Each Commission's deliberations and recommendations, budgets and reports, programs and projects, shall first be presented to the Executive Committee for discussion and subsequently forwarded to the National Governing Council for approval.
- (11) FCK shall establish the following Commissions among others:-
 - a. The Mission Commission
 - b. The Service and Development Commission
 - c. The Constitution Commission.
 - d. The Education Commission.
 - e. Literature & Publication Commission
 - f. The Peace, Arbitration, Reconciliation and Social Concerns Commission

a. The Mission Commission

It shall be the evangelistic arm of FCK and shall be charged with the duty of preaching the gospel to every person in obedience to the command of Jesus Christ. It shall be composed of the National General Superintendent and the General Superintendents of the Yearly Meetings and be responsible for the following:

- i. The National General Superintendent shall be its Chairperson
- ii. To keep FCK informed about its mission work and encourage prayer and financial support.
- iii. To co-operate with Yearly Meetings in planning and conducting area conferences and Missions.
- iv. To nurture the spiritual growth and gifts of those interested in missionary service, encouraging them to seek appropriate education and cross cultural preparation.
- v. To promote intercultural communication, visitation and activities.
- vi. To prepare programs for extension of the Church and spread of the Word of God.

vii. To prepare materials for teaching of catechism/Quaker Children Program.

b. The Service Commission

- i. It shall be composed of all the chairpersons of Yearly Meetings Service Commission.
- ii. The Service Commission shall be responsible for all institutions and projects initiated directly by the FCK or by Yearly Meetings.
- iii. The Service Commission shall either manage these Institutions and Projects or appoint Executive Committees or Boards of Management or have them supervised locally by the Yearly Meeting in whose jurisdiction they are located.
- iv. Where the Service Commission appoints Managers and/or Boards of Management to manage the Institutions or Projects it shall ensure that clear guidelines are issued and followed in each case.
- v. All Managers or Boards of Management so appointed shall be answerable to the Yearly Meeting through the General Board.
- vi. All staff employed to manage the Institutions or Projects shall be recruited, supervised and disciplined in the same manner as staff of the FCK

c. The Constitution Commission

- i. The legal advisor shall be a member of the constitution commission.
- ii. It shall be composed of all the chairpersons of Yearly meetings constitution commissions.
- iii. It shall be a standing commission on all matters concerning the Constitution of FCK and any other regulations made there under.
- iv. It shall deal with all legal and constitutional matters referred to it by FCK and/or any of the Committees, Commissions or Boards of Management of FCK.
- v. It shall report to the National Governing Council any amendments proposed for approval.
- vi. It shall plan and conduct civic education on all matters affecting FCK and its constituent Yearly Meetings starting from Village Meetings.
- vii. It shall carry out or cause to be carried out such studies, researches or evaluation concerning the Constitution of FCK.
- viii. It shall ensure that all organs of FCK comply with this Constitution.

- ix. It shall perform any other duties that may be assigned to it by the Executive Committee, the National Governing Council or the Triennial Delegates Conference.

d. The Education Commission

- i. It shall be composed of all the Education Secretaries of the Yearly Meetings Education Commission,
- ii. It shall be chaired by the National Education Secretary.
- iii. The Education Commission shall be responsible for the initiation and supervision of education of children, youths and adults.
- iv. It shall be responsible for the Quaker Children Program, Day schools, Friends Youth, Vocational Bible Schools, Clubs, Camping and Retreats and Church Library.
- v. It shall also co-ordinate church education ministry to avoid overlap and conflict either in schedule or personnel and provide leadership.
- vi. It shall spearhead and develop curricular for leadership training sectors of Yearly Meetings through the National Education Secretary.
- vii. It shall recommend improvements in physical facilities and equipment.
- viii. It shall make sure that Quaker Beliefs are understood and taught in all Quaker sponsored schools.
- ix. It shall coordinate all Educational activities of Friends Church in Kenya including but not limited to the church educational ministries, Early Childhood Development, children's worship, catechism programs, Primary, Junior, Secondary and Senior Secondary schools as well as Tertiary institutions and leadership training in order to eliminate conflict and overlap of work.
- x. It shall encourage the Youth of the Church to attend Quaker Schools or Colleges in order to maintain a consistent Christian witness.
- xi. It shall promote individual and church support for the schools sponsored by the FCK through Yearly Meetings.
- xii. It shall encourage members to participate in local schools sponsored by constituent Yearly Meetings.
- xiii. It shall encourage the growth of Quaker University Education in Kenya and Elsewhere
- xiv. It shall plan and conduct seminars and workshops for teachers i.e. PPI and CRE etc.
- xv. It shall address emerging and current issues in learning institutions

- xvi. Coordinate pastoral care and chaplaincy in schools
- xvii. It shall mobilize resources for the provision of physical facilities as outlined in the basic education act
- xviii. Shall be the link between the church, learning institutions Ministry of Education and the Teachers Service Commission
- xix. Participate in identifying suitable people to represent the church on schools and County Boards of Management
- xx. To coordinate the induction of newly posted Principals and Heads of Institutions in line with the requirements of the constitution

e. The Literature and Publication Commission

- i. The Literature and Publication Commission shall be responsible for guidance to Yearly Meetings in vocal and instrumental music, in poetry and drama, in visual arts and crafts and other creative activities by and for the Church.
- ii. It shall be composed of all chairpersons of Yearly Meetings Literature and Publication Commission.
- iii. It shall also direct the production of print and other media on behalf of FCK. It shall be responsible in particular for:-
- iv. Fostering creative activities by and for artists of Yearly Meetings
- v. Encouraging and assisting all our Meetings in ministering through fine arts.
- vi. Considering and recommending for certification as ministers of music those persons who sense a definite call of God for such Christian Service.
- vii. Recommending to National Governing Council appropriate workshops and ministry in the fine arts for the sessions of FCK.
- viii. Operating a Press, setting forth editorial financial and publication policies and overseeing a press Board of Directors, holding it accountable to FCK.
- ix. Co-operating with other organizations in the evangelical Friends' fellowship and alliances for the purpose of establishing and printing of friends publications.
- x. Publishing and promoting printing materials such as pamphlets, church magazine, newsletters and books
- xi. Conduct research, collect information, and publish relevant materials for the church
- xii. Review and update Quaker hymn books.

- xiii. Collect and publish the praise and worship songs for the church
- xiv. Organize and promote talent and music festivals within the church community
- xv. Collect and publish conference reports and epistles of the church
- xvi. Educate the congregation on the general principles and values of the church
- xvii. Plan, execute and run electronic media (radio/TV) for the church.

f. Peace, Arbitration, Reconciliation and Social Concerns Commission

- i. It shall be composed of all chairpersons of the Yearly Meetings Committee of Elders and Overseers
- ii. To provide programs for physical assistance to those in need, whether members or not.
- iii. Recommend and promote special relief and development projects, local and world-wide, giving priority to those sponsored by FCK, to foster formation of local disaster group for personal aid and property reconstruction.
- iv. Foster throughout FCK the Friends Peace Testimony, initiating programs which provide active peacemaking and for just resolution of conflicts
- v. Encourage careful preparation for marriage and promote programs that foster successful family living.
- vi. Provide instructions about dangers in the use of alcohol, tobacco and other drugs.
- vii. Encourage FCK to support legislation conducive to sound moral principles and to protest morally destructive policies.
- viii. Provide guidance in respect to popular media.
- ix. Come up with programs to cater for the People Living with Disability
- x. The National Governing Council shall coopt people with special needs and interest to this commission.

ARTICLE 14: AFFILIATION

Affiliation with International Quaker Organizations

FCK shall be affiliated to Friends United Meeting (FUM), Friends World Committee for Consultation (FWCC) and other International Quaker bodies which subscribe to the Quaker ‘Statement of Faith and Practice’ and may collaborate with these organizations in matters of mission work as may be approved by the National Governing Council.

(1) Affiliation with Non-Quaker Christian Organizations

FCK may be affiliated to other Christian organizations such as National Council of Churches of Kenya (NCCCK), All Africa Conference of Churches (AACC) and others that subscribe to Christian values as may be approved by the National Governing Council.

(2) Other Community based and Non-Governmental Organizations (NGO)

FCK in its mandate to serve may affiliate or collaborate with other organizations that propagate human and social welfare for the benefit of mankind as may be approved by the National Governing Council.

(3) All affiliate organizations shall derive mandate from FCK to work with any branch or institutions of FCK

ARTICLE 15: CONDUCT AND DISCIPLINE.

- (1) Quaker faith believes that, that of God is in every man and that God and man have direct relationship and mutual correspondence.
- (2) All members of FCK shall conduct themselves in accordance with the Quaker faith and practice as provided for under Article 4 of this Constitution.
- (3) Any member who fails to live up to a consistent life, who is guilty of disorder or conduct unbecoming to a Christian, who habitually neglects attendance at meetings for worship without reasonable excuse or who denies fundamental doctrine of the Christian faith, is dealt with in love and prayers
- (4) If the exercise of due care and forbearance proves futile and the offender continues as before, the National Governing Council shall execute a minute of disownment. The National Presiding Clerk shall furnish the offender with a copy of reports of the business session of the National Governing Council that this has been done.
- (5) A member who has been disciplined and is dissatisfied with the Church's decision may appeal to the Committee of Elders/Overseers.
- (6) The same procedure will apply to any disorderly Yearly Meeting.

ARTICLE 16 DISPUTE RESOLUTION

- (1) Every effort shall be made to amicably resolve any dispute arising under this Constitution, among members of Friends Church in Kenya (FCK) or between the organs of FCK

established under this Constitution as the case may be.

- (2) Any dispute or difference that may arise at the Yearly Meeting (YM) level either between church members, between YM organs, or between members and said the YM organs shall in the first instance be referred to the dispute resolution mechanism under the concerned Yearly Meeting.
- (3) Should resolution of the dispute fail to dissolve at YM, or should the mechanism fail to function within 30 days of referral of the dispute, the dispute shall be referred to the Friends Church in Kenya who shall cause the Peace, Arbitration, Reconciliation and Social Commission or such other team as may be deemed to be necessary by FCK, to resolve the dispute.
- (4) Dispute or difference between Yearly Meetings or between the Yearly Meeting and the Friends Church in Kenya shall be referred to the Peace, Arbitration, Reconciliation and Social Commission of Friends Church in Kenya for final settlement under Rules established by the said Commission.
- (5) Nothing in this procedure precludes application of the Laws of Kenya or referral of disputes to the Courts of Law, save that procedure herein shall take precedence to any such referral.
- (6) All disputes shall be heard and determined by the Peace, Arbitration, Reconciliation and Social Concerns Commission at the National level and the Committee of Elders and Overseers at the Constituent Meetings of the Church where the dispute is submitted.
- (7) A dispute shall be submitted in writing to the lowest Level of the Committee of Elders and Overseers and the Committee shall notify the affected party/parties and give them enough time to prepare a response.
- (8) The Committee shall conduct its affairs in a transparent and impartial manner at all times adhering to the principles of fair hearing.
- (9) A party against whom a dispute is presented shall be at liberty in the event they dispute the composition of the Committee, be allowed to petition for the removal of a committee member and/or the reconstitution of the entire committee.
- (10) The Local/Village Meeting Committee of Elders and Overseers shall investigate the charges and exercise love, care, prayers and forbearance in resolving the matter.
- (11) A Local Meeting shall investigate and determine any complaint brought before it within two (2) months.

- (12) A member aggrieved with the decision of the Local Meeting may file with the Monthly Meeting an appeal whose decision on the matter shall be subject to further appeal to the General Board of the Yearly Meeting, a further Appeal to the Peace, Arbitration, Reconciliation and Social Concerns Commission and a final appeal to the Triennial Delegates Conference.
- (13) All appeals shall be made within 14 days of the decision.
- (14) All internal dispute resolution mechanisms shall be embraced and followed by all members and organs.
- (15) In all matters of discipline special responsibility shall rest with the Pastors and Elders through the General Superintendent since to them is committed in a special way the care of the Faith and Order of the Church.
- (16) The dispute resolution process shall deal only with all matters in a spiritual way and the sanctions that shall be imposed will be spiritual with a view to healing rather than destruction, to restoration rather than exclusion.

ARTICLE 17 BOARD OF TRUSTEES

- (1) Each Yearly Meeting shall at the Triennial Conference nominate one representative whom the National Governing Council may consider and appoint to serve on the Board of Trustees which will constitute seven (7) members who shall be registered under the Laws of Kenya.
- (2) **Criteria for nomination of Trustees**
- i. Complies with Chapter 6 of the Constitution of Kenya
 - ii. Shall be one who can read and write and communicate fluently in English and Kiswahili
 - iii. Distinguished service to the Quaker Community in Kenya
 - iv. Member of a Yearly Meeting registered with FCK
 - v. Represents a region of FCK
 - vi. Good standing with the nominating Yearly Meeting
 - vii. Shall not hold any other office in the Church and should not be in a political offices, incase he/she is appointed he/she steps down.
- (3) **Trust Deed**

FCK shall cause to be registered and obtain a Certificate of Incorporation and thereby operationalize the Board of Trustees

- (4) The registered Trustees shall be responsible for the careful stewardship of all the assets and liabilities of FCK.
- (5) The registered Trustees shall be the legal entity of FCK capable of suing and being sued.
- (6) A Trustee shall hold office for a term of six (6) years renewable once.
- (7) A Trustee may lose his/her position in the event of: -
 - i. End of the term.
 - ii. Death, insanity or indisposition of a Trustee.
 - iii. Acceptance of his/her resignation by the National Governing Council or Triennial Delegates Conference.
 - iv. Fall below the criteria for Nomination of Trustee
 - v. His/her removal from office by the National Governing Council or The Triennial Delegates Conference.
 - vi. Where conflict of interest arises
 - vii. If he/ she holds a political office
- (8) Any document requiring execution by the registered Trustees shall be deemed duly .executed if the Common Seal of the registered Trustees shall have been affixed thereon in the presence of any three (3) of the seven (7) registered Trustees who would then have signed the document.
- (9) In the event of death, resignation or removal of any one or more of the Trustees, it shall be the duty of the National Governing Council to appoint a successor(s) without delay.
- (10) There shall be a Common Seal of the Registered Trustees which shall be circular in form with the words Friends Church (Quakers) in Kenya inscribed around the circumference and the words "Registered Trustees" inscribed in the center thereof, and such Common Seal shall be kept in the custody of the Trustees.
- (11) The quorum for any meeting of Trustees shall be two thirds (2/3) of the members.
- (12) A third of the Trustees shall retire at the interval of two years to ensure continuity. The original Trustees shall agree a staggered retirement plan to actualize this requirement.

ARTICLE 18: LEARNING INSTITUTIONS UNDER SPONSORSHIP OF FCK.

- (1) All Quaker Educational Institutions within the boundaries of FCK formerly managed by East Africa Yearly Meeting of Friends (Quakers) and those founded through the efforts of constituent Yearly Meetings and all Institutions of Higher Learning established by the Quaker Church, shall be managed/sponsored by FCK through constituent Yearly Meetings as provided under relevant law.
- (2) Every sponsored school shall be fully represented on the Board of Management by the nomination and subsequent appointment of three (3) representatives. The Sponsor shall also recommend one (1) of these for appointment as Chairperson of the Board of Management.
- (3) All Quaker-sponsored Schools shall be renamed starting with "Friends". Chaplains shall be posted to the Schools to teach Quaker Faith and Practice, and to be in-charge of the Schools' spiritual welfare.

ARTICLE 19: INSTITUTIONS AND SPECIAL PROJECTS

- (1) All Institutions and Projects initiated directly by FCK, subordinate Meetings or transferred from the former East Africa Yearly Meeting of Friends (Quakers) shall unless stated otherwise be managed by constituent Yearly Meetings on behalf of FCK.
- (2) The Boards of Management shall have full mandate to prudently manage the respective Institutions/Projects on properly drawn and implementable annual budgets. The Boards of Management shall with reference to FCK Personnel Manual developed by the Human Resource Committee, employ and terminate employment of staff accordingly. All staff shall be answerable to the National Governing Council through the Boards of Management. One member shall not be on more than two boards of management
- (3) Each Board of Management shall elect own Chairperson and Secretary from among its membership.

ARTICLE 20: BANKERS

- (1) Funds of FCK shall be transacted through Banks in Kenya as shall be approved by the National Governing Council.
- (2) The signatories to FCK Account(s) shall be the National Presiding Clerk, the National Vice Presiding Clerk, the National Treasurer the National Vice Treasurer and the National

Recording clerk. Any three (3) can transact business and the Treasurer's signature shall be mandatory.

ARTICLE 21: FUNDS OF FRIENDS CHURCH (QUAKERS) IN KENYA.

- (1) The sources of Funds shall be as hereunder: -
 - i. From the contributions of constituent Yearly Meetings in such sums as shall be decided by National Governing Council from time to time, due regard being given to the approved budget. The budget of FCK shall be for a period of three (3) years.
 - ii. By soliciting for revenue by way of grants, loans from lending institutions such as Banks, Co-operative Societies, bequests, gifts, funds drives, donations and sale of FCK assets, upon approval by National Governing Council
 - iii. Investments.
 - iv. Fees from registration of new Yearly Meetings
 - v. Sales from Publications and Media
 - vi. Subscriptions from Schools, Colleges and Universities.
 - vii. Interest on Bank deposits
 - viii. Any other acceptable, moral and legal avenues as may be approved by the National Governing Council.
 - ix. FCK shall be empowered to set up special purpose vehicles for the purposes of investment and management of income generating activities.
- (2) There shall be maintained by the National Treasurer and the National Administrative Secretary a register of FCK Bank Account(s) at the registered office alongside with all Books/Records of Account.
- (3) FCK financial year shall be the usual calendar year (January – December)

ARTICLE 22: INTERNAL AUDITOR

- (1) Shall be responsible for the internal auditing of all financial records and transactions of FCK, constituent Yearly Meetings, Institutions and other entities of FCK.
- (2) Shall perform assess risks including the effectiveness of set internal control systems of all church organs.
- (3) Shall with approval of the National Governing Council develop, revise or update the internal

audit charter and manual for the Church.

- (4) Shall advise FCK and its organs on the sound financial management of funds.
- (5) Shall supervise the Internal Auditors of FCK organs, constituent Yearly Meetings and other entities, make scheduled visits and report findings and recommendations to the NGC.
- (6) The Internal Auditor shall submit his/her audited accounts to the FCK NGC.
- (7) Shall liaise with the external Auditor on the audit of FCK books of accounts

ARTICLE 23: EXTERNAL AUDITOR

- (1) The National Governing Council shall with the approval of the Annual General Meeting appoint Auditors for FCK.
- (2) The Church's Accounts shall be audited by a Certified Public Accountant licensed to perform audit duties and appointed by the National Governing Council before the Triennial Delegates Conference and shall submit audited Accounts for each year to the Triennial Conference.
- (3) The Auditor so appointed will be paid an appropriate fee as shall be resolved by the National Governing Council.
- (4) The Auditor shall not be an Office Bearer or member of any standing Committees of FCK.
- (5) The appointment of Auditors shall be for one year and shall be renewed by the Annual General Meeting annually.

ARTICLE 24: INSPECTION OF BOOKS OF ACCOUNTS

- (1) All Books of Accounts and all other official records of FCK pertaining to finance shall be maintained at the registered office of FCK or at such other Meeting Offices as shall be required and approved by the National Governing Council.
- (2) Any member of a constituent Yearly Meeting, either on his/her behalf or on behalf of any subordinate Meeting may inspect any or all Books of Accounts of FCK, provided that such inspection shall not be carried out unless a formal notice of at least seven (7) days through a Yearly Meeting has been given to the Administrative Secretary and the Treasurer, both of whom shall cause the desired inspection to be carried out, at the registered office of FCK or at other offices of the Church.

ARTICLE 25: CHURCH ASSETS.

- (1) FCK shall acquire, retain and own property both moveable and immoveable essential in the furtherance of its objectives as provided for under Article 3 of this constitution. Any such property shall vest in the registered Trustees of FCK.
- (2) Any property acquired by FCK by purchase or gift, with or without the assistance of constituent yearly meetings or Institutions shall be acquired and held in the name of FCK Registered Trustees and shall be managed and administered by FCK through the National Governing Council.

ARTICLE 26: QUORUM

- (1) Quorum shall be deemed to have been realized and business may be transacted at any of the Committees/Commissions and/or Board of FCK when two thirds (2/3) of the members expected at such Committees/Commissions and/or NGC are present.

ARTICLE 27: AMENDMENTS TO THE CONSTITUTION

- (1) If it is desired to amend or add to this Constitution or to the Articles thereof, the proposals shall be submitted to the National Governing Council which shall consider the merits and then forward to the Legal Advisor. The Legal Advisor shall give an opinion to the National Governing Council which, if there is merit, will refer to the Constitution Commission to formulate the necessary amendment. Proposals to amend the constitution shall be received one year prior to the next Triennial Delegates Conference or at such special conference as the NGC may decide which shall consider and approve or reject the proposals. The decision of the Conference shall be final. Amendments to this constitution will be after 10 years or when there is need for amendment.

ARTICLE 28: DURATION OF FRIENDS CHURCH (QUAKERS) IN KENYA

- (1) FCK shall continue to exist perpetually unless it is dissolved or its existence is otherwise terminated under the provisions of the laws of Kenya.

ARTICLE 29 DISTRIBUTION OF FUNCTIONS BETWEEN FRIENDS CHURCH IN KENYA AND YEARLY MEETINGS

Distribution of Functions Between Friends Church in Kenya and Yearly Meetings shall be as set out in the Third Schedule. These shall become operational on the effective date.

ARTICLE 30: DISSOLUTION

- (1) The FCK shall not be dissolved except by a resolution passed at a Triennial Delegates Conference of members by a vote of two thirds of the members present and voting at the Triennial Meeting provided that notice of such proposed dissolution has been given at least twelve (12) months previously at a meeting of the Annual General Meeting. No dissolution shall be effected without written approval of the Registrar of Societies first had and received on written application by at least three quarters (3/4) of the officers of the National Governing Council.
- (2) Unless otherwise decided by the Triennial Conference on the recommendation of the Annual General Meeting, where FCK is dissolved then: -
 - i. Where the assets available for distribution among the constituent Yearly Meetings shall be insufficient to repay the liabilities of FCK and meet other obligations, then the losses shall be borne by constituent Yearly Meetings as the Triennial Delegates Conference shall approve.
 - ii. Where the assets available for distribution among its Yearly Meetings shall be more than sufficient to repay the liabilities of FCK and meet other obligations, the excess shall be distributed among constituent yearly meetings as the Triennial Delegates Conference shall approve.
 - iii. A reputable firm of Auditors appointed by the Triennial Delegates Conference shall supervise the winding up of the affairs of FCK.

ARTICLE 31: TRANSITIONAL AND CONSEQUENTIAL PROVISIONS

Consequential Provisions

- I.** The National Governing Council shall establish a number of committees as it shall deem necessary to serve and perform desirable functions.
- II.** There is established the following committees

- b. The Committee of the Treasurers of the Yearly Meetings
 - c. The Committee of the Internal Auditors of the Yearly Meetings
 - d. The Committee of the Administrative Secretaries of the Yearly Meetings
 - e. The Committee of the Chairpersons of the Yearly Meetings Quakermen Program.
 - f. The Committee of the Chairpersons of the Yearly Meetings USFW Program.
 - g. The Committee of the Chairpersons of the Yearly Meetings Young Friends Program.
 - h. The Committee of the Chairpersons of the Yearly Meetings Quaker Children Program.
 - i. The Committee of the Chairpersons of the Yearly Meetings Constitution Commission
 - j. The Committee of the Chairpersons of the Yearly Meetings Human Resource and Development Committee.
 - k. The Committee of the Chairpersons of the Yearly Meetings Stewardship and Finance Committee
 - l. The Committee of the Chairpersons of the Yearly Meetings Peace and Social Concerns Commission
 - m. The Committee of the Chairpersons of the Yearly Meetings Mission Commission
 - n. The Committee of the Chairpersons of the Yearly Meetings Literature and Publication Commission
 - o. The Committee of the Chairpersons of the Yearly Meetings Education Commission
 - p. The Committee of the Chairpersons of the Yearly Meetings Service Commission
- III. Immediately after the nominations and confirmation of leaders at the Yearly Meetings Annual General Conference, all the chairpersons of Yearly Meetings programs and chairpersons of committees and Commissions shall meet not later than one month after the Yearly Meetings Annual General Conferences to under the guidance of the National General Superintendent select leaders of the programs and commissions of FCK.
- IV. The first meeting shall be convened by the National General Superintendent.
- V. At the first meeting, the Yearly Meetings Chairpersons of Programs, Committees and Commissions shall caucus to select its leadership and the selection shall ensure regional balance and due consideration shall be given to gender balance and the youths.

- VI. The committees shall at its first meeting choose among themselves a chairperson, Vice Chairperson, Secretary and Vice Secretary. The leadership of the committees shall be rotational as per regions in Schedule B.
- VII. Each Committee/Commission may have at least three (3) co-opted members appointed by the National Governing Council to serve special interests provided that such co-opted members shall have special expertise and/or experience for the better execution of the committee/commission's function not found in other members of the committee/commissions as shall have been drawn from constituent Yearly Meetings.
- VIII. **Transitional Provisions**
- I. Notwithstanding the enactment of this Constitution it is hereby declared that all rules, regulations or other provisions of FCK, so far as the same are not inconsistent therewith, have effect and be deemed to have been made under the Constitution and shall accordingly continue in full force and effect within FCK and replaced under the provisions of this Constitution and shall be construed with such modifications, adaptations, qualifications and exceptions as may be necessary to bring them into conformity with this Constitution and shall take effect upon promulgation of this constitution save as qualified under Schedule Four of hereof.
- II. Save for the provisions set out in Schedule D, all other provisions of this constitution shall take effect on the effective date.

ARTICLE 32: EFFECTIVE DATE

This constitution shall come into force upon approval, ratification and Signing of the Minute by the Triennial Delegates Conference and approval by the Registrar of Societies invoking the Constitution.

ARTICLE 33: REPEAL OF PREVIOUS CONSTITUTION

For the avoidance of doubt, the Constitution in force immediately before the effective date shall stand repealed on the effective date.

SCHEDULE A – Current Yearly Meetings

Friends Church (Quakers) in Kenya

- 1 Bware Yearly Meeting
2. Central Yearly Meeting
- 3 Chavakali Yearly Meeting.
- 4 Chebuyusi Yearly Meeting.
- 5 Chevaywa Yearly Meeting
- 6 Chwele Yearly Meeting.
7. East African Yearly Meeting
8. East African Yearly Meeting North
- 9 Elgon East Yearly Meeting
- 10 ERSF Lugulu Yearly Meeting.
- 11 Highlands Yearly Meeting.
- 12 Kakamega Yearly Meeting.
- 13 Kamusinga Yearly Meeting
- 14 Lugari Yearly Meeting.
- 15 Malava Yearly Meeting.
- 16 Musingu Yearly Meeting
- 17 Nairobi Yearly Meeting.
- 18 Soy Yearly Meeting
- 19 Tongareni Yearly Meeting.
- 20 Tuloi Yearly Meeting.
- 21 Vihiga Yearly Meeting.
- 22 Vokoli Yearly Meeting
- 23 West Yearly Meeting

SCHEDULE B: Regions/Clusters Based On Geographical Areas

1. North Region

4. South Region

East African Yearly Meeting North

Elgon East Yearly Meeting

Tongaren Yearly Meeting

Soy Yearly Meeting

Lugari Yearly Meeting

2. Central Region

Musingu Yearly Meeting

Kakamega Yearly Meeting

Central Yearly Meeting

Chebunyi Yearly Meeting

Malava Yearly Meeting

Chevaywa Yearly Meeting

3 Nairobi Region

Nairobi Yearly Meeting

Vihiga Yearly Meeting

Chavakali Yearly Meeting

Vokoli Yearly Meeting

East African Yearly Meeting

Tuloi Yearly Meeting

5.Nyanza Region

Highlands Yearly Meeting

Bware Yearly Meeting

6.West Region

ERSF Lugulu Yearly Meeting

Chwele Yearly Meeting

Kamusinga Yearly Meeting

West Yearly Meeting

SCHEDULE C

Distribution of Functions Between Friends Church in Kenya and Yearly Meetings

PART 1— Friends Church in Kenya

1. To be the registered governing body of Friends Church (Quakers) within Kenya and of the institutions established thereunder

2. The promotion of Christian faith and life and give direction in accordance with Quaker Faith and Practice
3. Overall policy making organ.
4. Build commitment and capacity of Yms with the view to ensuring accountability and transparency throughout the Yms
5. Speaking on behalf of the overall Quaker community in Kenya
6. Sourcing and administering scholarships for deserving students
7. Setting of standards for the recruitment of all senior officers and clergy of FCK
8. Handling disputes between YMs, it's organs
9. Final determination of disputes arising from YMs
10. Boundary delimitation
11. Final approval for establishment of new YMs
12. Shall be responsible for all national and international communication
13. Responsible Educational institutions
14. Setting code of conduct and standards for the pastoral team
15. Approve and manage affiliations with like-minded organizations for the training and equipping of men, women and youth with sound biblical knowledge
16. Engagement with National Government, organizations and international liaison

PART 2— Yearly Meetings

1. Administration of respective Yearly Meetings.
2. Chaplaincy in schools
3. Registration of Members
4. Conducting burial and wedding ceremonies.
5. Dedication of children.
6. Disciplining of members
7. Hiring and posting of pastors
8. Handling disputes within YMs
9. Managing properties within YMs
10. Conducting YMs AGC
11. Such other functions as may from time to time be donated by FCK

SCHEDULE D

TRANSITIONAL AND CONSEQUENTIAL PROVISIONS

1. Save as provided in this constitution the following provisions shall take effect on the period specified hereunder.

NO	ARTICLE	TIME SPECIFICATION
1.	7(5)	Immediately after the effective date
2.	7(7)	Immediately after the effective date
3.	7(8)	One year after the effective date
4.	8(D)	Immediately after the effective date
5.	8 (E), (F) and (G)	Two (2) years after the effective date
6.	8 (H)	Two (2) years after the effective date
7.	9 (2)	At the 1 st Annual Conferences of the YMs after the effective date
8.	9(3)	Within 4 years after the effective date
9.	9(4)	Immediately after the 1 st Annual Conferences of the YMs after the effective date
10.	9 (6) and (7)	Two (2) years after the effective date
11.	9 (9) and (10)	Two (2) years after the effective date
12.	11	Immediately after the effective date

2. The NGC shall establish a committee of experts to actualize the provisions of Article 9(3) of this constitution.

Certificate of due execution

The Chairman laid the proposed revised Constitution as approved by the Triennial Conference business session held on the day of April 2025 before the Central General Board and, the Secretary reporting that each and every member of the Board had received a copy of the proposed Constitution, and there being no further amendments proposed, the Central General Board unanimously approved the Constitution and on behalf of Friends Church (Quakers) in Kenya

adopted the same and resolved that the same should come into force and effect as from the date of this resolution and that the Trustees' names in the revised Constitution now adopted be appointed to hold all the land belonging to FCK.

Certified extract from the Minutes of a meeting of the Central General Board of FCK held on this day of 2025

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Secretary of the Central General Board

.....

Chairman of the Central General Board

