

THE CONSTITUTION

OF

FRIENDS CHURCH (QUAKERS),

NAIROBI YEARLY MEETING.

**AMENDED ON THE 11TH DAY OF DECEMBER
2020**

THE CONSTITUTION OF FRIENDS CHURCH

(QUAKERS)

NAIROBI YEARLY MEETING

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CONSTITUTION

PREAMBLE

Nairobi Yearly Meeting of Friends Church (Quakers) with its Head Quarters at Friends International Centre, Ngong Road, Nairobi was established on **3rd May 1987** and is an affiliate Meeting of the Friends Church in Kenya.

It has now been agreed that a new Constitution of Nairobi Yearly Meeting of Friends Church (Quakers), be enacted as follows: -

ARTICLE I.

NAME:

The name of the organization shall be **FRIENDS CHURCH (QUAKERS), NAIROBI YEARLY MEETING** hereinafter known as “Nairobi Yearly Meeting”

ARTICLE II.

REGISTERED OFFICE.

The registered office of Nairobi Yearly Meeting shall be situated at Friends International Centre, Ngong Road, P. O. Box 8321 – 00300, NAIROBI, KENYA.

ARTICLE III.

RELATIONSHIP:

Nairobi Yearly Meeting shall be a Constituent member of the Friends Church in Kenya. It may affiliate to any other Church organization(s) that the Nairobi Yearly Meeting through its General Board shall recommend so long as such organization's faith is in line with the Holy Bible.

ARTICLE IV.

A. THE VISION:

A well- resourced, gospel preaching and Christ centered church

B. MISSION STATEMENT:

To preach and teach the Gospel of God’s love and salvation through Jesus Christ to all mankind.

ARTICLE V:

OBJECTIVES:

1. The Primary and overall objective of the Nairobi Yearly Meeting shall be to preach the Gospel of God’s love and salvation through Jesus Christ to all mankind.
2. To make Jesus Christ known as Lord and Saviour in all its services to all people in accordance with the Quaker Statement of Faith & Practice.

3. To provide spiritual guidance, care and counselling to its members, in order to fulfil the Great Commission of our Lord Jesus Christ.
4. To establish and further the operation of Christian Mission Outreach work, Institutions and projects; to promote Seminars and Conferences leading to Spiritual renewal and nurture and to organize new meetings and rallies for the purpose of mobilizing, recruiting and baptizing new members in the name of the Father, the Son and the Holy Spirit.
5. To train and equip men, women youth and children with Biblical training and knowledge, provide facilities for a combination of instructions, study and research for Pastors, Evangelists, Teachers and Leaders for furtherance of Pastoral care of its members.
6. To establish groups, subordinate meetings in its area of jurisdiction for furtherance and strengthening of the Friends Church.
7. To foster Christian growth and unity among its members.
7A:- To promote and recognize the Family as the natural and fundamental unit of the Church and Society.
7B:- To promote, officiate and celebrate marriages strictly in accordance with the Law relating to Christian Marriages, Quakers Statement of Faith and Practice and the Constitution of Kenya”
8. To promote and provide facilities for reaching out to youth and to teach, nurture and encourage youth in creative and recreational activities in furtherance of the Gospel of Jesus Christ.
9. To promote and provide financially viable projects, job creation and skills among men and women for strengthening the revenue base of Nairobi Yearly Meeting.
10. To establish, maintain and operate Community Centres, Youth Camps, Schools, Colleges, Rest Homes, Hospitals and Homes for Missionaries, Cottage Industries and engage in other activities as shall be conducive to the furtherance of the Gospel of Jesus Christ through Quakerism.
11. To own, develop, operate, sell, exchange, dispose of, manage or deal with any property both real and personal in the Republic of Kenya or elsewhere as shall be necessary, expedient and convenient in the set up and use pension and/or endowment funds for the furtherance of the objectives of Nairobi Yearly Meeting.
12. To acquire by gift, donation, device or bequest, real and personal property for the use, benefit and furtherance of the purpose and objectives of Nairobi Yearly Meeting.
13. To carry on the work of printers, publishers including the making, acquiring and selling of any printed matter such as books, track magazines, leaflets, music and literature compatible with the objectives and furtherance of the objectives of Nairobi Yearly Meeting.
14. To provide for, create, receive, set and use pension and / or endowment funds for the furtherance of the objectives of Nairobi Yearly Meeting.

15. To develop co-operation with Christian charitable or Government organisation seeking to serve the youth and community.
16. To affiliate to other Church bodies or organisations within and outside Kenya.

All the above objectives are independent and accordingly not limited or restricted in any way by reference to or inference from the terms of any other sub-clause. Each shall be carried in full and ample manner and construed in as wide a sense as if each were separate and distinct objective of the Nairobi Yearly Meeting.

ARTICLE VI:

COMPOSITION AND POWERS:

1. a) Nairobi Yearly Meeting shall consist of members of the local churches and Monthly Meetings in the following administrative districts of Kenya: Nakuru, Kericho, Bomet, Buret, Baringo, Nyandarua, Laikipia, Narok, Kajiado, Transmara, Koibatek, Nairobi, Kiambu, Thika, Maragua, Muranga, Nyeri, Kirinyaga, Embu, Machakos, Makueni, Mwingi, Kitui, Meru, Isiolo, Garisa, Mombasa, Malindi, Kilifi, Lamu, Tana River, Kwale, Mandera, Moyale, Ijara, Marsabit, Wajir and Such other new districts as may be created within the above-mentioned areas.
 - b) The Nairobi Yearly Meeting may establish maintain re-organise or abolish any constituent Subordinate Meeting, as it shall deem necessary.
 - c) The Nairobi Yearly Meeting may establish co-ordinating committees at Quarterly levels to co-ordinate planning within that quarterly and especially to deal with or organise seminars, retreats, workshops, conferences and any other special programmes as the Nairobi Yearly Meeting may deem necessary.
 - d) Composition of such co-ordinating committees shall be the Clerks and Pastors of Monthly Meetings within that jurisdiction who shall have authority to co-opt experts to advice appropriately.
 - e) Where any such Cordinating Committee is established one of the Presiding Clerks of the Monthly Meeting shall be selected to be its Chairperson.
2. The Nairobi Yearly Meeting shall have authority to counsel, admonish and discipline its constituent meetings, co-ordinating committees and members, to institute measures and provide for the promotion of truth and righteousness, to inaugurate and maintain departments of evangelistic outreach and philanthropic work.
3. Nairobi Yearly Meeting shall possess complete legislative, judicial and administrative authority over its constituent meetings and members.
4. Nairobi Yearly Meeting shall have power to review the proceedings of any Local Church or Monthly Meeting and give advice and instruction to them when requested or when deemed necessary.

5. Nairobi Yearly Meeting shall ensure that all officers and serving officials serving all its Churches or institutions are active members thereof. The Nairobi Yearly Meeting at its General Board must approve any exceptional cases.

ARTICLE VII.

A. MEMBERSHIP

- (a) A member shall be a person who confesses Jesus Christ as his/her personal Saviour, baptized and one who has accepted to live in accordance with the Faith and Practice of the Friends Church and a person who has been confirmed into the Friends Church through the Catechism Classes.
- b) Members shall be considered members of the Nairobi Yearly Meeting if they have been and are full registered members of a Local Church within a Monthly Meeting of the Nairobi Yearly Meeting. Monthly Meetings shall determine their members upon recommendation from the Local Church and on the basis of the standards of Christian faith and conduct. Local Meetings shall maintain accurate and up to date registers of their members, which shall be submitted to the Monthly Meeting annually for onward transmission to Nairobi Yearly Meeting for inspection and record appraisal.
- c) Members in good standing from other Yearly Meetings in Kenya or elsewhere may be accepted into a Local Church or a Monthly Meeting on presentation of a travelling minute/transfer letter from where they have been members.
- d) (i) Any person who wishes to become a member of any of the local church shall undertake the catechism class 1 for him/her to be issued with an associate membership card. Such Associate Member shall become a full member upon completion of catechism class 2 in a manner acceptable and approved by Nairobi Yearly Meeting.
- (ii) Children shall be nurtured as members under the Sunday school programme.
- e) Members of other denominations/faiths interested in becoming members of Nairobi Yearly Meeting shall be required to denounce their former denominations/faiths membership and shall undertake the Quaker Catechism Classes before being accepted as associate and eventually full member of Nairobi Yearly Meeting.
- f) Each member of the Nairobi Yearly Meeting shall maintain his / her membership by contributing regularly and appropriately his services and resources to the Local Church, Monthly Meeting and Nairobi Yearly Meeting through tithing, donations, goods or other means as may be deemed appropriate.

B. LOSS OF MEMBERSHIP

Any member may be suspended or have his / her membership terminated on any or all of the following grounds: -

- (i) Failure to live a consistent moral life.
- (ii) For conduct unbecoming to a Christian.
- (iii) Failure to live in accordance with the Faith and Practice of the Friends Church.
- (iv) Unreasonable neglect of meetings of worship, denial or repudiation of Christian beliefs.

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(v) Failure or neglect to support the Church.

C. SANCTIONS.

Nairobi Yearly Meeting may exercise any of the following sanctions.

- a) In relation to office bearers:
 - i) Suspension from the exercise of that office, for a period to be specified and communicated to the one so suspended.
 - ii) Deprivation of office.
 - iii) Expulsion or dismissal from office
- b) In relation to members of Nairobi Yearly Meeting without destruction:
 - i) A warning to the person concerned that his/her conduct has given offence and that unless he/she shows due signs of penitence and amendment it will be necessary for Nairobi Yearly Meeting to proceed to graver measure.
 - ii) Suspension from participating in the Nairobi Yearly Meeting activities including worship for a specific period or until due signs of penitence and amendment have been seen.
 - iii) By process of expulsion from Nairobi Yearly Meeting, thereby withdrawing all the rights and privileges of membership thereof.

D. PROCEDURE:

- (i) Any member whose suspension or expulsion is proposed shall first be reported to his/her Local Church where a formal complaint in writing shall first be laid against the errant member, setting forth the charges in detail, unless the member resigns.
- (ii) The Local Church shall investigate the charges and exercise love, care, prayers and forbearance in resolving the matter and if there is no resolution or the member maintains a pattern of conduct at issue wilfully or continues to neglect efforts at restoration, the Local Church shall issue a minute of suspension or disownment as the case may be, furnishing the offending member with a copy thereof and reporting the matter to the Monthly Meeting for confirmation or otherwise of the decision of the Local Church.
- (iii) Any member aggrieved with the decision of the Local Church 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 Nairobi Yearly Meeting.
- (iv) 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. During such a time, he/she must always act as a Servant of the Church and in strict accord with the rules and procedure set out in this Constitution and in any document that may contain the Code of Conduct of members, office bearers and employees of the Nairobi Yearly Meeting.
- (v) The disciplinary process shall deal only with the spiritual matters and the sanctions that shall be imposed will be spiritual with a view to healing rather than destruction, to restoration rather than exclusion.

E. RESIGNATION.

- a) Any member desiring to resign from Nairobi Yearly Meeting shall submit his/her resignation to the Local Church, which shall take effect from the date of the receipt by the Presiding Clerk of that Meeting who shall then inform the Nairobi Yearly Meeting by forwarding a copy of resignation letter.
- b) Any member who resigns or is removed from membership of the Nairobi Yearly Meeting shall not be entitled to a refund of his/her contributions or any part thereof or any money or goods donated at any time before such resignation or removal.
- c) Any member who for any reasons resigns or is removed from membership, may be readmitted to membership if he/she applies to his/her Local Church which after considering the reasons for his resignation or removal shall make a recommendation to the Monthly Meeting which may or may not permit him/her to resume membership, with or without conditions.

ARTICLE VIII: ORGANS OF THE NAIROBI YEARLY MEETING.**1 THE STRUCTURES.**

- a) The Organ of the Nairobi Yearly Meeting shall be the Annual General Conference, the General Board, the Office Bearers, the Office of the Clergy and such Committees, Commissions, Board of Trustees or other specified institutions or agencies as shall be necessary.
- b) The Nairobi Yearly Meeting shall have power to establish and abolish any one or more of the above organs as it shall deem fit and necessary.
- c) The Organs may be established to serve one or two or more related interests or activities of the Church.
- d) Any organ established by the Nairobi Yearly Meeting shall adhere to its mandate and procedure as provided in this Constitution, Article, or some other document as may be issued to it by the Nairobi Yearly meeting from time to time.
- e) Any organ established by the Nairobi Yearly Meeting under this Article shall have power to oversee and administer its activities or interests under its jurisdiction in the best interest of the Nairobi Yearly Meeting.

II. GENERAL REGULATIONS:

- a) (i) All persons serving the Nairobi Yearly Meeting or its Committees shall be resident active members experienced in Friends Practices and committed to Christian principles as enunciated by the Quaker Statement of Faith and Practice.

- (ii) Any nominee who ceases to live within the jurisdiction of the Nairobi Yearly Meeting shall cease to hold office on any Committee of the Nairobi Yearly Meeting.
- (iii) All nominees shall hold office first for three years but such that no person shall serve on any Committee beyond six continuous years in one particular capacity or responsibility.
- (iv) Any nominee to any Committee who defaults in attendances for three consecutive times shall forfeit his/her position on the Committee.
- (b) The Membership of each Committee shall vary according to its need but shall be representative in nature.
- (c) The persons serving on these Committees shall be nominated by the Nairobi Yearly Meeting through appropriate nominating procedures from its own membership. Each Committee shall nominate a Chairperson and Secretary and any other officer as may be necessary.
- (d) Each Committee shall meet such times and in such sessions as the Nairobi Yearly Meeting shall determine or otherwise at the call of the Chairperson of that Committee.
- (e) Each meeting shall be called after giving sufficient notice thereof and the agenda having been circulated in sufficient time.
- (f) The Nairobi Yearly Meeting shall be responsible for funding such meetings.
- (g) Each Committee shall ensure that its reports and or recommendations are submitted to the Nairobi Yearly Meeting in time through appropriate channels.
- (h) Any vacancy in any Committee shall be reported by the Chairperson of that Committee to the Administrative Secretary who shall inform the relevant nominating Committee to fill the same in accordance with approved procedures.
- (i) Each Committee shall submit its annual budget proposals to the Nairobi Yearly Meeting for allocation of funds after consideration and approval by the General Board.

III. PROCEDURES AT MEETINGS.

- a) Each Committee shall elect a Chairperson and any other official, as it may deem necessary.
- b) The Chairperson shall not dominate the proceedings of the meetings.
- c) The meeting shall be run on business lines with due respect to the Bible.
- d) The agenda shall be drawn up by the Chairperson and circulated to the members through the notice calling for the meeting.
- e) The notice calling for the meeting shall be issued to members at least seven days prior to the Meeting.
- f) All minutes of the previous meeting shall be circulated to members at the same time the notice calling for the meeting is issued before the next meeting.

- g) Each member has a right to participate actively in the affairs of the organisation and introduce new business.
- h) All members are representatives of various meetings, groups or interest shall be given an opportunity to air the views of that meeting, group or interest.
- i) That at the end the resolutions should be proposed and seconded and passed after the Chairperson has ascertained the collective judgement of the meeting.
- j) That thereafter the Recording Clerk or official shall formulate the resolution in a minute that shall be clear and shall communicate the same to the implementing organ or authority of the Nairobi Yearly Meeting.
- k) At the next meeting each implementing authority or organ shall prepare a report on the same and present it at the meeting for approval or otherwise.
- l) a) All attendance shall be taken before any meeting of the Nairobi Yearly Meeting organs or Committees start to ascertain whether or not a quorum exists.
b) The quorum of any meeting shall be half of its accredited membership.
- m) Any default in attendance by a member of any organisation for three (3) consecutive meetings shall lead to forfeiture of the position or office by such defaulting member or official.
- n) All members shall be expected to speak freely on any issue for discussion, giving his, her peculiar understanding of the issue.
- o) After frank, clear and honest expression of views, the Chairperson shall sum so that a collective decision is reached for approval, which the Chairperson shall announce as the decision of the meeting.
- p) The minutes embodying the proposition and decision should be recorded.
- q) Normally voting shall be resorted to only if this is a requirement of the law.

ARTICLE IX THE ANNUAL GENERAL CONFERENCE

- a) There shall be an Annual General Conference for the Nairobi Yearly Meeting that shall be held at such times as the Nairobi Yearly Meeting or its General Board shall determine.
- b) That unless otherwise determined, the Annual General Conference shall be held normally in the month of August in each calendar year on such date or dates or at such place or places as the Nairobi Yearly Meeting or its General Board may determine.
- c) The sessions of the Annual General Conference may be held at one chosen place or elsewhere by the adjournment or action of the meeting.
- d) The Annual General Conference shall be opened by the Presiding Clerk and in his absence, the Vice Presiding Clerk, or by the Recording Clerk.
- e) The Annual General Conference shall transact any business including accepting nominations to fill all or any of the vacancies on a proterm, regular basis, as the case may require.

- f) The Annual General Conference shall approve and determine policies and procedures, appropriate to its mission, to communicate them to members of its Constituent Churches and Monthly Meetings, and to find fellowship through worship and instruction.
- g) The Annual General Conference shall consider all business forwarded to the Nairobi Yearly Meeting from its constituent bodies or from other Yearly Meetings through official communication.
- h) The Annual General Conference may also consider with the consent of the Presiding Clerk, business that may be laid before the Nairobi Yearly Meeting by any of its members. Notice of such business should be presented to the Presiding Clerk at least 21 days prior to the beginning of the Conference.
- i) The Annual General Conference shall receive and consider all annual reports, including statements of accounts and receive and decide all cases of Appeal from decisions of Local Churches or institutions, committees or council, which may be brought before it.
- j) The decision of the Annual General Conference on matters brought for its consideration and / or recommendation shall be final.
- k) Every decision of the Annual General Conference shall be recorded in the minutes of the Nairobi Yearly Meeting, a copy of which shall be forwarded to the Local Church or body initiating the matter with instructions to enter it into its own minutes.
- l) (i) Any member of the Nairobi Yearly Meeting may attend an Annual General Conference provided that the General Board may decide on the number of representatives qualified to attend and participate in decision making at the Annual General Conference and in that event it shall apportion these among the Monthly Meetings taking into account their respective numerical membership.
- (ii) Any member who attends but who is not such a representative shall have no right to participate in decision making at the business sessions of the Annual General Conference.

ARTICLE X.

THE GENERAL BOARD

A. COMPOSITION

- 1) The Nairobi Yearly Meeting shall establish a General Board which shall be the policy making body of the Church.
- 2) (I) The General Board shall be composed of the following:

- a) The Presiding Clerk of the Nairobi Yearly Meeting
- b) Vice Presiding Clerk of the Nairobi Yearly Meeting.
- c) Recording Clerk of the Nairobi Yearly Meeting
- d) Reading Clerk of the Nairobi Yearly Meeting
- e) Treasurer of the Nairobi Yearly Meeting
- f) Assistant Treasurer of the Nairobi Yearly Meeting
- g) The General Superintendent
- h) The Administrative Secretary
- i) Internal Auditor of the Nairobi Yearly Meeting
- j) Three nominees from Pastoral staff on each representing Nakuru, Mombasa & Nairobi.
- k) All chair persons of the Commissions
- l) The chairperson of Board of Trustees
- m) Chairpersons of established groups of Quaker Women (United Society of Friends Women), Quaker men and Youths (Nairobi Young Adults Friends Programme)
- n) The Sunday school Superintendents.
- o) The Presiding Clerks of each Monthly Meeting.
- p) Three additional members representing special groups or and professionals.
- q) The Nairobi Yearly Meeting shall where it deems necessary increase the number of the General Board Members by not more than six (6) members to take care of gender and youth issues.

The Presiding Officer of the General Board shall be the Presiding Clerk of the Nairobi Yearly Meeting.

The composition of General Board shall not exceed fifty five (55) members.

3. (a) The General Board shall meet not less than three times in a year to transact the routine business of the Nairobi Yearly Meeting as shall be found necessary.
- (b) It shall be lawful for half of the members of the General Board to requisition a Special General Meeting so long as the Board members shall have been given an agenda and fourteen (14) days written notice.
- (c) No matter may be discussed as any other business unless notified to Administrative Secretary fourteen (14) days before the meeting of the General Board.
- (d) The quorum of the General Board shall be 1/2 of the members.
- (e) The Recording Clerk shall record the minutes of the General Board and in his/her absence the Reading Clerk to record the minutes.

B. DUTIES AND FUNCTIONS OF THE**GENERAL BOARD.**

The General Board shall attend to all business of the Nairobi Yearly Meeting and shall specifically deal with the following: -

- a) Overall administration of the Nairobi Yearly Meeting.
- b) Devise the General policies, Objectives, Mission and Vision of the Nairobi Yearly Meeting and implements them.
- c) Receive and deliberate on all reports of the Nairobi Yearly Meeting on finances, general administration, institutions and special projects.
- d) Approve the budget of the Nairobi Yearly Meeting as presented by the Treasurer and or the Assistant Treasurer, and ensure that the budget is consistent with the general objectives of the Church and having due regard to the financial requirement and the resources of the Nairobi Yearly Meeting.
- e) It shall present the Budget of the Yearly Meeting to the Annual General Conference for approval.
- f) It shall hire, fire and discipline and receive and approve the terms and conditions of service of all the employees of the Nairobi Yearly Meeting.
- g) Ensure the proper administration of this Constitution and Rules made hereunder.
- h) Approve the affiliation of the Nairobi Yearly Meeting with outside Churches or Organizations and all matters incidental thereto and all other affairs with the Government.
- i) Be responsible for the agenda, procedure and conduct of the Annual General Conference including any other special programmes like retreats, workshops and seminars.
- j) Make appointment and nomination to the related organizations as provided for in this Constitution.
- k) Appoint the members of the Board of Trustees.
- l) Consider and act upon any request from any Committee, Commission or other organizations desiring to be in partnership with the Nairobi Yearly Meeting.
- m) Consider and approve terms of reference and or duties of all functional Committees or Commissions of the Nairobi Yearly Meeting.
- n) Approve all new projects prior to implementation.
- o) Approve the terms and conditions of service and deal with the appointment of the Administrative Secretary, Assistant General Superintendent and General Superintendent.
- p) Keep a proper and update record of all the properties of the Nairobi Yearly Meeting both immovable and movable.

- q) Have power to deal with all other matters not specifically stated herein subject to ratification by the Annual General Conference.

ARTICLE XI**THE OFFICE BEARERS**

- A. The Office Bearers of Nairobi Yearly Meeting shall be as follows:
- (i) The Presiding Clerk
 - (ii) The Vice Presiding Clerk
 - (iii) The Recording Clerk
 - (iv) The Reading Clerk
 - (v) The Treasurer
 - (vi) The Assistant Treasurer
 - (vii) Internal Auditor
- B.
- (i) An office bearer shall hold office for a period of three (3) consecutive years up to a maximum period of two terms (six years) in the same office.
 - (ii) An office bearer may vacate office at any time before the end of the term due to resignation, illness or any other reason that the Nairobi Yearly Meeting shall consider valid. In such a case the Nomination Committee shall be notified to make a replacement.
 - (iii) Any office bearer who vacates office shall not be eligible for that or any other office of the Nairobi Yearly Meeting including that of the Administrative Secretary and General Superintendent.
 - (iv) Any office-bearer who ceases to be a member of the Nairobi Yearly Meeting or who ceases to live within the jurisdiction of the Nairobi Yearly Meeting shall automatically cease to be such office-bearer.
 - (v) Any office - bearer may be removed from office in the same manner and in accordance with the same procedure an ordinary member may be suspended or expelled from the Nairobi Yearly Meeting and any vacancy thereby created shall be reported to the Nomination Committee for replacement.

C. QUALIFICATION OF THE OFFICE BEARERS (THE LAITY)

A member to be nominated for a post in the Nairobi Yearly Meeting or its Subordinate Meetings shall be required to have the following minimum qualifications.

(i) PRESIDING CLERK

- a) Shall have at least a minimum of High School Certificate of Education.
- b) Shall possess a minimum qualification of a Certificate in Biblical Studies and / or have served in one or different capacities within the Nairobi Yearly Meeting for at least six (6) years.
- c) Shall be over twenty (20) years of age.
- d) Shall be mature in Christian life and Quaker Faith & Practice
- e) Shall be a person of integrity, selflessness and dedication.
- f) Shall be a person with qualities stipulated in the Holy Bible.

(ii) VICE PRESIDING CLERK

- a) Shall have at least a High School Certificate of Education.
- b) Shall possess a minimum qualification of a Certificate in Biblical Studies
- c) Shall be over twenty (20) years of age.
- d) Shall be fluent in both oral and written English and Kiswahili
- e) Shall be mature in Christian life and Quaker Faith & Practice.
- f) Shall be a person of integrity, selflessness and dedication.
- g) Shall be a person with qualities stipulated in the Holy Bible.

(iii) RECORDING CLERK

- a) Shall have at least a High School Certificate of Education.
- b) Shall possess a minimum qualification of a Certificate in Biblical Studies
- c) Shall be over twenty (20) years of age
- d) Shall be fluent in both oral and written English and Kiswahili.
- e) Shall be mature in Christian life and Quaker Faith & practice.
- f) Shall be a person of integrity, selflessness and dedication.
- g) Shall be a person with qualities stipulated in the Holy Bible

(iv) READING CLERK

- a) Shall have at least a High School Certificate of Education.
- b) Shall possess a minimum qualification of a Certificate in Biblical Studies.
- c) Shall be over twenty (20) years of age
- d) Shall be fluent in both oral and written English and Kiswahili.
- e) Shall be mature in Christian life and Quaker Faith & Practice.
- f) Shall be a person of integrity, selflessness and dedication.
- g) Shall be a person with qualities stipulated in the Holy Bible.

(v) TREASURER

- a) Shall have at least a High School Certificate of Education.
- b) Shall be a person with good knowledge in Book Keeping and Accounting Principles.
- c) Shall be over twenty (20) years of age
- d) Shall be mature in Christian life and Quaker Faith & Practice.
- e) Shall be a person of integrity, selflessness and dedication.
- f) Shall be person with qualities stipulated in the Holy Bible.

(vi) ASSISTANT TREASURER

- a) Shall have at least a High School Certificate of Education.
- b) Shall be a person with good knowledge in Book Keeping and Accounting principles.
- c) Shall be over twenty (20) years of age
- d) Shall be mature in Christian life and Quaker Faith & Practice.
- e) Shall be a person of integrity, selflessness and dedication.
- f) Shall be a person with qualities stipulated in the Holy Bible.

(vii) INTERNAL AUDITOR

- a) Shall have at least a High School Certificate of Education.
- b) Shall be a person with good knowledge in Book Keeping and Accounting principles.
- c) Shall be over 20 years of age

- d) Shall be mature in Christian life and Quaker Faith & Practice.
- e) Shall be a person of integrity, selflessness and dedication.
- f) Shall be a person with qualities stipulated in the Holy Bible.

D. DUTIES OF THE OFFICE BEARERS:

a) THE PRESIDING CLERK:

- a. Shall preside over all business sessions of the Nairobi Yearly Meeting, in particular the business meetings of the General Board and the Annual General Conference.
- b. Shall be an ex-officio member of any other Committees and Commissions that may be set up under this Constitution or by the Nairobi Yearly meeting from time to time.
- c. Shall execute his duties with sound judgement, spiritual discernment, and ability to determine the will of the body in business deliberations.
- d. Shall liase with Monthly Meetings on the proper administration and development of the Local Churches.
- e. Shall be the leader of the laity and shall be required to perform all duties that go with that office.
- f. Shall ensure all the minutes and membership records are kept in a secure and safe place are up-to-date and are available to any one who wishes to see them.
- g. Shall not preside over or officiate at meetings for worship.
- h. Shall be a signatory to the Nairobi Yearly Meeting Bank Account.

b) THE VICE PRESIDING CLERK

- a) Shall deputise the Presiding Clerk and shall preside over the business meetings of the Nairobi Yearly Meeting in the absence of the Presiding Clerk.
- b) Shall chair the meetings of the Personnel Committee.

c) RECORDING CLERK:

- a) Shall record, maintain and preserve minutes of all business sessions.
- b) Shall circulate the minutes to all members of the business sessions concerned immediately after the sessions or meetings
- c) Shall ensure that all resolutions are clearly minuted and communicated to the implementing authority of the Church.
- d) Shall be a signatory to the Nairobi Yearly Meeting Bank Account.

d) READING CLERK:

- a) Shall read all official communications to the Meeting.
- b) Shall read all documents to the Board and announcements received.
- c) Shall promptly communicate all documents, reports & announcements to officers and officials required to take appropriate action to them.

e) THE TREASURER.

1. Shall receive the income of the Nairobi Yearly Meeting and shall: -

- (i) Record and deposit income from the Monthly Meetings, individuals, Institutions, projects or organisations.
- (ii) Issue receipts for all income received.
- (iii) Arrange for two or more persons to count and record all collections.
- (iv) Without exception, may not spend any of the income of the Meeting before it has been deposited with the bank.

Shall make disbursements, on the direction of the General Board, after receipt of the request for payment which must be accompanied by a written voucher or invoice stating the amount, purpose and a reference to the authorizing minute, budget account or policy.

- (i) Shall make no disbursements or promises of payment without written approval of the same by way of minute or otherwise.
- (ii) Shall keep complete and accurate records of all disbursements.

3. Shall report to each Monthly Meeting the status of the Finances on a regular basis and demand payments due from the Monthly Meetings.

4. Shall be responsible to the Nairobi Yearly Meeting and to members for the maintenance of the proper books of accounts, which shall be submitted to audit from time to time and preserved and made available for inspection.

5. Shall present an annual statement of Accounts to the Annual General Conference for approval or otherwise.

6. Shall be the mandatory signatory to the Nairobi Yearly Meeting Bank Account.

f) THE ASSISTANT TREASURER.

- a) Shall assist the treasurer or perform all such duties in the absence of the Treasurer.
- b) Shall perform any duties that may specifically be assigned to him/her by the Treasurer.

g) THE AUDITOR

- a) Shall be responsible for auditing all accounts of the Nairobi Yearly Meeting
- b) Shall advise Meetings on sound financial management of funds.
- c) Shall supervise the auditors of Subordinate Meetings and make unscheduled visits for that purpose to any Subordinate Meetings.
- d) Internal auditors shall submit their audited accounts to their various Subordinate Meetings.

ARTICLE XII: THE OFFICE AND WORK OF THE CLERGY

- (i) The Nairobi Yearly Meeting shall establish offices of the Clergy (Pastors) 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 Pastors to be created shall include the followings:-
 - (a) The General Superintendent
 - (b) Assistant General Superintendent
 - (c) Superintendents
 - (d) Senior Pastors
 - (e) Pastors
 - (f) Assistant Pastors
 - (g) Intern Pastors
 - (h) Bible Teachers
 - (i) Evangelists
- (iii) The offices of General Superintendent, Assistant General Superintendent, Superintendent Senior Pastor, Pastor and Assistant Pastor shall be in full employment of the Nairobi Yearly Meeting in accordance with the terms and condition of service of the Nairobi Yearly Meeting, but the offices of Intern Pastor, Bible Teacher and Evangelist shall consist of volunteers.
- (iv) The officers appointed to the above mentioned offices shall serve all members irrespective of their standing in church, helping through individual encounter and organized encounter to become more effective in Christian proclamation, fellowship and service. The officers shall make sure that members of the congregation are afforded opportunity for their exercise of ministry, as the Lord may lead. In particular the officers will be responsible to: -
 - (a) Affirm through 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 attenders.
- (d) Provide individual counseling 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 compassionate interest of others on their behalf.
- (e) Preach the edification of the Church, as led of the Lord, working with elders in arrangement for worship and other preaching ministries.
- (g) Lead the Church in programmes of evangelic outreach.
- (h) Serve as an advising member of the Nairobi Yearly Meeting's committees and commissions. Give counsel to the youth, women and men's 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 fashion that they may adorn the Gospel of our Lord and Saviour, and may serve as profitable examples to the members of their congregations.

ARTICLE XIII.

A THE OFFICE OF THE GENERAL SUPERINTENDENT:

- (a) (i) There shall be a General Superintendent of the Nairobi Yearly Meeting who shall be the most Senior Pastor and Chief Executive Officer thereof.
 - (ii) The Office of the General Superintendent shall consist of pastoral and Administrative staff.
 - (iii) The Pastoral staff shall operate under the supervision of an Assistant General Superintendent and the Administrative Staff under the supervision of an Administrative Secretary.
 - (iv) Both the Assistant General Superintendent and the Administrative Secretary shall be answerable to the General Superintendent.
- b) The General Superintendent shall be appointed by the General Board of the Nairobi Yearly Meeting on the recommendation of the Personnel Committee from amongst the

Senior most Superintendents or Senior Pastors found to be suitable to hold that post, and his/her term of office shall be specified in his/her letter of appointment.

- c) When the office of the General Superintendent becomes vacant, the General Board may nominate the senior most Superintendent, or in the absence of any, a Senior Pastor to act in that position until the post is filled in accordance with this article.
- d) When the vacancy arises, the Administrative Secretary shall notify the Personnel Committee urgently to advertise the post and recommend a suitable candidate to General Board for appointment.
- e) The General Superintendent may resign retire or be removed from office in accordance with the terms and conditions of his / her employment, provided that the appointment shall terminate upon the holder of the office attaining the age of Sixty (60) years.
- f) The General Board may terminate the appointment at any time, if competent medical authority on the grounds of physical or mental incapacity recommends that course.
- g) The appointment may be terminated by the General Board at any time after due enquiry made consequent upon a complaint in due form as may be provided in this Constitution or any other document authorized by this Constitution, that the General Superintendent has been found guilty of conduct unbecoming the office and the work of the General Superintendent or serious persistent or continuous neglect of duty.
- h) The mode of procedure for retirement of the General Superintendent shall be laid down in the terms and conditions of the staff of the Nairobi Yearly Meeting.
- i) The General Superintendent shall hold office for a term of 5 years renewable; he/she shall hold office for a maximum period of 10 years or retire at the age of sixty (60) years, which ever comes first.

B. THE FUNCTION OF THE GENERAL SUPERINTENDENT.

- a) The General Superintendent shall be the Chief Executive Officer of the Nairobi Yearly Meeting. It shall be his/her responsibility to co-ordinate all administrative, public relations and other activities of the Church so as to achieve its Objectives, Vision and Mission.
- b) The General Superintendent shall exercise spiritual leadership of the Nairobi Yearly Meeting and shall have and hold such authority and rights of supervision as are committed to him by virtue of his office and in accordance with the provision of this Constitution and the Quaker statement of Faith and Practice.
- c) He/she shall be the spokesman of the Nairobi Yearly Meeting in administrative and pastoral matters both at national and international forums.
- d) He/she shall represent the Nairobi Yearly Meeting in other organizations and/or the Government forums.

- e) He/she shall ensure that all programmes of evangelism and Church discipleship to placement, encouragement and counsel to pastors, evangelists and missionaries are carried out.
- f) He/she shall assist the Nairobi Yearly Meeting in fund raising both locally and internationally.
- g) He/she shall advise the General Board on the provisions of the Nairobi Yearly Meeting's Constitution, Policy, procedures and other programmes of the Church.
- h) He/she shall also promote seminars, conferences leading to spiritual renewal and nurture and shall organise new meetings and rallies as part of the Church outreach mission.
- i) He/she shall supervise the work of the Administrative Secretary, Assistant General Superintendent(s), Senior Pastors, Assistant Pastors, Bible Teachers, Evangelists and Missionaries within the Nairobi Yearly Meeting and jointly shall prepare a Church programme for the whole year.
- j) He/she shall visit all Local Churches and Monthly Meetings to ensure that the agreed Church programmes are being adhered to and implemented, subject to local variations and also prevailing conditions and situations.
- k) He/she shall perform such other duties as may be entrusted to him by the Nairobi Yearly Meeting or the General Board.
- l) He/she shall have power to summon any Superintendent, Senior Pastor, Pastor, Assistant Pastor, Bible teacher, Evangelist, or Missionary as an individual or as in a group to meet him / her for spiritual fellowship and counsel on the problems that arise in the exercise of their spiritual duties.
- m) The General Superintendent shall be accountable to the Nairobi Yearly Meeting through the General Board.
- n) He/she shall be a member of the General Board and an ex-official member of any of the Committees and Commissions of the Nairobi Yearly Meeting.
- o) He/she shall call meetings of the General Board and the Executive Committee in consultation with the Presiding Clerk of the Nairobi Yearly Meeting.
- p) He/she shall co-ordinate the proper management of the Church activities and especially between the Central Office and other arms of the Church.

C. QUALIFICATIONS

- a) A person to be appointed to the General Superintendent shall be one with high Christian morals, ability, and integrity.
- b) The person to be appointed should have a minimum of a Masters degree in theology from a recognised University with a minimum of five (5) years experience in Quaker Pastoral work, or.
- c) The person to be appointed should have a 1st degree in Theology with ten (10) years experience in Quaker pastoral work.
- d) The person shall be computer literate.

ARTICLE XIV. THE APPOINTMENT AND DUTIES OF PASTORAL STAFF.

- (a) (i) The Nairobi Yearly Meeting shall appoint Pastoral staff as follows: -
 - 1. Assistant General Superintendent
 - 2. Superintendent
 - 3. Senior pastors.
 - 4. Pastors
 - 5. Assistant Pastors
 - 6. Bible Teachers / Evangelist / Intern Pastors
- (ii) The Nairobi Yearly Meeting shall have the power to increase and / or abolish one or more such offices as the exigencies of service may allow.
- (b) 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.
- (c) He / she shall be answerable to the General Superintendent through the Assistant General Superintendent and the Nairobi Yearly Meeting for the diligent and humble ministration of the Word of God to the flock for which he / she is appointed to shepherd and care.
- (d) He / she shall be earnest in teaching the people the truth as it is in Jesus Christ.
- (e) 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.
- (f) He / she shall care lovingly for the young, and in particular prepare young people and others for Baptism and Confirmation.

- (g) He / she shall use his / her spiritual gifts in the services of each other and to spearhead the Outreach Mission.
- (h) 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 Saviour, and may serve as profitable examples to the members of their congregations.
- (i) He / she shall preside over all worship meetings in his / her locality or community as the case maybe and supervise the work of Bible Teachers, Evangelists and Missionaries within his / her jurisdiction.
- (j) He / she shall attend all meetings of Committees and Commissions within his / her jurisdiction and provide spiritual guidance.
- (k) He / she shall prepare periodic reports to the General Superintendent, local committees and assist in coordination of nomination of lay leaders in the local church 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.

B. THE QUALIFICATIONS FOR APPOINTMENT.

(a) THE ASSISTANT GENERAL SUPERINTENDENT / SUPERINTENDENT / SENIOR PASTORS

- i. A person to be appointed to the post of Assistant General Superintendent / Superintendent / Senior Pastor shall be one with high Christian morals, ability, integrity and education.
- ii. A person to be appointed shall have a minimum of Masters degree in Theology from a recognised University with a minimum of four years experience in pastoral work, or,
- iii. The person shall have a post graduate degree in Theology with eight years experience in pastoral work.
- iv. The person shall be computer literate.

b) PASTORS

- i. A person to be appointed to the post of Pastor shall be one with high Christian morals, ability, integrity and education.
- ii. A person to be appointed shall have a minimum of first degree in Theology from a recognised University with a minimum of eight years experience in pastoral work, or,
- iii. The person shall have a Diploma in Theology from a Quaker college with over ten (10) years experience in pastoral work.

- iv. The person shall be computer literate.

C) ASSISTANT PASTORS

- i. A person to be appointed to the post of Assistant Pastor shall be one with high Christian morals, ability, integrity and education.
- ii. A person to be appointed shall have a minimum of a first degree in Theology from a recognised University with a minimum of two (2) years experience in pastoral work, or,
- iii. The person shall have a Diploma in Theology from a Quaker College with four (4) years experience in pastoral work.
- iv. The person shall be computer literate

D) BIBLE TEACHER / EVANGELIST / INTERN PASTORS

- i. A person to be appointed to this category shall be a volunteer and have high Christian morals, ability, integrity and education.
- ii. He / she shall be a person able to communicate fluently in both Kiswahili and English.
- iii. He / she shall be required to have a minimum Diploma in Theology from a recognised Quaker College with a minimum of one (1) year experience in pastoral work, or,
- iv. He / she shall have a Certificate in Theology qualification with three (3) years experience, and.
- v. He / she shall have a minimum requirement for a diploma or degree course.

ARTICLE XV:

THE SECRETARIAT:

- A. a) The Nairobi Yearly Meeting shall establish a Secretariat whose responsibilities shall be to coordinate the administrative, public relations and other activities of the Church so as to achieve the Objectives, Vision and Mission of the Church.
- b) The Secretariat shall be managed by full time paid employees of the Nairobi Yearly Meeting who shall attend to the day to day running of the Church. These shall include:
 - i. The General Superintendent
 - ii. Administrative Secretary
 - iii. And such other officers of the Administrative, Clerical, Secretarial, Accounting, or of other nature as the Nairobi Yearly Meeting shall deem necessary to create.
- c) Each Officer shall have his/her terms of service specified in his/her letter of appointment.

B. THE ADMINISTRATIVE SECRETARY.

- i. There shall be an Administrative Secretary of the Nairobi Yearly Meeting who shall be answerable to the General Superintendent.
- ii. The Administrative Secretary shall be appointed by the General Board of the Nairobi Yearly Meeting on the recommendation of the Personnel Committee and his/her terms of office shall be specified in his/her letter of appointment.
- iii. The Administrative Secretary may resign, retire or be removed from office in accordance with the terms and conditions of his/her employment.
- iv. The appointment may be terminated at any time if that course is recommended by competent medical authority on the grounds of physical or mental incapacity.
- v. The appointment may be terminated by the General Board 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 Administrative Secretary has been found guilty of conduct unbecoming the office and work of the Administrative Secretary or of serious persistent or continuous neglect of duty.
- vi. The mode of procedure of retirement of the Administrative Secretary shall be laid down in the terms and conditions of the staff of the Nairobi Yearly Meeting.
- vii. The Administrative Secretary shall hold office for a term of five years renewable for another term. He / she shall not hold office for more than 10 consecutive years.
- viii. The Administrative Secretary shall be answerable to the General Board through the General Superintendent of the Nairobi Yearly Meeting.
- ix. The Administrative Secretary shall retire after serving the maximum two five-year terms or at the age of Sixty (60) years, whichever comes first.
- x. When the Office of the Administrative Secretary falls vacant, the General Superintendent shall notify the Personnel Committee to advertise, interview and recommend to the General Board a suitable candidate.

C. THE RESPONSIBILITIES OF THE ADMINISTRATIVE SECRETARY

- i. He /She shall keep up to date minutes of the Executive Committee Personnel Committee and General Board and circulate them in time before the next meeting.
- ii. He/she shall advise the Executive Committee and the General Board on matters related to the administration of the Church.
- iii. He/she shall attend to all administrative matters of the Nairobi Yearly Meeting and prepare and administer various administrative programmes of the Church.

- iv. He/she shall ensure that all the Nairobi Yearly Meeting 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 ex-officio member 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 in 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 Central Office and through the General Board, ensure that staff matters are dealt with in a transparent and efficient manner.
- x. He/she shall ensure that all the resolutions of the General Board, Annual General Conference and other Committees and Commissions including Centres, Schools and other Institutions are swiftly and accurately implemented.
- xi. He/she shall assist, together with the 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 Presiding Clerk of the Nairobi Yearly Meeting and the Personnel Committee accordingly.

D. THE QUALIFICATIONS OF THE ADMINISTRATIVE SECRETARY

- i. A person to be appointed to the post of Administrative Secretary shall be one with very high Christian morals, ability and integrity.
- ii. The person to be appointed shall be mature aged between 35 and 50 years.
- iii. The person shall be a practicing Quaker and a Full Member who belongs to one of the Nairobi Yearly Meeting Local Churches.
- iv. The person shall have a minimum first degree in Business Administration from a recognized University with proven minimum experience of ten years. A first degree in Theology will be an added advantage.
- v. The person should be Computer literate

ARTICLE XVI: THE NOMINATION COMMITTEE**A. ESTABLISHMENT**

- i. The Nairobi Yearly Meeting shall establish a Nomination Committee whose duties shall be to vet and nominate persons into offices in the Church and its organs.
- ii. The Nomination Committee shall consist of one member appointed from each monthly meeting in accordance with the provisions of Article XXI (C) (iv).
- iii. The Nomination Committee shall on the second day of the session at any time during its three years duration and shall fill any vacancy reported to it within the Nairobi Yearly Meeting.
- iv. The Nomination Committee shall at the last session of the Annual General Conference present to the delegates the names of nominees for various offices regarding the capability appropriate to each office.
- v. The Nomination Committee shall designate by name the officers required.

B. MEMBERSHIP

- i. The Monthly Meetings shall nominate one member each to form the Nomination Committee for the Nairobi Yearly Meeting.
- ii. The Nomination Committee shall be inaugurated by the General Superintendent and the Administrative Secretary who shall be its Chief Advisors/Returning Officers provided that these officers shall not participate in the deliberation of the Nomination Committee.
- iii. At its first meeting the Nomination Committee shall choose from amongst its members a Chair person and Secretary.
- iv. A member nominated on the Nomination Committee should be able to meet the qualities stipulated in 1st Timothy 3: 2-12.
- v. The person nominated as a member of this Committee must be a full active member of the Friends Church and a member of one of the Local Churches/ Monthly Meeting having been a resident member for at least three years.
- vi. The Nomination Committee shall be an independent body of the Nairobi Yearly Meeting, which shall not be subjected to direction from any authority or person in the Church.
- vii. Any vacancy within the membership of the Nomination Committee shall be filled from amongst members of our Church with the above-mentioned qualities.
- viii. The quorum of the Nomination Committee shall be 1/2 of its membership.
- ix. The style of nominating shall be by consensus.

- x. A Member of the Nomination Committee shall not be eligible for appointment to any of the advertised vacancies.

C. THE OBJECTS AND PURPOSES OF THE NOMINATION COMMITTEE

- i. The General Board shall meet before the 30th day of March and draw a minute for the nominations starting from the Local Meetings (Villages) to the Nairobi Yearly Meeting.
- ii. It shall receive notification of vacancies from the Administrative Secretary of the Nairobi Yearly Meeting.
- iii. It shall advertise the vacancies in the Monthly Meetings/Local Churches.
- iv. It shall receive nominations from the Monthly Meetings/Local Churches to the advertised vacancies.
- v. It shall thereafter investigate, evaluate shortlist and recommend names of capable persons to the Annual General Conference for appointment to the different offices advertised.
- vi. Nominations shall start in the Month of April and end in the Month of July before the Annual General Conference.
- vii. The Nomination Committee shall hold at least two sittings before the Nominations for prayers, meditation, consultation and eventually nomination.
- viii. The National Nomination Committee shall present the nominees to the Annual General Conference during the second day of the conference for approval.
- ix. The Nomination Committee shall nominate leaders with qualities stipulated in 1st **Timothy 3: 2-12** and as stated in other parts of the Holy Bible.
- x. That any person who shall canvass or campaign for any advertised post or who may permit or allow anybody to canvass or campaign on his or her behalf for any advertised post, shall automatically be disqualified from any such consideration.
- xi. The Nomination Committee shall ensure that the nominated leaders give selfless and dedicated service to the Nairobi Yearly Meeting for their period in office.
- xii. The Nomination Committee shall ensure that no member holds more than one position in the Church starting from the Local Meeting to the Nairobi Yearly Meeting.
- xiii. The Nomination Committee shall ensure that appointments to advertised posts in the Church are distributed as equitably as possible between the genders and the youth.
- xiv. Any meeting or member of the Nairobi Yearly Meeting may petition the Constitution Commission within thirty (30) days of any nomination where it is satisfied that a nominee to leadership in the Church has been nominated or appointed by the Nomination Committee in contravention of any of the stipulated qualities of leadership.

- xv. The Constitution Commission shall upon receipt of such a petition carry out its independent investigations and prepare an appropriate report to the General Board.
- xvi. That during the period of investigation and report to the General Board, the nominee shall not assume office.
- xvii. The decision of the General Board on the report shall be final.

D. THE SUBORDINATE MEETINGS' NOMINATION COMMITTEES

- a) Each Monthly Meeting / Local Church shall have its own Nomination Committee whose membership shall not exceed nine (9) Members with qualities as stated above.
- b) Each Monthly Meeting / Local Church shall appoint its Nomination Committee from amongst its members and adopt and follow the same procedures and principles as the Nairobi Yearly Meeting Nomination Committee in making its nominations.

ARTICLE XVII: THE EPISTLE COMMITTEE

- i. The Nairobi Yearly Meeting shall at its Annual General Conference establish an Epistle Committee from amongst the delegates.
- ii. The Epistle Committee shall be charged with the responsibility of drafting a general Epistle, which shall be submitted to the delegates at the Annual General Conference for consideration and approval.
- iii. The approved epistle shall be read and accepted in the concluding session of the Annual General Conference.
- iv. The members chosen to draft the Epistle shall appoint a Chairperson and Secretary of the committee from its membership, which shall not exceed seven.
- v. The Assistant General Superintendent shall be a member of the Epistle Committee.

ARTICLE XVIII: THE EXECUTIVE COMMITTEE.

A. COMPOSITION.

- (I) The Nairobi Yearly Meeting shall establish an Executive Committee whose membership shall be as follows: -
 - a) The Presiding Clerk of the Nairobi Yearly Meeting - ex - officio
 - b) Vice Presiding Clerk of the Nairobi Yearly Meeting -ex - officio
 - c) Recording Clerk of the Nairobi Yearly Meeting
 - d) The Reading Clerk.

- e) The Treasurer of the Nairobi Yearly Meeting
- f) The Assistant Treasurer
- g) The General Superintendent
- h) The Administrative Secretary.
- i) The Chairperson of established groups of Quaker Women (United Society of Friends Women), Men and youths (Nairobi Young Adults Friends Programme).
- j) Chair persons of all the Nairobi Yearly Meeting Commissions.
- k) The Executive Committee shall not exceed 18 members.
- l) Executive Committee of subordinate meetings shall not exceed 9 members who will include P/C, Vice, R/Clerk, Treasurer, established groups of United Society of Friends Women), Men and Nairobi Young Adults Friends Programme

B. MEETINGS

- a) The Executive Committee shall be chaired by any other person amongst its members who is not an officer or ex-official of the Nairobi Yearly Meeting.
- b) The minutes of the Executive Committee shall be recorded by the Administrative Secretary and in his absence the Recording Clerk of the Nairobi Yearly Meeting.
- c) The quorum of the Executive committee shall be 1/2 of the members thereof.
- d) The Executive Committee shall meet at such times as the business of the Nairobi Yearly Meeting shall dictate and not less than four times a year.

C. DUTIES

- a) The Executive Committee shall be responsible for co-ordinating the work/activities of the Nairobi Yearly Meeting and to provide guidance and make recommendations to the General Board for approval.
- b) It shall have power to act on behalf of the General Board provided that its decisions are reported to and ratified by the first meeting of the General Board.
- c) It shall have power to generally co-ordinate and expedite programmes approved by various organs of the Nairobi Yearly Meeting.
- d) It shall perform such other duties as may be assigned or delegated to it by the General Board or the Annual General Conference.
- e) The Administrative Secretary shall from time to time brief the Presiding Clerk on the deliberations and decisions of the Executive Committee.

ARTICLE XIX: THE PERSONNEL COMMITTEE

A. COMPOSITION.

The Nairobi Yearly Meeting shall establish a Personnel Committee whose membership shall be as follows:-

- i. The Presiding Clerk - ex - officio
- ii. Vice Presiding Clerk -Chairperson
- iii. The General Superintendent - ex- officio
- iv. The Administrative Secretary.
- v. The Treasurer.
- vi. And seven other persons nominated from amongst practising members of the Nairobi Yearly Meeting who shall be:
 - i. Persons with high integrity, morally up right, and filled with the wisdom and Spirit of God.
 - ii. Members with working knowledge in personal matters
 - iii. Hold no other position of leadership in Church.
 - iv. Chosen from amongst the names submitted to the Nairobi Yearly Meeting by the Monthly Meetings.
- g. The names nominated by the Monthly Meetings shall be vetted by the Executive Committee and approved by the General Board.

B. DUTIES

- i. The Personnel Committee, shall be charged with the duties of co-ordinating the Personnel matters of the Nairobi Yearly Meeting.
- ii. When any vacancy arises in the posts of the General Superintendent, Assistant General Superintendent and Administrative Secretary, the Personnel Committee shall urgently advertise the post and recommend a suitable candidate to the General Board for appointment.
- iii. The Personnel Committee shall oversee the supervision of staff other than the General Superintendent, The Assistant General Superintendent and Administrative Secretary and make necessary recommendations to the Nairobi Yearly Meeting
- iv. It shall conduct interviews and recommend to the Executive Committee the names of persons to be appointed to various other categories of offices in the Nairobi Yearly Meeting in respect to the terms and conditions of service of the Church.
- v. It shall make recommendations to the Executive Committee regarding Personnel polices, salary and fringe benefits, appointments, continuing staff employment and other matters related to Personnel.

- vi. It shall be responsible for making recommendations to the Executive Committee on areas that may require more staff hence recommend the names of those that it deems fit for the position (s).
- vii. It shall be responsible for maintenance of Personnel policy manual as well as the Code of Conduct and Practices of the Church.
- viii. It shall perform such other duties as may be assigned to it by the General Board or as may be stipulated in the terms and conditions of service document of the Nairobi Yearly Meeting employees or as stated in its terms of reference.

C. MEETINGS

- i. The Vice Presiding Clerk shall be the chairperson of the Personnel Committee.
- ii. The Administrative Secretary shall record the minutes of the committee.
- iii. The quorum shall be 1/2 of the members thereof.
- iv. The committee shall meet at such times, as the business of the Nairobi Yearly Meeting shall dictate but not less than four (4) times in any year.

ARTICLE XX: THE FINANCE COMMITTEE

A. COMPOSITION

The Nairobi Yearly Meeting shall establish a Finance Committee which shall be its Finance and Stewardship Commission and whose membership shall be as follows:-

- i. The Vice Presiding Clerk of Nairobi Yearly Meeting.
- ii. The Treasurer of the Nairobi Yearly Meeting
- iii. The Assistant Treasurer of the Nairobi Yearly Meeting
- iv. The Treasurers of all Monthly Meetings.
- v. The Accountant.
- vi. The Treasurer of established groups of United Society of Friends Women), Men and Nairobi Young Adults Friends Programme
- vii. Internal Auditor
- viii. The Chairpersons of all committees or Commissions and
- ix. The Administrative Secretary.
- x. The General Superintendent shall be an ex-officio member.

B. DUTIES

- i. **The** Financial Committee shall offer guidance to the Nairobi Yearly Meeting for the proper care of the property and resources, both individually and corporately, so that what belongs to the creator is rightly used for the good of all.

- ii. The Finance Committee shall be responsible for the preparation of an annual budget for the Nairobi Yearly Meeting and monitor the Nairobi Yearly Meeting’s financial performance in comparison to the Budget.
- iii. The Financial Committee shall prepare the Annual Budget in consultation with other Committees and present it for approval to the Nairobi Yearly Meeting in business session at the General Board.
- iv. It shall consider and approve proposals for special offering and non-budget proposals.
- v. It shall supervise the work of the Accountant and the Treasurer and provide means for an audit of the books of the Church starting from the Local Meeting to the Nairobi Yearly Meeting.
- vi. It shall plan budget funding and recommend it to the Nairobi Yearly Meeting General Board for discussion and approval.
- vii. It shall promote education in stewardship of time, talents and money in the entire Nairobi Yearly Meeting.
- viii. It shall give guidance in estate planning.
- ix. It shall recommend adequate retirement benefits for all the employees of the Church
- x. It shall plan and suggest to the Nairobi Yearly Meeting on income generating activity or projects.

C. MEETINGS

- i. Finance Committee shall be chaired by a person knowledgeable in Financial and management matters from amongst its members and may appoint one of its numbers a Vice-Chairperson.
- ii. The Administrative Secretary who shall be the Secretary to the Committee shall record the minutes of the Committee.
- iii. The quorum of the meeting shall be half 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 the Nairobi Yearly Meeting.
- v. It shall hold its meetings not less than four times in a year.

ARTICLE XXI:

THE COMMISSIONS

- I. The Nairobi Yearly Meeting shall establish such number of Commissions, as it shall deem necessary.

- II. A Commission may be established to serve one or two or more specialized activity or interest of the Nairobi Yearly Meeting and Commission so established shall have its terms of reference clearly set out in the resolution of the General Board.
- III. a) Each Commission shall consist of one representative from each Monthly Meeting.
- b) 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.
- c) The term of the member shall be arranged such that one third thereof shall retire every year thus ensuring continuity.
- d) Each Commission, at its first meeting shall choose its own Chairperson, Vice Chairperson and Secretary from among its members.
- e) The General Superintendent and the Administrative Secretary shall be ex-officio members of each Commission.
- f) Each Commission shall prepare and hand in its reports to the Nairobi Yearly Meeting sixty (60) days to the Annual General Conference. The same shall apply to all Subordinate Meetings of the Nairobi Yearly Meeting including, Quaker Womens (United Society of Friends Women), Quaker men and Youths (Nairobi Young Adults Friends Programme) Personnel Committee, Nomination Committee, Finance Committee, Internal and External Auditors and Nairobi Yearly Meeting Secretariat.
- g) Each Commission shall be required to hold a minimum of four Meetings in a year.
- h) Each Commission's deliberations and recommendation budgets and reports; programmes and projects, shall be presented for discussion and approval at the General Board.
- i) The Nairobi Yearly Meeting shall establish the following Commissions among others:-
- a) The Mission Commission whose membership shall be Pastors
 - b) The Service Commission
 - c) The Constitution Commission
 - d) The Education Commission
 - e) Literature & Publication Commission
 - f) The Social Commission.
 - g) The Finance and Stewardship Commission (See Article XX)

A. THE MISSION COMMISSION

It shall be the evangelistic arm of the Nairobi Yearly Meeting 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 Clergy and be responsible for the following:

- i. To keep the Nairobi Yearly Meeting informed about mission and encourage prayer and financial support.
- ii. To co-operate with other churches in planning and conducting area conferences and missions.
- iii. To nurture the spiritual growth and gifts of those interested in missionary service, encouraging them to seek appropriate education and cross - cultural preparation.
- iv. To promote intercultural communication, visitation and activities.
- v. To prepare programmes for extension of the Church and spread of the Word of God.
- vi. To prepare materials for teaching of catechism / or Sunday schools.

B. THE SERVICE COMMISSION

- i. The Service Commission shall be responsible for all institutions and projects initiated directly by the Nairobi Yearly Meeting; initiated by the Local Churches or Monthly Meeting or transferred to the Nairobi Yearly Meeting by Friends (Quakers) registered Trustees Kenya.
- ii. The service Commission shall either manage these institutions and projects or appoint executive Committees or Boards of Management or supervised locally by the Monthly Meeting in whose jurisdiction they are located.
- iii. 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.
- iv. All managers or Boards of Management so appointed shall be answerable to the Nairobi Yearly Meeting through the General Board.
- v. All staff employed to manage the institutions or projects shall be recruited, supervised and disciplined in the same manner as staff of the Nairobi Yearly Meeting.

C. THE CONSTITUTION COMMISSION.

- i. It shall be a standing Commission on all matters concerning the Constitution of the Nairobi Yearly Meeting and any other regulations made there -under.

- ii. It shall deal with all legal and constitutional matters referred to it by the Nairobi Yearly Meeting, the General Board or any other Committees, Commissions or Boards of the Nairobi Yearly Meeting.
- iii. It shall be responsible for the interpretation of this Constitution and any regulations made thereunder.
- iv. It shall oversee the establishment of the Nomination Committee of the Nairobi Yearly Meeting whose membership shall be drawn from the Monthly Meetings and shall receive any petition from any meeting or member of the Nairobi Yearly Meeting against any nomination of any leader to the leadership in the Church and it shall investigate any such petition in accordance with the provisions of Article XVI (C) of this constitution.
- v. It shall report to the General Board any amendments proposed for approval.
- vi. It shall plan and conduct civic education on all matters affecting the Nairobi Yearly Meeting starting from the Local Meetings to the Yearly Meeting.
- vii. It shall carry out or cause to be carried out such studies, researches or evaluation concerning the Constitution of the Nairobi Yearly Meeting.
- viii. It shall ensure that all organs of the Nairobi Yearly Meeting comply with this Constitution.
- ix. Shall perform any other duties that may be assigned to it by the Executive Committee the General Board or the Annual General Conference.

(D) THE EDUCATION COMMISSION

- i. The Education Commission shall be responsible for the initiation and supervision of Education of Children, youth and adults.
- ii. It shall be responsible for Sunday schools, days schools, friends youth, vacation Bible schools, clubs, camping and retreats and church library.
- iii. It shall also co-ordinate Church education ministries, to avoid overlap and conflict either in schedule or personnel, and provide leadership training.
- iv. It shall appoint personnel in these ministries and nominate to the Nairobi Yearly Meeting the officer to be in charge of Sunday schools.
- v. It shall select suitable curricula for all educational activities, using approved Nairobi Yearly Meetings programmes.
- vi. It shall recommend improvements in physical facilities and equipment.
- vii. It shall make sure that Quakers beliefs are understood and taught.
- viii. It shall provide for nursery care and children's worship.

- ix. It shall encourage the Youth of the Church to attend a Quaker School or College in order to maintain a consistent Christian witness.
- x. It shall promote individual and church support for the schools sponsored by the Nairobi Yearly Meeting.
- xi. It shall encourage members to participate in local school organisations.
- xii. It shall encourage the growth of Quaker University Education in Kenya and elsewhere.

(E) THE LITERATURE & PUBLICATION COMMISSION

The Literature and Publication Commission shall be responsible for guidance to local Churches in vocal and instrumental music, in poetry and drama, in visual arts and crafts and other creative activities by and for the Church.

It shall also direct the production of print and other media on behalf of the Nairobi Yearly Meeting.

It shall be responsible in particular for: -

- (i) Fostering creative activities by and for artists of the Nairobi Yearly Meeting.
- (ii) Encouraging and assisting Local and Monthly Meetings in ministering through the fine arts.
- (iii) Considering and recommending for Certification as ministers of music those persons who sense a definite call of God for such Christian service.
- (iv) Recommending to the General Board appropriate workshops and ministry in the fine arts for the sessions of the Nairobi Yearly Meeting.
- (v) Operating a Press, setting forth editorial financial and publication policies and overseeing a press Board of Directors, holding it accountable to the Nairobi Yearly Meeting.
- (vi) Co-operating with other Yearly Meetings in the evangelical friends' fellowship and alliances for the purpose of establishing and printing of Friends publications.
- (vii) Publishing and promoting printing materials such as pamphlets, books, and electronic programmes such as video cassettes and films and the establishment and running of Radio and Television Station(s).
- (viii) Building and administering a Capital Fund to this end.

(F) THE SOCIAL COMMISSION.

It shall have the following responsibilities:

- i. To provide programmes for physical assistance to those in need, whether members or not.
- ii. Recommend and promote special relief and development projects. Local and world-wide, giving priority to those sponsored by the Nairobi Yearly Meeting; to foster formation of local disaster group for personal aid and property reconstruction.
- iii. Foster throughout the Nairobi Yearly Meeting the Friends peace testimony, initiating programmes which provide active peacemaking and for just resolution of conflicts.
- iv. Encourage careful preparation for marriage and promote programmes that foster successful family living.
- v. Provide instructions about dangers in the use of alcohol, tobacco and other drugs.
- vi. Encourage the Nairobi Yearly Meeting to support legislation conducive to sound moral principles and to protest morally destructive policies.
- vii. Support suitable sex education.
- viii. Provide guidance in respect to popular media

ARTICLE XXII: THE SUBORDINATE MEETINGS

- i. The Nairobi Yearly Meeting shall consist of members of the Local Meetings and Monthly Meetings.
- ii. The Local Meeting shall be the basic unit of the Nairobi Yearly Meeting established at the local level by a Monthly Meeting.
- iii. The members shall worship within their local Church and participate in the worship and governance process of the Monthly Meeting of which their local Church is a part.
- iv. The Nairobi Yearly Meeting may authorize the grouping of new or existing Local Churches into a Monthly Meeting upon being satisfied that the following criteria have been met:
 - a) That an applicant has submitted a written application to it through the existing Monthly Meeting.
 - b) That the existing Monthly Meeting and the applicant have agreed on the clear geographical jurisdiction of each other.
 - c) That the applicant owns a plot upon which a church may be built to provide sanctuary for its members and shelter for its pastors.
 - d) That the applicant has a sound financial and human resource base.

- e) That the applicant will be able to meet its budgetary obligations to the Nairobi Yearly Meeting.
 - f) That the applicant shall have paid all its contributions to the existing Monthly Meeting prior to the making of the application.
 - g) That upon satisfactory compliance with the above criteria, the Nairobi Yearly Meeting General Board may establish a new Monthly Meeting with clear geographical boundaries.
 - h) It is proposed that this Annual Conference adopts these amendments and that they become effective immediately hereafter.
- v. The Monthly Meeting shall transact Church business on a monthly basis.
- vi. The Local Meeting shall:
- (a) Hold membership, receive new members etc.
 - (b) Discipline members for good course and where not able recommend to the Monthly Meeting.
 - (c) Recommend for the termination of membership to the Nairobi Yearly Meeting through the Monthly Meeting of those who persist in unrepentant disunity with the Church.
 - (d) Record Birth and Death
 - (e) Conduct marriages funerals and burials
 - (f) Collect annual membership fee (donation), tithe, offertory and others, as the Nairobi Yearly Meeting shall deem necessary.
 - (g) Have a full time Pastor (s)
 - (h) Remit budgets and other necessary payments to the Nairobi Yearly Meeting (through the Monthly Meeting) as the Nairobi Yearly Meeting General Board shall decide).
- vii. The Local Meeting shall be served by one or more Pastors, Presiding Clerk, Vice, Recording Clerk, Reading Clerk, Treasurer and any other appointed Officer, as the Nairobi Yearly Meeting shall decide.
- viii. When the question of establishing a new Subordinate Meetings arise, the General Board shall give its approval after considering the possible and available leadership, financial resources and spiritual care of the proposed subordinate meeting. The General Board shall ensure effective functioning, Pastoral care and prospects for expansion of the Nairobi Yearly

Meeting services as well as other matters as it may determine. This exercise may be delegated to the Executive Committee, which shall then report to the General Board.

- ix. The Nairobi Yearly Meeting shall establish groups of Quaker Women (United Society of Friends Women), Quaker Men, Youths (Nairobi Young Adults Friends Programme) and the Sunday School for the promotion of the Social well being of the members and such groups shall work within the provisions of this Constitution and for as long as their objectives and activities are consistent with the welfare and progress of the Nairobi Yearly Meeting”.

ARTICLE XXIII: INSTITUTIONS, PROGRAMMES AND PROJECTS

- i. Institutions, Programmes and Projects of the Nairobi Yearly Meeting and those to be established shall be administered directly by the Nairobi Yearly Meeting. This may be assigned to any of the Nairobi Yearly Meeting officials or it’s subordinate meetings.
- ii. All development projects which are intended to cater for the Nairobi Yearly Meeting and those requiring funding from outside shall be initiated and presented for funding to donor agencies by the Chief Executive Officer of the Nairobi Yearly Meeting.
- iii. For each Institution, Programme or Project or other significant Operation, a Committee of Board of Governors shall be established. This must conform to government regulations where possible.
- iv. The Executive Committee upon request by the General Board shall appoint these Committees and Board of Governors for all the Institutions, Programmes and Projects administered by the Nairobi Yearly Meeting.
- v. These Committees and Boards shall present budgets, recommendations and proposals on staffing and any other relevant information for consideration and approval by the General Board. The Committees and Boards may initiate new projects but the implementation of the same shall be subject to the approval of the General Board.
- vi. The Administrative Secretary and the \General Superintendent shall be ex-officio members of the Committees and Board of Governors. The staff of an institution, programme or project shall not be members of its Committee or Board of Governors. However, the head of an institution, programme or project shall be a Committee member and for that matter the Secretary to that particular Committee.
- vii. The heads of all institutions, programmes and projects shall meet together with the Executive Officers of the Constitutional Office at frequent intervals to assess the progress, efficiency and co-operation on all matters of common concern including to ensure that the running of those organs are in respect to the Quaker Statement Faith and Practice.

B. SCHOOLS AND COLLEGES UNDER SPONSORSHIP OF THE NAIROBI YEARLY MEETING

All pre-primary, Primary Schools and other Institutions of Higher learning established within the boundaries of Nairobi Yearly Meeting and those, which may come into existence, shall be managed and sponsored by the Nairobi Yearly Meeting. This may be done through a Subordinate Meeting of the Nairobi Yearly Meeting or any other committee that may be established for that purpose.

ARTICLE XXIV: FUNDS OF THE NAIROBI YEARLY MEETING

- i. All funds of the Nairobi Yearly Meeting, that is monies received, donated, contributed raised at public meetings, subscribed, or earned through investments, rental etc, shall be retained and utilized in the name of the Nairobi Yearly Meeting.
- ii. The Accountant and Treasurer of the Nairobi Yearly Meeting shall cause bank accounts to be opened in the name of the Nairobi Yearly Meeting, into which all such monies shall be kept.
- iii. A register of such bank accounts shall be kept as low as possible but allow an adequate number of staff and financial means to guarantee efficient administration.
- iv. The expenses of the staff of the Nairobi Yearly Meeting will be covered from the funds of the Nairobi Yearly Meeting. Such expenses should be kept as low as possible, but allow an adequate number of staff and financial means to guarantee efficient administration.
- v. Monthly Meetings shall contribute financially to the running of the Nairobi Yearly Meeting. These contributions will be decided upon during the General Board and based on the membership and financial situation of each member e.g. percentage of the Budget, Tithe, Donation, fundraising, and offertory.
- vi. Nairobi Yearly Meeting shall identify, put in place and run income-generating projects, which shall be one of the sources of income to the Church. The same shall be encouraged to be done at the Local Meetings.

ARTICLE XXV. AUDITING ACCOUNTS

- i. All the Treasurer's Accounts shall be audited by a Certified Public Accountant licenced to perform audit and appointed by the Annual General Conference in the month of August in each year and shall submit audited accounts to the Annual General Conference.
- ii. Internal auditors shall submit their audited accounts and reports from the respective subordinate meetings to the General Board through the Executive Committee.
- iii. Audited accounts shall be presented to the delegates at the Annual General Conference in the month of August each year.

ARTICLE XXVI. THE INSPECTION OF BOOKS AND ACCOUNTS

- i. All books of accounts and all other official records of the Nairobi Yearly Meeting, pertaining to finance shall be maintained at the Nairobi Yearly Meeting's registered office and at such other meeting offices as shall be required by the General Board.
- ii. Any member of the Nairobi Yearly Meeting, either on his/her own behalf or on behalf of any Monthly Meeting may inspect any or all books of accounts of the Nairobi Yearly Meeting, provided that such inspection shall not be carried out unless a formal notice of at least 48 hours has been given to the Administrative Secretary and the Treasurer, both of whom shall cause the desired inspection to be carried out, at the constitutional office of the Nairobi Yearly Meeting or at offices of the Church.

ARTICLE XXVII BORROWING POWERS

- i. The Nairobi Yearly Meeting or the General Board shall, by resolution by a majority of their respective members, have power to raise money on loan for any purpose which shall be within the Objectives of the Nairobi Yearly Meeting, more particularly specified in Article V herein above, including the acquisition of immovable property for residential or other purpose.
- ii. For such purposes the Annual General Conference or the General Board may mortgage charge or pledge any property immovable or movable belonging to the Nairobi Yearly Meeting.
- iii. Any document required giving effect to any such mortgage or pledge shall be sealed with a common seal of the Nairobi Yearly Meeting.

ARTICLE XXVIII: THE FINANCIAL YEAR OF THE NAIROBI YEARLY MEETING

The Financial year of the Nairobi Yearly Meeting shall be January to December of the Calendar year.

ARTICLE XXIX: CONDUCT AND DISCIPLINE

- (a) The Article shall be read together with Article VII of this Constitution.
- (b) Every member shall make it his/her duty to profess faith in Christ Jesus as Lord and Saviour to live consistently with that profession and accept the beliefs of Christianity as enunciated in the Quaker Statement of Faith and Practice and to confirm to its spiritual disciples. Every Christian has a vocation to live in love with all people, and keep him/herself without offence towards those that are within the fellowship and towards those that are without.
- (c) The disciplinary process of the Nairobi Yearly Meeting shall deal with Spiritual matters and the sanctions, which may be imposed, shall be Spiritual.
- (a) The rules of procedure set out in this Constitution and in any other document may contain the Code of Conduct of members, office bearers and official of the Nairobi Yearly Meeting.

ARTICLE XXX: THE COMMITTEE OF OVERSEERS / ELDERS

- a) The General Board shall establish a Committee of Overseers / Elders from amongst its men and women elders who have shown spiritual gifts and intercessory prayer and who are acknowledged within the whole community as possessing evident spiritual maturity and trustworthiness.
- b) The term of service shall be three (3) years.
- c) They shall be responsible for: -
 - i. Paying attention to the needs of Members and Attenders in crisis.
 - ii. Observing those who are showing the first evidence of spiritual gifts and encouraging them.
 - iii. Counselling those who are approaching the point of decision for Christ.
 - iv. Helping the Pastor with arrangements for Marriages, Funerals and Memorial Meetings.

- v. Identifying and preparing candidates for membership of the Church.
- vi. Overseeing the Christian education of children and adults in the meeting.
- vii. Recommending termination of a Pastor's service.
- viii. Meeting those members and Attenders whose behaviour shows lack of unity with the Quaker Statement of Faith and Practise.
- ix. Recommending to the Monthly Meeting that an offender's name be removed from membership records.

ARTICLE XXXI

THE TRUSTEES

- i. The Nairobi Yearly Meeting shall appoint a board of six trustees who shall oversee the ownership of the Nairobi Yearly Meeting properties and other assets. They shall be responsible for careful stewardship of the Nairobi Yearly Meeting properties including:
 - ii. Its protection from an authorized sale.
- iii. Observance of relevant Laws and Regulations on ownership and deeds, taxation, safety, environmental protection etc.
- iv. Insurance.
- v. Repairs and Maintenance.
- vi. The Trustees shall be appointed for a period of 6 years.
- vii. Shall ensure that both material and human resources have the security they deserve as per the Church regulations.
- viii. When a Trustee's position falls vacant owing to end of term, death, disability or an inability to carry out the functions of a Trustee, the Nairobi Yearly Meeting shall appoint a successor at the General Board.
- ix. There shall be no less than three Trustees holding office at any time and the quorum of the Board of Trustees shall be 1/2 of the members.
- x. A third of the Trustees shall retire at the interval of two years to ensure continuity.
- xi. If the Nairobi Yearly Meeting ceases to operate, its property shall be taken over by the Friends Church in Kenya for the sole benefit of Friends work in the area of jurisdiction of the closed Nairobi Yearly Meeting.

ARTICLE XXXII: THE CREATION OF NEW YEARLY MEETINGS

The creation of a new Yearly Meeting from the existing Nairobi Yearly Meeting shall be based on the following conditions:

- i. The applicant shall submit a written application to the Friends Church in Kenya through existing Nairobi Yearly Meeting.
- ii. The new Yearly Meeting should be at least 100 Kilometers away from the existing headquarters.
- iii. The applicant shall have a minimum of 15 Local Meetings, or seven Monthly
- iv. Meetings with not less than 5,000 full members, 15 trained Pastors and have not less than **Ksh. One Million (1,000,000/-)** in its Account.
 - v. The Applicant shall have a sound financial and human resource base
 - vi. The Applicant shall have paid up all its contributions to the Nairobi Yearly Meeting prior to making the application.
- vii. Upon satisfactory application to the Friends Church in Kenya the new Yearly Meeting with clear geographical boundaries shall be established.

ARTICLE XXXIII: THE MAKING OF RULES, REGULATIONS, STANDING ORDERS AND BY-LAWS

The Nairobi Yearly Meeting shall have full power and authority to make from time to time, Rules, Regulations, standing orders and By-laws for giving effect to the provisions of this Constitution as the Nairobi Yearly Meeting shall deem fit and further from time to time, to amend, alter, repeal and add to such Rules, Regulations, Standing orders and by-laws.

ARTICLE XXXIV: THE AMENDMENTS TO THE CONSTITUTION

If it is desired to amend or add to this Constitution or to the Article thereof, the proposals shall be submitted to the Constitution Commission which shall formulate the amendments or additions desired and submit them to the General Board for their consideration, and if approval be given by not less than 1/2 of the members thereof, the proposals shall be submitted to the Nairobi Yearly Meeting Annual Conference business session not less than two (2) months after the General Board Meeting and if the Annual General Conference accepts, the proposals shall thereupon take effect.

ARTICLE XXXV: WINDING UP

- a. If it is desired to dissolve or wind up the Nairobi Yearly Meeting, the proposals in respect thereof shall be submitted to the Constitution Commission which shall formulate the resolution desired and submit it to the General Board for its consideration, and if approval be given by not less than $\frac{1}{2}$ of the members thereof, the proposed resolution shall be submitted to the Nairobi Yearly Meeting Annual Conference Business Session not less than two (2) months after the General Board Meeting and if the Annual General Conference passes the resolution by a vote of two-thirds of the members present, the resolution shall thereupon take effect, provided however, that no dissolution or winding up, shall be effected without prior permission of the Registrar in writing, obtained upon application to him in writing and signed by three of the office bearers.

- b. That in the unlikely event of winding up or dissolution, all registered property of the Nairobi Yearly Meeting shall be taken over by the umbrella national organization of Friends Church in Kenya for the sole benefit of Friends work in the area of jurisdiction of the Nairobi Yearly meeting.

ARTICLE XXXVI: THE TRANSITIONAL PROVISIONS

Notwithstanding the enactment of this Constitution it is hereby declared that all rules, regulations or other provision of the Nairobi Yearly Meeting, so far as the same are not inconsistent therewith, have effect and be deemed to have under the constitution and shall accordingly continue in full force and effect within the Nairobi Yearly Meeting 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.