



**BYLAWS OF NEXTGEN GLOBAL INITIATIVE  
(NeGI)**

*Adopted under Clause 11.7 of the NeGI Constitution*

**Adopted 2025**

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## Article 1: Interpretation and Authority

These bylaws are established under the authority of Clause 11.7 of the NeGI Constitution. They are binding on all members, staff, volunteers, and affiliates of the organization. In case of any contradiction, the Constitution shall take precedence over these bylaws.

## Article 2: Organizational Governance

### Section 2.1: Meetings and Quorum

- The Board shall meet **quarterly**, with at least five (5) working days' notice to members.
- The quorum for Board meetings shall be **three directors**.
- The Annual General Meeting (AGM) shall be held once per year, with **30 days' notice**.

### Section 2.2: Elections and Tenure

- Board elections occur every **three (3) years**.
- Officials may serve **two consecutive terms**.
- No officer shall serve more than two terms consecutively in the same position without a break.

### Section 2.3: Committees and Departments

The Board may constitute committees including but not limited to:

- Recruitment & Training
- Finance and Audit
- Mentorship & Counseling
- ICT & Media
- Monitoring & Evaluation
- Partnerships & Outreach

### Section 2.4: Board of Advisors

- The Board of Advisors is a consultative body of experienced leaders, professionals, and mentors.

- **Functions:**
  - ❖ Advise the Board and CEO on strategy and growth.
  - ❖ Support resource mobilization and research.
  - ❖ Provide mentorship to emerging leaders.
- **Appointment:**
  - ❖ Nominated by the Board or CEO and confirmed by majority vote.
  - ❖ Serve for 3-year renewable terms.

## Article 3: Code of Conduct

### Section 3.1: General Conduct

Members, staff, and volunteers must:

- Act with honesty, accountability, and integrity.
- Maintain confidentiality.
- Avoid bringing disrepute to the organization.

### Section 3.2: Conflict of Interest

- Disclose any conflict before participating in decisions.
- Recuse themselves from related votes or influence.

### Section 3.3: Disciplinary Measures

- Offenses such as fraud, misconduct, discrimination, or abuse will lead to:
  - ❖ Warning
  - ❖ Suspension
  - ❖ Expulsion (after a fair hearing and 2/3 board vote)

## **Article 4: Program Implementation Standards**

### **Section 4.1: Planning and Evaluation**

- All programs must align with NeGI's objectives and have clear plans and budgets.
- Programs must undergo annual impact evaluation.

### **Section 4.2: Safeguarding**

- Any program involving minors or vulnerable groups must include background checks and safeguarding training.

### **Section 4.3: School Clubs and Student Unions**

- NeGI may establish clubs in schools and colleges, officially registered through the Secretariat.
- Each club shall have:
  - ❖ A faculty/staff patron.
  - ❖ A student leadership team (Chairperson, Secretary, Treasurer etc.).
- Clubs shall host at least one mentorship or wellness activity per term.
- Student Unions or County Forums may be federated under NeGI's guidance for coordination.

## **Article 5: Financial and Asset Management**

### **Section 5.1: Budgeting**

- Annual budgets are prepared by the Treasurer and approved by the Board.

### **Section 5.2: Spending Limits**

- The CEO may authorize spending up to **KES 100,000**; above this requires Board approval.

## Section 5.3: Procurement

- Items above **KES 100,000** must follow competitive bidding processes.

## Section 5.4: Asset Management

- All assets must be documented and reviewed annually.

# Article 6: Human Resource and Volunteer Policy

## Section 6.1: Recruitment

- Staff and volunteers should be recruited based on merit and commitment.
- All must sign a code of conduct.

## Section 6.2: Appraisals

- Annual reviews will assess performance.
- Underperformance may result in mentorship or removal.

## Section 6.3: Termination

- Grounds: misconduct, fraud, gross insubordination, or violation of policies.

## Section 6.4: National Coordinator and Permanent Secretary

- **National Coordinator:**
  - ❖ Supervises all county chapters and national programs.
  - ❖ Coordinates reporting and strategy alignment.
- **Permanent Secretary:**
  - ❖ Manages internal communication and documents.
  - ❖ Assists CEO and may serve as Board Secretary if needed.

## Article 7: Monitoring, Evaluation, and Reporting

- Each department must submit quarterly reports.
- The M&E team compiles the annual Impact Report.
- Annual external audits must be done by an independent auditor, according to the Constitution.

## Article 8: Formation of County or Regional Chapters

### Section 8.1: Formation Process

- Application to the national office must include:
  - ❖ Names of at least 10 active members.
  - ❖ Endorsement by a local institution.
  - ❖ List of interim leaders.

### Section 8.2: Chapter Structure

- Each chapter replicates the national structure and is accountable to the National Coordinator.
- Chapters must submit quarterly reports and annual activity plans.

### Section 8.3: Compliance

- Chapters must operate under NeGI's Constitution and bylaws.
- Misuse or non-compliance may result in suspension.

## Article 9: Amendment of Bylaws

- May be amended by **two-thirds** of the Board.
- Notice of proposed amendments must be sent at least **14 days** in advance.

Chair of the Board

CEO