Article 1: MEMBERSHIP

1). Membership Application

Except for the case of Honorary Members and Fellows, all prospective members shall be expected to fill out the application form, either by collecting an application form from the KMS Office or online through the Society’s website, and submit to the Secretariat. The applications shall then be presented to the next Executive Committee meeting for consideration and approval or otherwise. Only after approval shall the applicant submit his/her payment of Registration and subscription. Depending on the subscription paid, a new member shall be categorized as a Life member or just a member.

2). Membership Fee

a) A successful applicant for ordinary member shall be required to pay the following fees:

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<th>No</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Registration</td>
<td>KSh 500.00</td>
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<tr>
<td>2</td>
<td>Annual subscription</td>
<td>KSh 1,000.00</td>
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<td>3</td>
<td>Life Membership</td>
<td>KSh 10,000.00</td>
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b) Student member

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<tbody>
<tr>
<td>1</td>
<td>Registration</td>
<td>KSh 200.00</td>
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<tr>
<td>2</td>
<td>Annual subscription</td>
<td>KSh 200.00</td>
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c) Corporate member

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<tr>
<th>No</th>
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<tbody>
<tr>
<td>1</td>
<td>Registration</td>
<td>KSh 1,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Membership subscription (payable once)</td>
<td>KSh 10,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Life Membership</td>
<td>KSh 10,000.00</td>
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d) Associate member

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<td>1</td>
<td>Registration</td>
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<td>Life Membership</td>
<td>KSh. 10,000.00</td>
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b) Dues shall be assessed annually by the Executive Committee and presented to the General Meeting for approval;

c) Changes in dues shall become effective upon 30 days' notice to the membership;

d) Membership fees shall be paid at the time of joining the Society, and thereafter annual subscription for renewal of membership shall be paid to the Society not later than 31st January of the calendar year it falls due;

e) Any member whose annual subscription fee has not been paid up shall not participate in the Society's elections.

f) Any member who fails to renew membership for two consecutive calendar years shall have his/her name removed from the register of the Society.

3). Nomination of Candidates for Patron, Fellows and Honorary Members

a) Patron
   i) The Executive Committee may appoint a Patron of the Society for such time they may determine.
   ii) Patrons shall play the following role
       a) Represent the face of the Society by promoting and encouraging Society’s interest;
       b) Chair advisory board;
       c) Preside over Society’s ceremonies.

b) Fellows
   i). The Executive committee shall, on yearly basis, review the membership of the Society to identify those who are eligible for nomination as Fellows.
   ii). A committee shall be constituted from among the members of the Executive committee, including other experts from the general membership of the Society, who will gather relevant information on all the eligible candidates
   iii). The committee shall forward the names of the best three from the list of eligible candidates, who it shall recommend to the Executive Committee for nomination
   iv). The Executive Committee shall nominate two candidates for the award of Fellow
v). The nominated candidates shall then be presented with their membership during the next General Meeting of the Society.

c) **Honorary Members**

i). The Executive committee shall, on yearly basis, shall invite members to propose names of eminent persons who should be considered for the award of Honorary Member of the Society

ii). All proposals for Honorary membership shall be accompanied with detailed briefs giving reasons why the proposed member should be considered for membership

iii). All nominations shall be sent to the Secretary in writing, to be received at least 30 days prior to the Executive Committee meeting nominating Honorary membership applications.

iv). A committee shall be constituted from among the members of the Executive Committee, including other experts from the general membership of the Society, who will review the information provided on all the proposed candidates.

v). The committee shall forward the names of the best two from the list of eligible candidates, who it shall recommend to the Executive Committee for nomination.

vi). The Executive Committee shall nominate one candidate for the award of Honorary Member.

vii). The nominated candidate shall then be presented with the Honorary membership during the next General Meeting of the Society.

**Article 2: PROCEDURE AT MEETINGS**

1). At all meetings of the society the chairman, and in his absence, the vice chairman, or in the absence of both these officers, a member selected by the meeting shall take the chair.

2). The chairman may, at his discretion, limit the number of persons permitted to speak in favour of and against any motion.

3). Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the chairman shall have a second or casting vote.

**Article 3: ELECTIONS**

The office bearers and Executive Committee members of the Society shall be elected during a General Meeting. Any fully paid up member of the Society shall have the right to vie for any office of the Society. Student members are not eligible for any office bearer’s posts.
1). **Eligibility**
   a) Any fully paid up member of the Society shall have the right to vie for any office of the Society. Student members, honorary members and fellows are not eligible to hold any elected office.
   b) Only fully paid up members shall be eligible for election to the Executive Committee of the Society.
   c) The election of members of the Executive Committee members shall be conducted immediately after that of Office Bearers. It shall follow the same procedure as that of the Office bearers.

2). **Nomination of candidates**
   a) An interested member may forward his/her name to the Secretariat for consideration for any position, at least 14 days before a General Meeting.
   b) A fully paid up member can propose another fully paid up member for a position of Office bearer from the floor of the General Meeting.
   c) Only candidates who are formally proposed by a member and seconded by another fully-paid up member at the General Meeting shall be deemed to be nominated to participate in the elections.

3). **Distribution of office bearers**
   a) In so far as is possible, the composition of the office bearers shall take cognisance of gender and the diversity of membership and the institutions represented.
   b) No more than 50% of the office bearers should come from a single institution.

4). **Returning Officer**
The Returning Officer shall be the patron or his/her nominee. Such a nominee should be a member of the Society who is not contesting for any post in the election.

The Returning Officer shall preside over both the election of Office bearers and the Executive Committee.

5). **Mode of electing candidates**
The returning officer, in consultation with the General Meeting, shall decide whether to use secret ballot or show of hands as the mode of electing candidates. In case only one candidate is nominated for election to any office, such a candidate shall be declared elected unopposed.

6). **Tying of votes**
In any situation where there is tie of votes for the leading candidates, there shall be a run-off among the leading candidates.
7). Election of Auditors

a) Nomination

i). The Executive Committee shall solicit, directly and through members, for quotations from prospective auditors to be submitted to the Secretariat, at least 30 days before the date of the Annual General Meeting.

ii). All quotations shall be accompanied by a brief portfolio of the auditor(s) and the proposed charges for the services.

iii). The Executive Committee shall gather the necessary information and shortlist at least three auditors for consideration at the Annual General Meeting.

b) Election

The auditors shortlisted in Article 2.7.1 shall be presented to the Annual General Meeting where one among them shall be elected to serve until the next Annual General Meeting.

8). Election of Trustees

a) Nomination

i). The Executive Committee shall invite application by interested members for nomination as Trustees at least 30 days before the date of the Annual General Meeting.

iv). All applications shall be accompanied by a brief curriculum vitae of the applicants.

v). The Executive Committee shall present the list of nominees for election at the Annual General Meeting.

vi). A serving member of the Executive Committee shall not qualify to vie for trusteeship.

b) Election

i). The trustee nominees shortlisted in Article 2.8.1 shall be presented to the Annual General Meeting where at least a minimum of 4 and a maximum of 7 among them shall be elected to serve for a period of four years subject to Article 12 of the constitution.

ii). During the first election, under this constitution, all the seven trustee slots will be filled through an election. Immediately after the election, all the trustees-elect will ballot to determine which three among the seven will leave office at the end of the first term. Subsequently, the same procedure will be applied to replace trustees who have served their full term of eight years.
9). **Executive Committee Members**
The election of members of the Executive Committee shall be conducted immediately after that of Office Bearers at a General Meeting. It shall follow the same procedure as that of the Office bearers. The composition of the Executive committee shall adhere to the broad guidelines contained in the Society’s constitution.

10). **Replacement of office bearers and Executive Committee members**
If any position falls vacant as per Article 7 (1) k and Article 7 (1) l of the Constitution, the office shall be filled at the next General Meeting.

**Article 4: MANAGEMENT OF THE SOCIETY’S FINANCES**

a) All payments of money from the Society shall be through the issuance of cheques for all payments exceeding KSh 5,000.00. However, sums exceeding this limit may be paid in cash upon prior authority of the Chairman.

b) A sum not exceeding Ksh.10,000.00 may be kept by the Secretariat for petty disbursements of which proper accounts shall be maintained.

**Article 5: TOKEN AND OTHER PAYMENTS**

a) All elected participants of meetings of the Executive Committee, and those of the Management Committee shall each receive token payments of KSh. 2,000.00 and KSh. 1,000.00 respectively, for each session attended.

b) Proposals for the revision of token payments, either upwards or downwards, shall be presented to an Executive Committee meeting for deliberation. The recommendation of the Executive Committee, if different from the status quo, shall be presented to the subsequent Annual General Meeting of the Society for consideration for approval.

c) Members of any subcommittees formed by the Executive Committee may be considered for payments of lump sum token not exceeding Kshs.10,000.00 each, upon completion of specific tasks given to the subcommittees and submission of reports.

d) Participants at meetings of the Executive or Management Committee, or any of the subcommittees of the Society, may be considered for refund of travelling and living expenses if their normal residence is more than 50km from the venue of the meeting, subject to a maximum amount as set by the Executive Committee.

e) Payments to the members of the committees mentioned in Articles 4(a) and 4(c) above shall only be made subject to availability of funds in the Society’s account. Token payments shall not be made in arrears.
f) Participants to a General Meeting elected or otherwise, shall not be eligible for token payments.

g) Terms of engagement and payments of Secretariat employees, including interns shall be decided upon by the Executive Committee.

**Article 6: ACCOUNTABILITY**

**a) Office Bearers**

i) Any member of the Society can report to the Executive Committee, suspected cases of impropriety of Society’s funds and property by the office bearers.

ii) Upon receipt of such complaint in (a) above, the Executive Committee shall deliberate on the matter at its next quarterly meeting.

iii) The Executive Committee may either dismiss the case or if there are enough grounds, either summon the officer to appear before it or demand a written explanation on the case.

iv) If a case is established and/or the office bearer does not honour the summons of the Executive Committee, he/she will be suspended from his official duties with immediate effect.

v) If the office bearer is found guilty as accused, he/she will be required to repay the money or account for the property within seven (7) days, failure to which legal proceedings would follow to recover the money/property;

vi) The meeting at which the office bearer is suspended shall also appoint one of the other office bearers to serve in the vacated position in an acting capacity until the next Annual General Meeting during which the post shall be filled.

**b) Members**

A member who has been entrusted with the Society’s money or property and who fails to adequately account for it will be required to refund the portion unaccounted for in full. Failure to refund will result to legal proceedings being preferred against the affected member to ensure refund of the money.

**c) Banning from holding office**

Any member found guilty of the transgressions under Article 5(a) and 5(b) above, will be banned from holding elective office in the Society.