



KENYA PSYCHOLOGICAL ASSOCIATION

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CONSTITUTION

1. NAME

The name of the society shall be “THE KENYA PSYCHOLOGICAL ASSOCIATION”; in this constitution referred to as “The Association”.

2. OBJECTIVES

The society shall be non-political. The objectives shall be to:

- a) Advance psychology as a science and a profession as a means of promoting human welfare, by encouraging psychologist in the broadest and most liberal manner.
- b) Promote research in psychology and the improvement of research methods and conditions by: the improvement of the qualifications and usefulness of psychologists through high standards of ethics, conduct, education, and achievement; by the establishment and maintenance of the highest standards of professional ethics and conduct of the members of the association; by the increase and diffusion of psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications.
- c) Advance scientific interests and inquiry, and the application of research findings to the promotion of public welfare.

3. MEMBERSHIP

- a) Membership shall be open to persons interested in the advancement of psychology as a science and as a profession; and who have met such standards as may be prescribed from time to time in any by-laws made under Rule 8(b) of this constitution.
- b) Every member shall pay such annual subscription fee as the committee shall from time to time decide.
- c) Any member may be expelled from membership if the committee so recommends and if a general meeting of the association shall resolve by two thirds of the members present that such a member should be expelled. Provisions are:
 - i. The committee shall notify the member intended to be expelled in writing at least fourteen days prior to the date of the general meeting at which the member’s expulsion will be discussed; and

- ii. The member intended to be expelled shall be given an opportunity to be heard and to defend the actions which stand as cause for expulsion, before the general meeting.

Notwithstanding the foregoing, the committee shall have power to suspend a member whose expulsion is proposed pending the decision at the general meeting.

- d) Any member desiring to resign from the association shall submit his resignation to the secretary and his resignation shall take effect from the date it is received by the committee. A member so resigning shall be held liable for payment of the full subscriptions in respect to the fiscal year during which the notification is given.
- e) Any person who resigns or is removed from membership shall not be entitled to a refund or any form of remuneration contributed by him at any time (membership or subscription fee).
- f) Any member who falls into arrears with his annual subscription for more than six calendar months shall automatically cease from being a member of the Association, and his name shall be struck from the register. The committee may, however, at its discretion reinstate such a member upon payment of the full outstanding subscription amount.
- g) The Association shall have the power to co-opt honorary members and patrons.

4. OFFICE BEARERS

- a) The office bearers of the association shall be:-
 - i. The chairperson
 - ii. The secretary
 - iii. The treasurer

All of whom shall be fully paid up by members of the association and shall be elected at an Annual General Meeting to be held each year (also see rule 6(b) below).

- b) All office bearers shall hold office from the date of election until the succeeding Annual General Meeting subject to the conditions contained in sub-paragraphs (c) and (d) of this rule, but shall be eligible for re-election.
- c) Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
- d) Office bearers may be removed from office in the same way as is laid down for the expulsion of members in Rule 3 (d); vacancies thus created shall be filled by persons elected at the General Meeting discussing the expulsion.

5. DUTIES OF OFFICE BEARERS

A. CHAIRPERSON

The chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Committee and at all General Meetings.

B. SECRETARY

The secretary shall deal with all the correspondence of the Association under the general supervision of the committee. In case of urgent matters, where the committee cannot be consulted, the treasurer shall consult the chairperson. The decisions reached shall be subject to ratification or otherwise at the next committee meeting.

The treasurer shall issue notices convening all meetings of the committee and all general meetings of the Association and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the association and the committee.

C. TREASURER

The treasurer shall receive and disburse under the directions of the committee, all monies belonging to the Association and shall issue receipts for all moneys received. The treasurer shall also preserve vouchers for all moneys paid. The treasurer shall ensure at all times that the account books are written up properly, reserved and available for inspection.

6. THE COMMITTEE

- a) The committee shall consist of all the office bearers of the Association (who shall be the executive committee) and three other members elected at the Annual General Meeting in each year. Such committee members shall hold office until the following Annual General Meeting. The committee shall meet at such times and places as it shall resolve but shall meet not less than once in four months.
- b) Any casual vacancies for members of the Committee caused by death or resignation shall be filled by the committee present until the next Annual General Meeting of the Association. Vacancies caused by members of the Committee being removed from office will be dealt with as provided in Rule 4(d).

7. DUTIES OF THE COMMITTEE

- a) The committee shall be responsible for the management of the Association and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform their duties. The committee shall have power to appoint such sub-committees as it may deem appropriate to make reports to the Committee upon which such action shall be taken as seems desirable to the Committee.
- b) The committee shall have power from time to time to make alterations and repeals to the bylaws as it may deem necessary or convenient for the proper management and conduct of the Association. Such bylaws shall come into force from the date of promulgation and shall be in effect until set aside by the Committee or a General Meeting.
- c) All moneys disbursed on behalf of the Association shall be authorized by the Committee except as specified in Rule 12(d).
- d) The quorum for meeting of the Committee shall be not less than half its membership.

8. GENERAL MEETINGS

- a) There shall be two classes of general meetings. Annual General Meetings and Special General Meetings.
- b) The Annual General Meeting shall be held not later than 31st December, in each year.
 - i. Notice in writing of such AGM, accompanied by the Annual Statement of Account (see Rule 11(b)) and the Agenda for the meeting shall be sent to all members not less than 21 days prior to the date of the meeting.
 - ii. The Agenda of the AGM shall consist of the following:-
 - a. Confirmation of the minutes of the previous Annual General Meeting.
 - b. Consideration of the accounts.
 - c. Election of office bearers and the Committee members (and trustees where necessary in accordance with Rule 10(a)).
 - d. Appointment of auditors in accordance with Rule 11(a).
 - e. Such other matters as the Committee may decide or as to which notice shall have been given in writing by a member or members of the secretary at least two weeks before the date of the meeting.
 - f. Any other business with the approval of the chairman.
- c) A Special General Meeting may be called for any specific purpose by the committee. Notice in writing of such meeting shall be sent to all members not less than 14 days before the date thereof.
- d) A Special General Meeting may also be requisitioned for a special purpose by order or writing to the secretary of not less than 25% of members and such meeting shall be held within 21 days of the date of the order. The notice for such meeting shall be as shown in Rule 8(c) and no matter shall be discussed other than that stated in the order.
- e) The quorum for any General Meeting shall be not less than 25% of the registered members of the Association.

9. PROCEDURE AT MEETINGS

- a) At all meetings of the Association, the chairperson or in absentia, a member elected by the meeting to chair shall take over.
- b) The chairperson may at his/her discretion limit the number of persons permitted to speak in favor of and or against any motion.
- c) Resolution shall be decided by simple voting by a show of hands or by ballot according to the chairperson's decision. In the case of equality of votes, the chairperson shall have a second or casting vote.

10. TRUSTEES

- a) All land, building and other immovable property and all investments shall be vested in a Trustee or Trustees appointed at an Annual General Meeting for a period of three

years. On retirement, such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and vacancies occurring as a result of removal, resignation, or death shall be filled at the same or next general meeting.

- b) The Trustees shall pay all income received from property vested in the Trustees to the Treasurer. Any expenditure in respect of such property which in the opinion of the Trustees is necessary or desirable shall be reported by the Trustees to the Committee which shall authorize expenditure of such moneys as it deems fit.

11. AUDITORS

- a) At least one auditor shall be appointed for the following year during the Annual General Meeting. All the Association's account records and documents shall be open for inspection by the auditor at any time. The treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and more than three months before the date of the AGM. The auditor/auditors shall examine such annual accounts and statements and either certify that they are correct, duly vouched and in accordance with the law or report to the society in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- b) A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the AGM is sent out. An auditor may be paid such honorarium for his/her services as may be resolved by the AGM that appointed him.
- c) No auditor shall be an office bearer or a member of the Association.

12. FUNDS

- a) The funds available shall be left with the treasurer.
- b) The funds of the Association may only be used for the following purposes:-
 - i. For running the office, implementing and furthering the objectives of the Association.
 - ii. For such other purposes including travelling allowances as may be decided at the General or Committee Meeting.
- c) All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him/her on behalf of the Association in any bank or banks approved by the Committee.
- d) All cheques on such bank accounts shall be signed by the treasurer and one other office bearer who shall be appointed by the Committee.
- e) A sum not exceeding Ksh.5,000 may be kept by the treasurer for petty disbursements of which proper account shall be kept.
- f) The Committee shall have power to suspend any of its member who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Association; and shall have power to appoint another person in that position. Such suspension shall be reported to the next General Meeting.

13. BRANCHES

Branches of the Association may be formed with the approval of the Committee and the Registrar of societies; and they will adopt the same constitution as that of the headquarters with the following exceptions:-

- a) The aims and objectives will not include the formation of branches.
- b) Amendments of the constitution can only be made by the Headquarters of the Association in accordance with the provisions of Rule 14.
- c) The provisions of Rule 15 shall apply to branches but, branches will not be dissolved without consultation with their headquarters.

14. AMENDMENTS OF THE CONSITITUTION

Amendments to the constitution of the Association must be approved by at least two thirds of the members at the General Meeting but they cannot be implemented without the prior consent in writing of the Registrar obtained upon application to him made to him in writing and signed by three office bearers.

15. DISSOLUTION

- a) The association shall not be dissolved except by a resolution passed at a General Meeting by a vote of two thirds of the members in attendance. The quorum at the meeting shall be as shown in Rule 8(e). If no quorum is obtained the proposal to dissolve the Association shall further be submitted to a General Meeting which shall be held one month later. Notice of this meeting shall be given to all members of the society at least 14 days before the date of the meeting. The quorum of this second meeting shall be the number of members present.
- b) No dissolution shall be effected without prior permission from the registrar obtained upon application to him made in writing and signed by three office bearers.
- c) When the dissolution of the Association has been approved by the registrar, no further action shall be taken by the committee or any office bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all the assets of the Association. Subject to the payment of all the debts of the Association, the balance thereof shall be used for such educational purposes as may be resolved by the meeting at which the resolution for dissolution is passed.

BY-LAWS

ABBREVIATIONS:

AGM: Annual General Meeting

KPsyA: Kenya Psychological Association herein referred to as the “Association.”

AIM

The aim of the Association is to advance psychology as a science and as a profession in Kenya.

OBJECTIVES:

The objectives for which the Association is established are:

- a) To advance the scientific study and professional practice of psychology and enhance the contribution of psychology to the promotion of the public welfare by encouraging the development of all branches of psychology; promoting research in psychology; promoting high standards of professional ethics, competence, conduct, education, qualifications and achievement amongst psychologists; promoting the dissemination of psychological knowledge through meetings, lectures, professional contacts, reports, papers, discussions and publications; advancing scientific interest and inquiry in psychology and all related areas of knowledge and practice;
- b) To arrange, provide for, or join in arranging and providing for the holding of conferences, national or international exhibitions, business and social meetings, lectures, classes and discussions on subjects of general and special interest to persons interested in psychology and also for the exhibition of any apparatus for psychological research, and the conduct and publication of experiments relevant to psychological research;
- c) To print, publish and circulate, gratuitously or otherwise, and to sell, lend, issue and distribute, gratuitously or otherwise, any papers, treatises, books, pamphlets, leaflets, newspapers, periodicals or communications made to the Association or documents relating to psychology, and any reports of the proceedings and accounts of the Association, and for this purpose to cause translations to be made of any such papers, treatises or communications as are in a foreign language, and to illustrate any of the publications as the Association may think expedient in connection with the objects of the Association or any of them;
- d) To lay down the requirements for membership of the Association, to maintain a directory of members with details of their names, addresses, qualifications, appointments and experience, and to regulate the practice of psychology by setting the criteria for practice and by registering qualified practitioners in a Register of Psychologists Practicing in Kenya
- e) To collect funds from membership fees, or donations; to keep proper account of such funds and to administer them in accordance with the Association's aims and objectives.
- f) To act as Trustee of any trusts established solely or principally for purposes similar or related to the objects of the Association;
- g) To promote ethical practice and suppress malpractice by and among psychologists, to settle all questions and decide disputes, questions of practice and questions of professional usage, etiquette and courtesy referred to the Association;

- h) To consider, initiate and promote improvements in and alterations to the law relating to psychology and cognate subjects and to oppose or support any law relating to psychology in Kenya and to do all things that may be expedient for such purpose;
- i) To consider and advise on any question of psychological policy referred to it for consideration by any group or member of the Association or any other body;
- j) To identify any arrangements with any Government or authority, supreme, municipal, local or otherwise, that may seem conducive to the Association's objects or any of them; and to obtain from any such Government or authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- k) To merge, in furtherance of the objects of the Association, with any companies, institutions, societies or associations having objects altogether or in part similar to those of the Association and which prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association.

MEMBERSHIP

1. MEMBERSHIP CATEGORIES

There will be a standing committee called the Membership Committee to receive, scrutinize and recommend to the Executive Committee, the acceptance or not of applications for the following categories of membership:

- a) Honorary Fellows
 - b) Fellows
 - c) Full Members
 - d) Associate Members
 - e) Student Members
 - f) Out of Country: Full, Associate or Student Members
- I. HONORARY FELLOWS

An Honorary Fellow shall be a person who is not psychologists but has made both an extraordinary contribution to the advancement of the Association and an exemplary and distinguished contribution to the advancement of psychological knowledge or practice. This individual must be elected as an Honorary Fellow of the Association at a General Meeting of the Association on the nomination of the Executive Committee. The total number of Honorary Fellows at any one time will not exceed fifteen (15). The Executive Committee will review such membership every five (5) years.

II. FELLOWS

Fellows shall be psychologists and Members of the Association who are interested in the advancement of psychology as a science and as a profession and who have met the requirements described below. Fellows shall be entitled to the rights and privileges of the Association without restriction.

The minimum requirements for Fellow status shall be:

- i. A doctoral psychology degree, based in part upon a psychological dissertation or the doctoral degree based on other evidence of proficiency in psychological scholarship from a program primarily psychological in content. The doctoral degree must have been conferred by a graduate or professional school that is accredited or that has

achieved such accreditation within five years of the year the doctoral degree was granted or that is one of equivalent standing outside Kenya.

- ii. Have prior status as a Member for at least one year;
 - iii. Be actively engaged at the time of nomination in the advancement of psychology in any of its aspects;
 - iv. Have five years of acceptable professional experience subsequent to the granting of the doctoral degree, and;
 - v. Provide evidence of unusual and outstanding contribution or performance in the field of psychology.
- III. FULL MEMBERS

These shall be psychologists who are interested in the advancement of psychology as a science and as a profession and who have met the requirements described below. They shall be entitled to the rights and privileges of the Association without restriction.

The minimum requirements for Full Members shall be:

- i. Doctoral degree or a post graduate professional qualification in a specialized field in psychology from an academic institution accredited by the Association. For Counseling and Clinical Psychologists, there must be supervised practical training of not less than 1,000 hours. Personal Therapy should not be less than 25 hours.
- ii. Masters or a licensed, chartered or registered psychologist legally entitled to practice as a professional psychologist in one of the following countries: South Africa, Australia, Canada, United States of America, or United Kingdom, or such other countries as the AGM may from time to time determine. For Counseling and Clinical Psychologists, there must be supervised practical training of not less than 500 hours. Personal Therapy should not be less than 25 hours.
- iii. Full membership with an overseas national psychological Association recognized by the Association.

IV. ASSOCIATE MEMBERS

Associate members shall be holders of BA degrees in psychology, be interested in the advancement of psychology as a science and as a profession and will have met the requirements described below. Associate members may not vote or hold office in the Association, but shall be entitled to all rights and privileges of the Association not specifically denied them in this Constitution. Associate members shall achieve voting privileges after five consecutive years in the status of Associate Membership.

The minimum requirement for acceptance to associate member status shall be a Bachelor Degree in Psychology, from an accredited academic institution.

V. STUDENT/OVERSEAS STUDENT MEMBER

There shall be a class of Student Affiliates whose minimum requirement shall be full time or part time study in psychology from a recognized academic institution who are not Members of the Association and who shall not represent themselves as such. They shall have such privileges as may be granted by the Association, including special rates for subscriptions and publications.

VI. OUT OF COUNTRY/INTERNATIONAL ASSOCIATE/FULL MEMBERS
/FELLOWS

Out of the Country/International Affiliates shall be psychologists who reside in countries other than Kenya. An individual desiring affiliation with the Association must, at the time of application, be a member of the psychological association of the following countries: South Africa, Australia, Canada, United States of America, or United Kingdom, or such other countries as the Association may from time to time determine. If no such association exists, the applicant shall present evidence of appropriate qualifications.

International psychologists who meet the requirements for membership may apply in the usual manner if they so desire.

2. OTHER REQUIREMENTS FOR MEMBERSHIP

- I. An application for membership shall be supported by two members of at least the same membership category.
- II. The Executive Committee is entitled to grant or refuse applications for membership and reserves the right not to give any reasons for rejection.
- III. When the Executive Committee has granted an application for membership, the Honorary Secretary shall forward to the applicant a copy of the Constitution and of the prescribed declaration, and admission to the membership becomes effective only upon receipt of the prescribed declaration, and Code of Ethics duly signed, and of the appropriate fee.
- IV. Membership of the Association shall not be cited as a professional qualification.
- V. The Executive Committee shall issue guidelines on Supervision, Continuing Education, and Accreditation requirements.
- VI. In their professional dealings, Full Members and Fellows are allowed and encouraged to use the acronyms M-KPsyA and F-KPsyA respectively, to denote their membership with the Association.
- VII. The rights and privileges of a member of the Association will not be transferable to any other person.
- VIII. Only members appropriately qualified shall be entitled to use the following designations: Clinical Psychologist; Counseling Psychologist; Educational Psychologist; Industrial or Occupational Psychologist; Health Psychologist; Forensic Psychologist or any combination of these latter terms.

3. SUSPENSION OR EXPULSION FROM MEMBERSHIP

A Member (to include Fellows and Associate members) may be dropped from membership or otherwise disciplined for conduct which violates the Ethical Principles of the Association, which tends to injure the Association or to affect adversely its reputation, or which is contrary to or destructive of its objects. Allegations of such conduct shall be submitted to the Ethics Committee.

A person who has been dropped from membership pursuant to the rules and procedures of the Ethics Committee may reapply for membership after five years have elapsed from the date of termination of his/her membership. A person who has been permitted to resign under a stipulated agreement may reapply for membership only after the period of time stipulated in the agreement has elapsed, and all other conditions set forth in such agreement have been discharged. In all cases the Member or Associate member must show that he/she is ethically as well as technically qualified for membership. Such reapplications shall be considered first by the Ethics Committee, which shall make recommendation to the Membership Committee.

Honorary Fellows shall be suspended by a letter coming from the AGM upon recommendations by the Executive Committee in communication with the disciplinary Committee. Such suspensions cannot be appealed.

4. RESIGNATIONS OF MEMBERS

Resignations of Members and Associate members may be accepted only by the Executive Committee. In the ordinary course, the Executive Committee, in its discretion, may refuse to accept a resignation tendered by a Member or Associate member while such Member or Associate member is under the scrutiny of the Ethics Committee.

Any person who resigns or is removed from membership shall not be entitled to a refund of his/her subscriptions or any part thereof or any moneys contributed by him/her at any time.

5. MEMBERSHIP FEES

- I. **Fees:** Each Member will pay to the Association an annual subscription of an amount determined by the Executive Committee from time to time provided that no increase exceeding twenty percent (20%) of the Annual Subscription for the previous year will be made without the approval of a General Meeting of the Association. Unless the Executive Committee otherwise determines, each member shall pay to the Association their dues as follows:
 - a) Fellow/Full Member – 100%
 - b) Associate Members – 50%
 - c) Student Members – 25%

Membership shall be paid annually every calendar year.

- I. There shall be a uniform joining fee for all membership categories, the amount of which will be determined by the Executive Committee from time to time. Student members will pay 50% of this joining fee.
- II. **Lapse in Payment:** The AGM is empowered to revise fees as and when necessary. Membership shall lapse if it is not sustained for two consecutive years. Membership shall be reinstated after all membership due.
- III. **Absence due to International Travel/Placement:** Full Members resident overseas for more than six months in any calendar year but who are domiciled in Kenya shall be liable to pay the subscription rate for International/Out of the Country Overseas Associates in respect of any such full calendar year.
- IV. **Reduction of Membership Fees:** Any individual who has been a full-paid up member for fifteen (15) consecutive years will from the financial year following their 65th birthday receive a 50% reduction of their base membership subscription.
- V. **Suspended members shall be reinstated after convincing the disciplinary committee who will recommend the reinstatement to the Executive Committee upon which they will be reinstated after payment of outstanding membership dues.** Such members will satisfy the requirement of the academic and accreditation committees.

6. OFFICE BEARERS

- I. The office bearers of the Association shall be:-
 - a) The Chairperson
 - b) The Secretary
 - c) The TreasurerAll of whom shall be fully paid up members of the Association and shall be elected at an AGM in each year. (See also rule 6.II. below).
- II. All office bearers shall hold office from the date of election until the succeeding AGM subject to the conditions contained in sub-paragraphs III and IV of this rule but shall be eligible for re-election.
- III. Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.

- IV. Office bearers may be removed from office in the same way as laid down for the expulsion of members in Rule 3 and vacancies thus created shall be filled by persons elected at the General Meeting resolving the expulsion.

7. DUTIES OF OFFICE BEARERS

I. CHAIRMAN

The Chairman shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Committee and at all General Meetings.

II. SECRETARY

The Secretary shall deal with all correspondences of the Association under the general supervision of the Committee. In cases of urgent matters where the Committee cannot be consulted, he shall consult the Chairman. The decision reached shall be subject to the ratification or otherwise at the next Committee meeting. He shall issue notices convening all meetings of the Committee and all General Meetings of the Association and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Association and of the Committee.

III. TREASURER

The Treasurer shall receive and disburse under the directions of the Committee; all moneys belong to the Association and shall issue receipts for all moneys received by him and preserve vouchers for all moneys paid by him. The treasurer shall be responsible to the Committee and to the members that proper books of Account of all moneys received and paid by the Association are written up, preserved and available for inspection.

8. THE EXECUTIVE COMMITTEE

- I. The Executive Committee shall consist of all the office bearers of the Association and three other members elected at the AGM in each year.
- II. Such Executive Committee members shall hold office until the following elections when they are due for replacement.
- III. The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any four months.
- IV. Each Executive Committee member shall serve for a maximum of three (3) consecutive terms whereby a term is two years.
- V. Any causal vacancies for members of the Executive Committee caused by death or resignation shall be filled by the Executive Committee until the next AGM of the Association.

9. DUTIES OF THE EXECUTIVE COMMITTEE

- I. The Executive Committee shall be responsible for the management of the Association and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform their duties.
- II. The Executive Committee shall have power to appoint such sub-committees as it may deem desirable.
- III. The Executive Committee shall have power from time to time to make, alter and repeal all sub Bye-Laws as it may deem necessary or expedient or convenient for the proper conduct and management of the Association. Such Bye-Laws shall come into force from the date of promulgation and acceptance by the AGM and shall have effect until set aside by the same Executive Committee or a General meeting.
- IV. All moneys disbursed on behalf of the Association shall be authorized by the Executive Committee.

- V. Executive Committee shall be responsible for auditing of all of the association account and presentation of the same to the Annual General Meeting.
- VI. The quorum for meeting of the Executive Committee shall be not less than half its membership.

10. GENERAL MEETINGS

There shall be two classes of General Meetings. **Annual General Meetings** and **Special General Meetings**

I. The Annual General Meeting:

- i. The Annual General Meeting shall be held not later than 31st December, in each year.
- ii. Notice in writing of such Annual General Meeting, accompanied by the Annual Statement of Account and the Agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting.
- iii. Nominations for election to the Executive Committee shall be received by the Secretary two weeks before the Annual General Meeting, and shall contain the written consent of the candidate and signatures of the proposer and of the seconder who shall be members of the Association.
- iv. The Secretary shall give one week notice to members of the valid nominations for election to the Executive Committee.
- v. In the event that no nomination is received for any one post, nomination from the floor will be accepted.
- vi. Resolutions and requests for matters to be put on the agenda shall be received by the Secretary two weeks before the Annual General Meeting, and the Secretary shall give members notice of these resolutions and other matters one week before the AGM.
- vii. The Agenda for an AGM shall consist of the following:-
 - Confirmation of the minutes of the previous Annual General Meeting
 - Consideration of the Accounts
 - Election of Office Bearers and Executive Committee members
 - Appointment of Auditors in accordance with Rule 11(a)
 - Such other matters as the Executive Committee may decide or as to which notice shall have been given in writing by a member or members to the secretary at least two weeks before the date of the meeting
 - Any other business with the approval of the Chairperson

II. Special General Meetings:

- i. These may be called for any specific purpose by the Committee. Notice in writing of such meeting shall be sent to all members not less than 14 days before the date thereof.
- ii. A Special General Meeting may also be requisitioned for a specific purpose by order in writing to the secretary of not less than 25% of members and such meetings shall be held within 21 days of the date of the order.

III. The Quorum for any General Meeting shall be not less than 25% of the registered members of the Association

11. PROCEDURE AT THE MEETINGS

- I. At all meetings of the Association, the Chairman, or in his absence a member elected by the meeting, shall take the chair.
- II. The Chairman may at his discretion limit the number of persons permitted to speak in favor of and against any motion.
- III. A majority of the members of Executive Committee shall constitute a quorum. Unless otherwise specified in this constitution, decisions shall be by a majority of those voting.

- IV. Resolution shall be decided by simple voting by a show of hands or by ballot according to the Chairman's decision. In the case of equality of votes, the Chairman shall have a second or casting vote.
- V. Executive Committee shall publish its minutes and proceedings. If one-fourth of the Representatives present so request, the minutes shall include a record of those Representatives voting for and against a motion. If one-fourth of the Representatives present so request, the Recording Secretary shall record in the minutes a brief description of majority and minority positions on any given Executive Committee action.
- VI. The Secretary shall be charged with the responsibility of insuring the maintenance of an accurate set of the Association's minutes. When Association' amends unapproved draft minutes at a subsequent meeting, it shall be the responsibility of the Secretary to ensure that a corrected text is incorporated into the original draft minutes. The archive of Association's approved minutes for the preceding five years shall be brought to each meeting of Association (KPsyA).

12. PROFESSIONAL STANDARDS

- I. The Executive Committee is empowered to develop a code of professional behavior and shall determine or seek to secure the observance of professional standards as stated in the Code of Ethics.
- II. In the event of any adverse report in writing concerning professional ethics against any actual or intending member being received by the Executive Committee, the person concerned shall be informed, and invited to make his representation to the ethics committee which shall make its recommendation to the Executive Committee. The Executive Committee shall then determine termination of or exclusion from membership or otherwise, by a majority vote.

13. KPsyA COMMITTEES

Membership to various KPsyA committees shall be determined annually by the AGM although members have the freedom to co-opt during the year to a maximum of six members. All co-options shall be ratified by the Executive Committee.

- a) The Chairpersons of KPsyA Committees as well as a minimum of two members shall be appointed by the Annual General Meeting. They shall meet and appoint a Secretary among themselves and communicate the same to the Executive Committee.
- b) Such members shall hold office until the following elections when they are due for replacement.
- c) Each KPsyA Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any four months.
- d) Each KPsyA Committee member shall serve for a maximum of three (3) consecutive terms whereby a term is two years.
- e) Any causal vacancies in KPsyA committees caused by death or resignation shall be filled by the Executive Committee until the next AGM of the Association.

I. THE MEMBERSHIP COMMITTEE

The Chairperson of this Committee shall sit as an ex-officio on the Executive Committee. The Association's Honorary Secretary shall sit as an ex-officio as member of the Membership Committee. The duties of the membership Committee:

- a) Receive and process applications for organizational membership at each level. The following materials are required for each applicant:

- One completed copy of the Membership Application Form, the level for which membership is sought and usual supporting documents. The Secretariat is responsible for distributing the applications to candidates.
 - At least three endorsing statements written in the last calendar year and from current KPsyA Members. Endorsing statements may be in the form of letters, or the Standard Evaluation Form (for Honorary Fellows) may be used. These forms are also available from the Secretariat.
 - Other supporting material, for example: vita, a list of professional publications, and so on.
- b) Maintain records of its deliberations including any the reasons for membership rejection and/or deferral for any nominee not recommended.
 - c) Maintain a list of the Association's members on behalf of the Executive Committee and report all recruitment to the same on a quarterly basis.
 - d) Refer all membership payments to the Association's Treasurer.
 - e) Receive all nominations for Fellows and Honorary Fellow Membership, process the same and hand them over to the Executive Committee for presentation to the Annual General Meeting. Shortly after the AGM, the National Chairman and the Membership Committee shall notify Fellows and Honorary Fellows of their election and issue certificates thereof.

II. THE ETHICS, DISCIPLINARY and APPEALS COMMITTEE

The Chairperson of this Committee shall sit as an ex-officio on the Executive Committee.

The duties of the Ethics Committee:

- a) Formulate a Code of Ethics for KPsyA in line with international criteria and professional standards in Kenya.
- b) Acting on behalf of the Executive Committee, the Ethics Committee shall review such rules and procedures periodically and may amend them from time to time, subject to the approval of the AGM through the Executive Committee.
- c) Ensure that each member subscribes to the Code of Ethics in writing and maintain proper records thereof.
- d) Receive and investigate complaints on any breach of the Code of Ethics, summon members to show cause why they should not face disciplinary action and prescribe penalties and various levels of disciplinary action.
- e) Informing members of the public where deemed necessary to safeguard professional standards and public safety/care.
- f) The committee will review subsequent compliance with disciplinary action and recommend to the Association the reinstatement of a Member to good standing.
- g) Any appeals from this committee will be referred to the Executive Committee and there will be no legal representation in any of the hearings.
- h) Members of this committee will be bound to confidentiality and will have clear rules so as not to expose other members of the committee and the Association to legal liability.

III. PROFESSIONAL AFFAIRS COMMITTEE

The Chairperson of this Committee shall sit as an ex-officio on the Executive Committee.

Insofar as possible, members of the Board of Professional Affairs shall:

- a) Develop recommendations for and monitoring the implementation of KPsyA policy, standards, and guidelines for the profession of psychology.
- b) Maintain relationships with other professional organizations and groups appropriate to the mission of KPsyA

- c) Recognize contributions to the profession of psychology through awards and honors and propose to the Association ways to enhance the profession of psychology
- d) Promote adherence to KPsyA guidelines on Psychological Education, Training, Research, and Practice.
- e) Incorporate these Guidelines into its deliberations and decision making, written materials, board composition, policies and procedures. The Board of Professional Affairs intends that these actions will impact the broader professional practice arena.
- f) Accredite degree courses including those earned outside Kenya for individuals applying as KPsyA members.
- g) Regularly, accredit institutions to offer members' Continuing Education and provide the same list to the Executive Committee for circulation.
- h) Foster the application of psychological knowledge in order to promote public welfare.

IV. THE CONVENTION AFFAIRS COMMITTEE

Members of this Committee shall:

- a) Make full arrangements of one convention per year
- b) Ensure that the Annual Convention gains national and international appeal, recognition and membership.
- c) Raise funds for planning such a Convention.
- d) Call for papers, speakers and presentations.
- e) Plan a program for the same, take care of all Convention logistics like venue, registration, guests and so forth and report the same to the Executive Committee on a regular basis.
- f) Liaise with the Secretariat on details of planning and executing the Annual Conference

V. THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE

This Committee shall:

- a) Ensure regular communication to members.
- b) Maintain a regular publication of a magazine of a membership journal which in addition to giving information about the Association will have well researched articles.
- c) Encourage members to complete publications, promote the same to members and publish in local and international journals.
- d) Educate members on opportunities for such publications.
- e) Other responsibilities that will promote professional publications within the Association.

VI. THE ELECTION COMMITTEE

Election of KPsyA office bearers will be held once in two years at the AGM or as may be called under the constitution, and will be by secret ballot. The Election Committee shall:

- a) Call for elections and receive nominations for vacant seats at least two weeks before AGM.
- b) Prepare ballot papers.
- c) Appoint Returning Officers.
- d) Manage the election by secret ballot and handle any complaints forthwith.

Reporting to the Executive Committee, the Election Committee will be charged with responsibility for innovation of the election processes to include members who may be out of the country or not able to come to election venues.

VII. THE FINANCE AND AUDIT COMMITTEE

The Chairman of this Committee will be a member of the Executive Committee and the said Committee will regularly report to the Executive Committee. The Association's Honorary Treasurer shall also sit on this Committee. The Finance & Audit Committee shall:

- a) Raise funds for the Association's activities and present such proposals to the Executive Committee.
- b) Create Budgets for the Association and present the same to the Executive Committee.
- c) Oversee the Association's financial controls, audit and reports thereto to the AGM through the Executive Committee.
- d) Review audit scope and approach and monitor issues raised during the annual Audit and Management Letter.
- e) Review and make recommendations on all new business and any old business coming before the AGM having financial implications that have not already been provided for in the Budget and Audited Accounts.
- f) Recommend overall investment strategy, including, but not limited to, amounts to be invested in equities, bonds, short-term holdings and real estate.
- g) Ensure compliance with legal and regulatory requirements.