

AUTOMOBILE ASSOCIATION OF KENYA



CONSTITUTION AND RULES

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RULES OF THE AUTOMOBILE ASSOCIATION OF KENYA

1. DESIGNATION AND HEADQUARTERS

- 1.1 The name of the Association shall be “The Automobile Association of Kenya”.
- 1.2 The registered office of the Association shall be in Nairobi, Kenya.

2. OBJECTS

The objects of the Association are: -

- 2.1 To promote and safeguard the interests of its members and road users in Kenya generally and elsewhere in the world;
- 2.2 To provide information and advice on all matters relating to mobility and the acquisition, maintenance and repair of motor vehicles;
- 2.3 To make presentation and co-operate with the National Government, County Governments and/or any such authorities and other organizations in regard to the maintenance of roads, the planning of road development and the elimination of hazards to the public;
- 2.4 To make representation to and co-operate with the National Government, County Governments and/or any such authorities and other organizations on all matters relating to traffic laws, regulations and road safety.
- 2.5 To erect and/or procure signs and notices, both permanent and temporary, for the guidance, information assistance and safety of road users;
- 2.6 To assist on and/or avail insurance facilities and provide guidance to members and AA cover holders on legal matters relating to motoring;
- 2.7 To co-operate and enter into agreements with other associations, clubs and peer organizations to facilitate the movement of members, vehicles and goods between countries and to arrange for members to have the benefit of reciprocal arrangements or relations therewith;
- 2.8 To make presentations and negotiate favourable rates for transportation of motor vehicles;
- 2.9 To provide road patrols, rescue, breakdown and/or other services.
- 2.10 To provide commercial services such as operating garages, service centres, petrol station, hotels, tourism activities and any other venture as may be determined by the Association from time to time.
- 2.11 To inspect motor vehicles, prepare inspection and valuation reports for motorists, and to provide information relating to garages, motor vehicle repairs and other similar services;

- 2.12 To provide maps, touring literature, itineraries and hotel information, touring documents and motor accessories and to assist and advise members with regard to travel in and/or touring in and outside Kenya;
- 2.13 To publish magazines and other publications relating to the work of the Association and motoring matters in general;
- 2.14 To incorporate companies and/or participate in the formation of other associations and organizations, the incorporation or formation of which is considered likely, directly or indirectly, to further the objects of the Association and the interests of its members;
- 2.15 To provide driver education, training and instructions on road safety;
- 2.16 To operate a training school, college or University for mobility training and offer any other courses that promotes the Interests of members.
- 2.17 To co-operate and enter into agreements with other associations, clubs and peer organizations to provide member services for monetary gain; and
- 2.18 To carry out any other function for the furtherance of interest of its members and the motoring fraternity in general.

3. MEMBERSHIP

3.1 Eligibility

- 3.1.1 Membership of the Association is open to anyone interested in furthering its purposes, has met all the requirements for membership and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duties of members set out herein.
- 3.1.2 A member may be an individual, a corporate body, or an unincorporated entity.
- 3.1.3 Each person admitted to membership shall be:
 - 3.1.2.1 Bound by the Constitution and Rules of the Association;
 - 3.1.2.2 Bound by the resolutions passed in accordance with the Constitution in any meetings of the members constituted in accordance with the Constitution;
 - 3.1.2.3 Required to pay a one-off membership fee and by such date as may be fixed by the Association; and
 - 3.1.2.4 Entitled to the rights and privileges of membership as set out in the Constitution.
- 3.1.4 The rights and privileges of every member shall be personal to the member and shall not be transferable.

3.2 Categorization of Membership

3.2.1 The Association shall have only one category of membership, referred to as Full Membership.

3.3 Qualification for Full Membership

3.3.1 Persons wishing to be admitted as Full Members shall be so admitted upon:

3.3.1.1 Duly filling the member application form provided by the Association;

3.3.1.2 Payment of the one-off membership fee as will be determined by the Governing Council from time to time; and

3.3.1.3 Vetting and confirmation in writing by the Governing Council of acceptance of such admission.

3.3.2 All persons whose names have been entered into the Register of Members as Life Members as at the date to be determined by the Members in a General meeting being a date after promulgation of this Constitution shall be exempted from the requirements under Rule 3.3.1 and shall automatically convert to Full Membership.

3.3.3 The following benefits shall accrue to Full Members upon such admission:

3.3.3.1 An entitlement to all the rescue and other services provided by the Association at discounted service fees;

3.3.3.2 Allotment of shares in the event of demutualization of the Association;

3.3.3.3 A share in the distributable assets of the Association in the event of dissolution equivalent to such member's contribution;

3.3.3.4 Voting rights; and

3.3.3.5 Any other benefit as may be determined by the Governing Council from time to time

3.4 Membership Fees

3.4.1 Membership fees shall be determined by the Governing Council and shall be payable at the time of application for membership of the Association.

3.4.2 Membership fees for Members shall be payable on their due date.

3.4.3 The Membership Fees shall be a one-off payment.

3.4.4 Any person who fails to pay the Full Membership fees on the due date shall not be entered into the Register for Members of the Association. However, access to the Associations' service subscription shall remain as per Rule 4.2.

3.5.Cessation of Membership

- 3.5.1. Any member who wishes to cease to be a member of the Association shall be free to do so.
- 3.5.2. The Governing Council may expel a member if he/she is:
 - 3.5.2.1. Declared bankrupt or insane,
 - 3.5.2.2. Proven to be corrupt
 - 3.5.2.3. Found guilty of violation of the provisions of Chapter Six (6) of the Constitution of Kenya.
 - 3.5.2.4. Found to be in breach of the Constitution and Rules of the Association
 - 3.5.2.5. Conduct themselves in an undesirable manner which, in the opinion of the Governing Council, such Member should cease to be a member of the Association
- 3.5.3. In any of the case under rule 3.5.2, the member may be summoned before the Governing Council, and failing a satisfactory explanation, may be cautioned, suspended, or expelled by the Governing Council, by a resolution supported by at least three quarters of members of the Governing Council. The Governing Council may also subject the said member to Rule 3.5.4 and 3.5.5
- 3.5.4. The president shall appoint an ad hoc disciplinary committee consisting of not less than six (6) Governing Council member to handle disciplinary cases involving Members of the Governing Council and/or Officers of the Association.
- 3.5.5. The Governing Council ad hoc disciplinary committee under Rule 3.5.4 shall hold a special meeting to consider the evidence tabled and in line with provisions under Rules 3.5.2 to 3.5.4, and notice shall be sent to the member at least seven (7) days prior to the Meeting. The Governing Council ad hoc disciplinary committee shall hear any explanation(s) which such a member may wish to give, together with any evidence in support of such explanation before making a decision.
- 3.5.6. Notice for the purpose of this Rule shall be served on the Member by registered post at his last known address or through electronic communication.
- 3.5.7. Any Member who is expelled, suspended or otherwise dealt with by the Governing Council in accordance with these Rules shall have the right to appeal to the President within sixty (60) calendar days. The merit of the appeal shall be assessed against the findings of the disciplinary committee by a different ad hoc disciplinary committee for further recommendations. The decision of the second ad hoc committee shall be final.

3.6.Re-admission of expelled members

- 3.6.1. Any member having been expelled from the Association shall be re-admitted as a member upon successful appeal under Rule 3.5.7.

4. SUBSCRIPTION TO SERVICES PROVIDED BY THE ASSOCIATION

- 4.1 The Association shall provide products and services through “AA Cover” to the general public for anyone who wishes to subscribe to the Association’s services as shall be determined by the Governing Council from time to time. Subscribers shall consist of both Full Members and non-members upon subscription to a particular category of AA Cover.
- 4.2 Notwithstanding the generality of the foregoing Rule, there is established the following categories of covers for the different classes of services offered by the Association. These categories of covers shall require payment of a subscription fees to be determined by the Governing Council:
 - 4.2.1 Access Cover: This cover caters to individuals who wish to get access to AA products and services at a discounted fee.
 - 4.2.2 Pay As you Go Cover: This cover caters to organizations/corporates who wish to get access to AA products and services at a discounted fee
 - 4.2.3 Scheme Cover: The cover caters to AA subscribers who pay through insurance companies.
 - 4.2.4 Corporate Cover: This cover category caters to organizations/corporates, with a requirement that the Corporate must have a minimum of five cars.
 - 4.2.5 Classic Cover: The cover caters to individual subscribers
 - 4.2.6 Prestige Cover: This cover caters to individual AA subscribers, with enhanced benefits compared to the Classic Cover as shall be determined by the Governing Council.
 - 4.2.7 Premier Cover: This is the highest-ranking category of individual cover, with the most enhanced benefits.
 - 4.2.8 Seniors Cover: This category caters to senior citizens aged above 65 years.
 - 4.2.9 Life Cover
- 4.3 The subscriptions to these classes of services by the Association shall be renewable annually unless otherwise determined by the Governing Council.
- 4.4 The benefits accruing to these classes of services shall be determined by the Governing Council and may be amended from time to time depending on the business dynamics.
- 4.5 Other categories of covers may be established by the Association as may be guided by the Governing Council from time to time.

5. PATRONS

5.1 Distinguished persons may be invited by the Governing Council to become the Patron or the Vice Patron of the Association.

6. COUNCIL OF HONOUR

6.1. There shall be a Council of Honour of the Association consisting of not more than six members resident in Kenya. Nomination to the Council will be a rare honour in recognition of special services to the Association and will carry with it an exemption from payment of annual subscriptions for AA Covers.

6.2. Nomination to the Council will be by unanimous vote of the members of the Governing Council present and voting at a meeting thereof and will be subject to ratification by the next following Annual General Meeting.

6.3. Councilors of Honour may, at the discretion of the Governing Council be invited to a Governing Council meeting but shall have no right to vote.

7. CONTROL OF THE ASSOCIATION

7.1. Governing Council

7.1.1. The affairs of the Association shall be managed by a Governing Council. Representing the interest of the members of the Association, the Governing Council shall determine overall policy in accordance with the objects of the Association and shall delegate the implementation of this policy and the day to day running of the Association to the Chief Executive Officer.

7.1.2. The Governing Council shall consist of the four (4) officers of the Association referred to in Rule 7.2 and not more than nine (9) elected members.

7.1.3. Elected Governing Council Members shall be members of the Association elected at an Annual General Meeting. At least three of the Council Members who have been longest in office since they were last elected shall retire at each Annual General Meeting but shall be eligible for re-election

7.1.4. Any member of the Association who has been involved in malpractices affecting the Association, declared insane, bankrupt, found to have violated the provisions of Chapter Six (6) of the Constitution of Kenya or any other crime which carries a sentence imprisonment exceeding six months, (excluding a traffic offence) or any member who has been found guilty of serious contravention of the Constitution and Rules of the Association, shall not be eligible for election either as an officer of the Association or as a member of the Governing Council

7.1.5. Nominations for election to the Governing Council shall be accepted from members with voting rights and must be in the hands of the Chief Executive Officer at least 21 days before the date of the Annual General Meeting. Where there are more candidates than vacancies, an election shall be held as stipulated in the election Regulations contained in Appendix 1.

- 7.1.6. Any member of the Governing Council who fails to attend three consecutive meetings of the Council without leave of absence from the President of the Governing Council shall cease to be a member of the Council.
- 7.1.7. The Chief Executive Officer of the Association shall be in attendance at all meetings of the Governing Council or nominate a representative whenever he is not available for such meetings.
- 7.1.8. No Member shall be eligible for election as Member of the Governing Council unless he shall have been a member of the Association for a period of not less than two (2) consecutive years.
- 7.1.9. The Governing Council shall make rules to govern the voting procedure.

7.2. Officers of the Association

- 7.2.1 The Officers of the Association shall be: President, Vice-President, Secretary and Treasurer. Any candidate seeking nomination as an Officer of the Association shall have served as a Member of the Governing Council for a minimum period of three years.
- 7.2.2 The Officers of the Association shall be members of the Association elected to office at an Annual General Meeting. Each Officer of the Association shall hold office for an aggregate period of two (2) terms of three (3) years each.
- 7.2.3 Nominations shall be accepted only from members with voting rights and must be in the hands of the Chief Executive Officer at least 21 days before the date of the Annual General Meeting. Where there are more candidates than vacancies, an election shall be held as stipulated in the election regulations contained in Appendix 1
- 7.2.4 Subject to Rule 7.2.2, at each Annual General Meeting, the two (2) officers who have been longest in office since they were last elected shall retire but shall be eligible for re-election.
- 7.2.5 Grounds for removal or ceasing to be an Officer of the Association shall include but not limited to; resignation, death, bankruptcy, insanity, incapacitation, contravention of the AA constitution and Rules, and contravention of Chapter Six (6) of the Constitution of Kenya.
- 7.2.6 The Governing Council shall constitute standing Committees including but not limited to;
- 7.2.6.1 Finance and Strategy Committee.
 - 7.2.6.2 Human Resources Committee.
 - 7.2.6.3 Audit, Risk and Governance Committee.
 - 7.2.6.4 Procurement and Legal Oversight Committee.
 - 7.2.6.5 Road Safety, Editorial, and Corporate Social Responsibility Committee.
- 7.2.7. The Governing Council may constitute such other Committee(s) as it may deem fit.

7.3.Emoluments of Governing Council Members

Members of the Governing Council shall be eligible for compensation in respect of services rendered to the Association or to any of its subsidiary companies which shall be determined by the Governing Council from time to time.

7.4.Chairmanship of the Governing Council

Meetings of the Governing Council shall be chaired by the President of the Association. In absence of the President, the Vice-President, Secretary or Treasurer in that order shall chair the Governing Council meeting. If none of the Officers is present, members may appoint a chairperson from amongst Governing Council members present.

7.5.Powers and Duties of Governing Council

The Governing Council shall be responsible for the financial and business affairs of the Association and shall:

- 7.5.1 Regulate its own proceedings except in so far as the same are regulated hereby.
- 7.5.2 Appoint the Chief Executive Officer and senior staff, and fix their terms and conditions of service.
- 7.5.3 Delegate duties and functions to the Chief Executive Officer and Assign implementation of policy to the Chief Executive Officer.
- 7.5.4 Have power to co-opt other persons to the Governing Council.
- 7.5.5 Appoint Officers and Governing Council members to fill any vacancy that may occur between General Meetings. Appointed/co-opted persons shall hold office until next Annual General Meeting and shall be eligible for election in accordance with the Constitution.
- 7.5.6 Appoint auditors to fill any casual vacancy that may occur between Annual General Meetings.
- 7.5.7 Allocate from the funds of the Association or such sums as it may decide as honoraria or bonus payments and or such financial arrangements to benefit employees of the Association and decide as to the investment or disposal of the funds of the Association.
- 7.5.8 Apply funds of the Association to further the objects of the Association.
- 7.5.9 Make such regulations as may be necessary for proper conduct of the activities of the Association.
- 7.5.10 Borrow money and pay interest thereon and lend money and receive interest thereon for the furtherance of the objects of the Association and charge or mortgage such of the Association's assets as are deemed necessary to secure such borrowing and guarantee borrowing by affiliated Associations or companies always provided that it is in furtherance of the interests of members of the Association.

7.5.11 Ensure that proper books of account are maintained and ensure protection and security of the Association's property.

7.5.12 Have power to hire the professional services of a member of the Governing Council as may be deemed appropriate.

7.6. Meetings of the Governing Council

7.6.1. The Governing Council shall meet at least once in every three (3) months and/or such other time as the Governing Council may deem fit.

7.6.2. The Notice calling the meeting shall be sent via electronic communication or any other form. A quorum for meetings of the Governing Council shall be five members present in person, or fifty per cent (50%) of the total Governing Council members, whichever is lower. If there is no quorum the meeting shall be adjourned to take place at the same time and day the following week in which case it shall take place regardless of the number of members present.

7.6.3. The decisions or resolutions of the Governing Council shall be made by consensus or voting. In the event of equality of votes the President shall have a casting vote.

8. Financial Year

The Financial Year of the Association shall be the calendar year.

9. Annual Report and Financial Statement

9.1. The Annual Report and the financial statements shall be approved by the Governing Council prior to the Annual General Meeting. The audited financial statements shall be available at the office of the Chief Executive Officer for inspection by members for at least seven (7) days prior to the date of the Annual General Meeting.

9.2. The President shall submit to the Annual General Meeting in each year a report on the activities of the Association for the preceding financial year.

9.3. At every Annual General Meeting the Treasurer shall present the audited financial statements for the preceding financial year.

10. Auditors

Auditors of the Accounts of the Association shall be appointed at the Annual General Meeting each year from a list of qualified and licensed practitioners as provided by the authorizing professional body.

11. Property of the Association

The movable and immovable property and all investments of the Association shall be vested in AA Limited, a company limited by guarantee in trust for the Association to be administered by and be at the disposal of the Governing Council.

12. Association and Affiliation

In accordance with Rule 2.15, the Association, may at the discretion of the Governing Council, become associated with or affiliated to other Associations or Clubs on such terms and subject to such conditions as the Governing Council may decide.

13. General Meetings

General Meetings of the Association shall be either Annual General Meetings or Extraordinary General Meetings.

13.1. Annual General Meetings

13.1.1. The Association shall hold an Annual General Meeting in every calendar year within fifteen months (15) of the date of the preceding Annual General Meeting.

13.1.2 Any resolution that any member desires to propose at an Annual General Meeting shall be submitted in writing, signed by a proposer and seconder to reach the Chief Executive Officer not later than fourteen (14) days prior to the meeting.

13.2. Extraordinary General Meetings

13.2.1. An Extraordinary General Meeting may be called at the request of the Governing Council at any time. An Extraordinary General Meeting may also be called upon a written request being made by not less than two hundred fifty (250) Members having the right to vote.

13.2.2. Grounds upon which an Extraordinary General Meeting may be requested by Members would include the following among others; allegations of misappropriation, embezzlement of the Association's funds or other serious misdemeanor, allegations of any other serious matter which in the opinion of the Governing Council is of grave nature that may affect adversely the wellbeing of the Association.

13.2.3 In such instances or cases, the petitioners shall provide adequate guarantees to cater for the costs of the Extraordinary General Meeting and shall indemnify the Association in respect of expenses that may accrue thereof. In addition, the Petitioners shall make written submission for calling of the Extraordinary General Meeting giving relevant evidence in support of the petition and further justify the urgency of calling the Extraordinary General Meeting.

13.2.4 The petitioners having complied with the provision of Rules 13.2.1 and 13.2.2, and will then be subject to a decision arrived at the Extraordinary General Meeting which will determine the legitimacy of the said petition. Upon the petition being upheld, the Association shall bear the costs of organizing the

Extraordinary General Meeting. However, if the petition is not upheld, the petitioners shall be called upon to meet the cost of hosting such Extraordinary General Meeting.

13.2.5 Business transacted at an Extraordinary General Meeting shall be limited to that specified in the notice convening the meeting.

13.3. **Procedure for calling General Meetings**

13.3.1 The time and place of every General Meeting shall be determined by the Governing Council. Where necessary for the safety and in the interest of the Members health as a result of pandemic, epidemic or any other health hazard or unique circumstances, the Governing Council may direct to hold any meetings virtually and all the rules relating to physical meetings shall apply accordingly.

13.3.2 Notices convening General Meetings shall be sent to members electronically and published in the Association's website under the hand of the Chief Executive Officer at least thirty (30) days before the date of such meeting and shall designate the time and place of such meeting and business to be transacted.

13.4. **Quorum at General Meetings**

13.4.1. The quorum for a General Meeting shall be the presence in person of thirty (30) members who have voting rights.

13.4.2. If there is no quorum at the expiry of fifteen (15) minutes after the time specified for the announcement of a General Meeting such meeting shall stand adjourned to the same day and time in the following week or, if that day be a Public Holiday to the next succeeding day other than a holiday. If the venue shall not be available the Governing Council shall determine the venue of the adjourned meeting. The same shall be applicable in case the meeting is adjourned for any other reasons.

13.4.3. At the adjourned meeting the members present in person having the right to vote shall constitute a quorum and the business for which the original meeting was convened shall be transacted. Resolutions passed by a majority shall be valid and binding.

13.5. **Chairmanship of General Meetings**

At every General Meeting the Chair will be taken by the President of the Association or failing him by the Vice-President, Secretary or Treasurer in that order. If no officer of the Association is available to act as chairman the members present may elect a chairman from the Governing Council members present.

13.6. **Voting During the General Meeting**

13.6.1. Only Full Members shall be entitled to attend and vote.

13.6.2. Except for election of officers and Governing Council Members, which shall be as provided for in Rules 7.2.2 and 7.1.3, voting at a General Meeting shall be by secret ballot or if the Governing Council so directs, by show of hand.

13.6.3. Every Member entitled to vote and being present in person or by proxy shall have one vote. In the event of equality of votes, the President shall have a casting vote.

13.6.4. Resolution shall be carried by a simple majority except as otherwise herein provided.

13.7. Proxy Votes

13.7.1. An instrument appointing a proxy shall be in writing under the hand of the appointer and shall be in such form as the Governing Council shall prescribe.

13.7.2. Such instrument shall be deposited at the registered Office of the Association, or as may be directed by the Governing Council, not less than forty-eight hours before the time for holding the meeting at which the person named in the instrument proposes to vote, and in default the instrument of proxy shall not be valid.

14. AMENDMENTS AND DISTRIBUTION

14.1. Amendment of Rules

These Rules may be amended by Resolution, of which due notice has been given, carried by a majority of at least three quarters of the votes cast at a General Meeting convened for such purpose.

14.2. Distribution of Annual Reports

A copy of the Annual Report and Financial Statements for the previous year together with a list of Office Bearers and members of the Governing Council for the ensuing year shall be made available to members of the Association as soon as possible after each Annual General Meeting.

15. DISSOLUTION OF THE ASSOCIATION

15.1. The Association shall not be dissolved except by Resolution passed at a General Meeting by a majority of three-quarters of the votes. If no quorum is present at a meeting convened to consider such a Resolution, the motion to dissolve the Association shall be submitted to a General Meeting which shall be held one month later. Notice of such further meeting shall be given to all members of the Association at least fourteen days before the date of the meeting and the members present thereat shall form a quorum.

15.2. A resolution for dissolution of the Association passed under Rule 15.1 has the effect of dissolving the Association or converting it in another corporate form.

15.3. At any time during the life of the Association, the members of the Association may, on recommendation by the Governing Council resolve to demutualize under such terms as the members shall decide.

15.4. Upon demutualization, Full Members of the Association shall assume ownership of the new entity, and the existing Governing Council shall form the interim Board of Directors of the new entity.

16. EFFECTIVE DATES OF THE RULES

16.1. These Rules shall come into force upon approval by the General Meeting at which such amendments are passed. At least three officers of the Association and the Chief Executive Officer will execute the constitution & Rules by signing it.

16.2. Officers of the Association and Governing Council Members holding office immediately before commencement of this Constitution shall be deemed to have been appointed in accordance with the provisions of this Constitution.

16.3. All acts done under the old Constitution shall be deemed to have been done under this Constitution unless expressly excluded.

Signed for and on behalf of the Association by:

This Constitution was adopted at a General Meeting of Members of the Association held on 19th day of October 2021.

President: _____
Name Signature

Vice President: _____
Name Signature

Secretary: _____
Name Signature

Treasurer: _____
Name Signature

Chief Executive Officer: _____
Name Signature



APPENDIX I: ELECTION REGULATIONS

These election regulations are in line with rule 7.1.9. of the Association's Constitution and rules, which states that the Governing Council shall make rules to govern the voting procedure, and shall be referred to as Appendix 1.

Pursuant to Rules 7.1.2, and 7.15 of AA Constitution and Rules on the election of the Governing Council and Rule 7.2.3 of election of Officers of the Association, the following Election Regulations shall apply:

1. Notice calling for Elections

- 1.1 Notice calling for elections will be published in the Annual General Meeting notice, which shall be sent to members electronically and published in the Association's website under the hand of the Chief Executive Officer, who shall be the Returning Officer, at least thirty (30) days before the date of the Annual General Meeting.

2. Eligibility

- 2.1 Members of the Association who have been members for more than two years will be eligible for election as Governing Council members"
- 2.2 " Those members seeking to be elected as Officers of the Association must have served as Governing Council members for a minimum period of three years."
- 2.3 Nominations will be accepted only from valid members with voting rights, and should be in the hands of the Returning Officer at least twenty-one (21) days before the date of the Annual General Meeting
- 2.4 Interested candidates must complete the nomination form which must be proposed and seconded by a valid member with voting rights.
- 2.5 Candidates wishing to vie for the position of Governing Council or Officers of the Association should present their nomination papers together with their updated CVs, copies of Academic Certificates, a copy of ID and KRA PIN Certificate and 2 Passport photographs.
- 2.6 Rule 7.1.4 of the Association's Constitution and Rules, on integrity, applies to all nominated candidates.
- 2.7 Only valid members with voting rights shall be allowed to vote.

3. Vetting of Candidates

- 3.1 All candidates will be vetted in accordance with regulation 2 above. The Returning Officer will conduct a due diligence and present a report to the President.

- 3.2 Nominated candidates shall be informed on the outcome of their nomination at least seven (7) days before the Annual General Meeting

4. Returning Officer

- 4.1 The Chief Executive Officer will be the Returning Officer and will conduct the Elections of both the Officers of the Association and the Members of the Governing Council.
- 4.2 The returning officer may recruit from his staff, people to help in the election process.

5. Election Process

- 5.1 Elections will be by secret ballot
- 5.2 Candidates may appoint a maximum of two agents to represent them during the elections. The agents will observe the conduct of elections on behalf of a nominated candidate on the day of elections. The names of the agents shall be submitted to the Returning Officers at least seven (7) days before the Annual General Meeting.
- 5.3 Ballots papers will be collected from the office of the returning officer during official working hours. They shall also be uploaded on the AA website and can be downloaded from here.
- 5.4 Voting on the ballot paper shall be done by ticking or putting an 'X' against the preferred candidate's name.
- 5.5 For members not attending the Annual General Meeting and wishing to vote, their marked ballot papers should be deposited in a ballot box placed at the Returning Officer's office forty-eight (48) hours before the date of the Annual General Meeting.
- 5.6 The ballot box shall be sealed forty-eight (48) hours before the date of the Annual General Meeting by the Returning Officer, in the presence of available candidates and/or their agents.
- 5.7 The ballot box shall be opened and votes counted during the Annual General Meeting.
- 5.8 Members attending the Annual General Meeting may vote at the venue.

6. Announcement of results.

- 6.1 Results will be announced at the Annual General Meeting or published in the Association's website immediately after validation and the counting of ballot papers are done.
- 6.2 Elected members will be informed officially by the Returning officer.
- 6.3 A list of all elected Governing Council members and Officers of the Association will be presented to the President and a Governing Council Meeting will be convened to inaugurate the Council and form new Committees.

Signed for and on behalf of the Governing Council

These Election Rules and Regulations were formulated by the Governing Council in line with the requirements of the Associations Constitution and Rules.

President: _____
Name Signature

Vice President: _____
Name Signature

Secretary: _____
Name Signature

Treasurer: _____
Name Signature

Chief Executive Officer: _____
Name Signature