

CONSTITUTION AND RULES
OF
THE KENYA NATIONAL STATISTICAL
SOCIETY

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CONSTITUTION AND RULES OF THE KENYA NATIONAL STATISTICAL SOCIETY

1.0 NAME

The name of the society shall be **KENYA NATIONAL STATISTICAL SOCIETY**. (In this constitution referred to as “KNSS“)

2.0 OBJECTIVES

- (a) To promote the collection, compilation, tabulation, analysis and publication of Statistics in public and private agencies in Kenya.
- (b) To stimulate and promote research in Statistics, its teaching and applications in planning and decision making in public and private agencies in Kenya.
- (c) To communicate with other institutions and international organizations engaged in research, teaching and application of statistics outside Kenya.
- (d) To educate decision makers and the public in general on the vital role of Statistics in planning and decision-making.
- (e) To promote the writing, editing and peer reviewing of Statistical papers, reports and books.
- (f) To promote and protect the welfare of the Statistics profession (for example through working for the recognition of Statistics as a profession and the improvement of terms of service of Statisticians).
- (g) To foster the mentoring process of young statistics professionals by facilitating their link with the experienced professionals.
- (h) In working towards the realization of the objectives mentioned in 2.0 (a) to 2.0 (g) above, KNSS shall foster a lively interest in Statistics by:
 - (i) Organizing seminars, workshops and conferences

- (ii) Organizing public discussions, addresses and other general communications on statistical matters (for example through the newspapers, radio, television, etc)
 - (iii) Organizing and running statistical contests
 - (iv) Carrying out any other suitable activities, in the spirit of this section within the Laws of Kenya and as approved by the executive committee.
- (i) To publish at least one Statistical periodical annually.
 - (j) To develop and maintain a database of Statisticians in Kenya and a code of ethics for members.
 - (k) Generally to protect and safeguard the interest of KNSS and to do or cause to be done all things including possession or owning property, both movables and immovable, that is conducive to the achievement of any or all these objectives under sections 2.0 (a) to 2.0 (j)
 - (l) The society intends to establish branches in the country (Kenya) for efficiency and convenience of her members.
 - (m) To be a non-political entity promoting professional ethics in the area of Statistics.

3.0 MEMBERSHIP

There shall be five (5) categories of membership of KNSS, namely:

- Ordinary Membership
- Associate Membership
- Corporate Membership
- Student Membership, and
- Honorary Membership

(a) Ordinary Membership

The voting membership will comprise ordinary members as follows:

- (i) Any person with a Bachelors degree in Statistics (Biostatistics, Biometrics inclusive) from a recognized institution shall be eligible for ordinary membership of KNSS and shall, subject to the approval of the Executive committee on payment of

membership fee of Ksh. 1,000 when joining and payment of an annual subscription of Ksh. 1,000, or

- (ii) Any person with a Bachelors degree in Mathematics and a postgraduate qualification in Statistics from a recognized institution shall be eligible for ordinary membership of KNSS and shall, subject to the approval of the Executive committee on payment of membership fee of Ksh. 1,000 when joining and payment of an annual subscription Ksh. 1,000, or
- (iii) Any person with a Masters in Statistics after a diploma in Statistics from a recognized institution shall be eligible for ordinary membership of KNSS and shall, subject to the approval of the Executive committee on payment of membership fee of Ksh. 1,000 when joining and payment of an annual subscription of Ksh. 1,000, or
- (iv) All users of Statistics from registered user agencies upon approval by the Executive committee and confirmation at a (special) general meeting. They will be entitled to a payment of membership fee of Ksh. 1,000 when joining and payment of an annual subscription of Ksh. 1,000.

(b) Associate Membership

Any person/group that does not qualify to be an Ordinary Member but is interested in the activities of KNSS may be recommended by any Ordinary Member to the Executive Committee for Associate Membership. The membership shall become effective with the approval of the General meeting. Associate members shall pay an entry fee of Ksh. 1,000 for associate membership and an annual subscription fee of Ksh. 500. Associate members shall have no voting rights.

(c) Corporate Membership

Any organization collecting or using Statistics and any Statistical club, Society or Association of a recognized school or institution are eligible for membership subject to vetting and approval by KNSS's Executive committee, and upon payment of membership of Ksh. 10,000 and annual subscription fee of Ksh. 5,000. Corporate members shall have no voting rights.

(d) Honorary Membership

Any person/group, whose former or current statistical activities merit it, may be recommended by any Ordinary Member of KNSS for Honorary Membership, with approval of the Executive committee. An honorary member shall be exempted from payment of annual subscription and membership fees. Honorary members shall have no voting rights.

(e) Student Membership

Post-graduate students in Kenya and abroad that are specializing in Statistics.

Student membership is open upon payment of entry fee of Ksh. 200 and annual subscription fee of Ksh. 150. Student membership shall have no voting rights.

3.1 Membership fee

Full time members shall pay a Membership and an annual subscription fee as indicated under section 3.0 and the fees shall be reviewed regularly by the annual general assembly.

Membership fees are due from 1st September to 31st December each year in advance.

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

3.2 Cessation of membership

Membership cessation is upon resignation, failure to pay full membership fee for a year to KNSS, gross misconduct in the professional context (for instance, consistent display of unawareness of the subject in writings, plagiarizing/cheating, personal misbehaviour, etc).

3.3 Termination of Membership

Termination of membership shall be upon becoming or holding a political office, expulsion, death or winding up of KNSS.

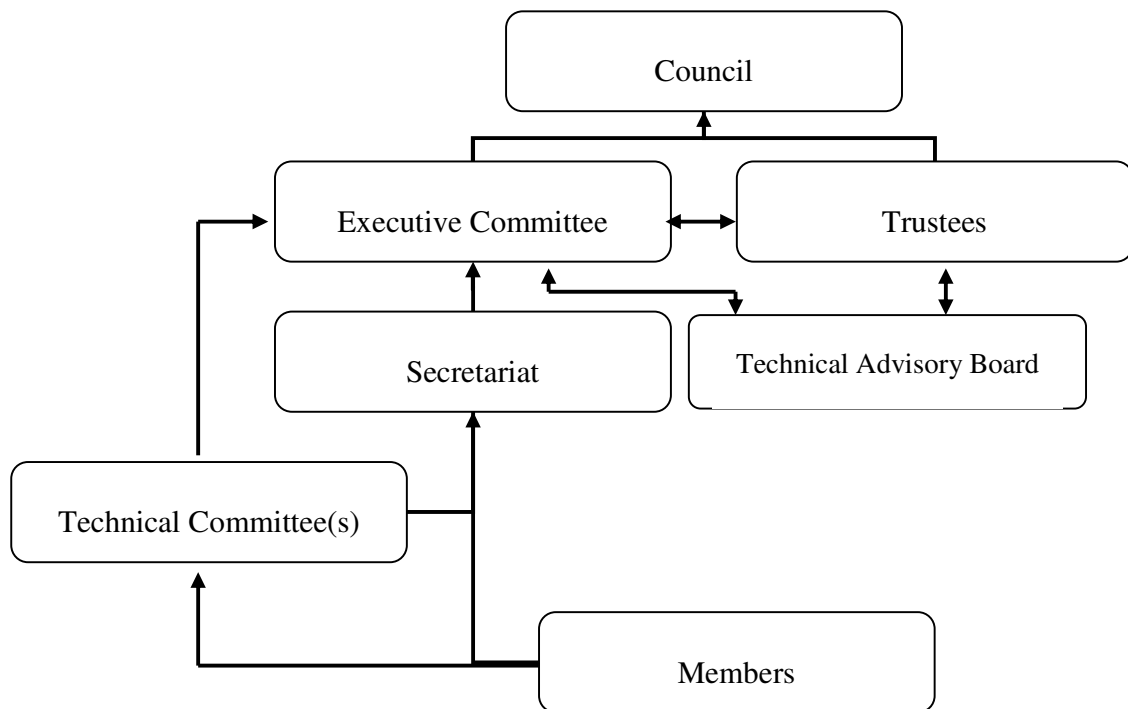
3.4 Resignation

Any member desiring to resign from KNSS shall submit his/her resignation to the secretary, which shall take effect from the date of receipt by the secretary of such notice.

3.5 Expulsion

Any member may be expelled from membership if the committee so recommends and if a general meeting of KNSS shall resolve by a two- thirds majority of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of KNSS. The committee shall have power to suspend a member from his membership until the next general meeting of KNSS.

4.0 ORGANISATIONAL STRUCTRE OF KNSS



4.1 OFFICE BEARERS

- (a) The office bearers of KNSS who shall be -
- The Chairman
 - The Vice Chairman

- The Secretary General
 - The Assistant Secretary General
 - The Treasurer
 - The Assistant Treasurer
 - The Organizing Secretary
 - The Deputy Organizing Secretary
- all of who shall be fully paid-up members of KNSS and shall be elected at the annual general meeting with a term of two (2) years renewable once, for the same office. The above shall be called the Executive committee (See also rule 6.0 (b) below).

- (b) All office bearers shall hold office from the date of election until the succeeding annual general meeting, when elections are due, subject to conditions contained in sub-paragraphs (c) and (b) of this rule but shall be eligible for re-election.
- (c) Any office bearer who ceases to be member of KNSS shall automatically cease to be an office bearer thereof.
- (d) Office bearers may be removed from office in the same way as it is laid down for the expulsion of members in rule 3.5 and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

4.2 SECRETARIAT

- (a) There will be a Secretariat of full-time employees, operating from a permanent/specific location, and under the direct control of the Administrator.
- (b) Employees will comprise Administrator, Secretary and office assistant.
- (c) The Secretariat will have a specific permanent postal address.
- (d) The Administrator, Secretary and the office assistant shall be hired competitively.

- (e) The Administrator shall deal with all the correspondence of the KNSS Secretariat under the general supervision of the executive committee.

4.3 TECHNICAL ADVISORY BOARD

- (a) There shall be a three (3) member Technical Advisory Board whose main mandate will be to advise KNSS on the theory and Applications of Statistics.
- (b) The three members shall comprise of the Chairman of the Kenya National Bureau of Statistics (KNBS), one Statistics practitioner and an Economist.

4.4 THE COUNCIL

- (a) There shall be a council which will be the top coordinating organ of KNSS.
- (b) Members of the council, which shall be headed by the Chairman of KNSS, shall draw its membership from: the executive committee, the KNBS Chairman, one Technical Advisory Board member, the Administrator and one Trustee.

5.0 DUTIES OF OFFICE BEARERS

- (a) *Chairman* – the Chairman shall, unless prevented by illness or other sufficient cause, preside over all meeting of the committee and at all general meetings.
- (b) *Vice-chairman* the Vice-chairman shall perform any duties in the absence of the Chairman.
- (c) *Secretary General* – the Secretary General shall be responsible for keeping minutes of all meetings and for the preservation of all records of proceedings of KNSS and of the Executive committee.
- (d) *Assistant Secretary General* – in the absence of the Secretary General, the Assistant Secretary General shall perform all the duties of the Secretary General and such other duties as shall be assigned to him/her by the Secretary General or the Executive committee whether the Secretary General is present or not.
- (e) *Treasurer* – the Treasurer shall receive and shall also disburse, under the directions of the Executive committee, all moneys

belonging to KNSS and shall issue receipts for all moneys received by him/her and preserve vouchers for all moneys paid him/her. The Treasurer is responsible to the Executive committee and to the members that proper books of account of all moneys received and paid by KNSS are written up, preserved and available for inspection.

- (f) *Assistant Treasurer*- the Assistant Treasurer shall perform such duties as may be specifically assigned to him/her by the Treasurer or by the Executive committee and in the absence of the Treasurer shall perform the duties of the Treasurer.
- (g) *Organizing Secretary* - the Organizing Secretary shall deal with all the correspondence of KNSS under the general supervision of the Executive committee. In cases of urgent matters where the Executive committee cannot be consulted, he/she shall consult the Chairman or if he/she is not available, the Vice-chairman. The decision reached shall be subject to ratification or otherwise at the next Executive committee meeting. He/she shall issue notices convening all meetings of the Executive committee and all general meetings of KNSS.
- (h) *Deputy Organizing Secretary* - shall perform such duties as may be specifically assigned to him/her by the Organizing Secretary or by the Executive committee and in the absence of the Organizing Secretary shall perform the duties of the Organizing Secretary.

6.0 THE EXECUTIVE COMMITTEE

- (a) The committee shall consist of all the office bearers of KNSS and three (3) other members elected at the annual general meeting one among the three shall be the Administrator, when elections are due for a term of two years. The committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.
- (b) Any casual vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of KNSS. Vacancies caused by members of the committee removed from office will be dealt with as given in rule 4 (d).

7.0 DUTIES OF THE EXECUTIVE COMMITTEE

- (a) The committee shall be responsible for the management of KNSS 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 (Technical committees) as deemed desirable to the Executive committee.
- (b) All moneys disbursed on behalf of KNSS shall be authorized by the committee except as specified in rule 12.0 (d).
- (c) The quorum for meetings of the committee shall be not less than seven (7) members.

8.0 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 30th November in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of account (see rule 11.0 (b)) and the agenda for the meeting shall be send to all members not less than 21 days before the date of the meeting and, where practicable, by Press advertisement not less than 14 days before the date of the meeting.
- (c) The agenda for any annual general meeting shall consist of the following:
 - (i) Confirmation of the minutes of the previous annual general meeting.
 - (ii) Consideration of the accounts.
 - (iii) Election of the office bearers and the committee members (and trustees where necessary in accordance with rule 10.0 (c)).
 - (iv) Appointment of auditors in accordance with rule 11.0 (a).
 - (v) Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members to the secretary at least four weeks before the date of the meeting.

- (vi) Any other business with the approval of the Chairman.
- (d) A special general meeting may be called for any specific purpose by the executive committee. Notice in writing of such meeting shall be sent to all members not less than seven (7) days before the date thereof and where practicable by Press advertisement not less than seven (7) days before the date of such meeting.
- (e) A special general meeting may be called for any specific purpose by order in writing to the organizing secretary of not less than one third ($\frac{1}{3}$) of the members and such meetings shall be held with 21 days of the date of the requisition. The notice for such meetings shall be shown in rule 8 (d) and no matter shall be discussed other than that stated in the requisition.
- (f) Quorum for general meeting shall be not less than one third of the registered members of the KNSS.

9.0 PROCEDURE AT MEETING

- (a) At all meetings of KNSS the Chairman, or in his absence, the Vice-Chairman, or in the absence of both these officers, a member selected by the meeting shall take the chair.
- (b) The Chairman may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- (c) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of voters, the Chairman shall have a second or casting vote.

10.0 TRUSTEES

- (a) All land, buildings and other immovable property and all investments and securities which shall be acquired by KNSS shall be vested in the names of not less than Nine (9) trustees who shall be members of KNSS and shall be 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 all vacancies accruing by 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 thinks fit.

11.0 AUDITOR

- (a) An auditor shall be appointed for the following year by the annual general meeting. All the KNSS's accounts, records and documents shall be opened to the inspection of 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 not more than three months before the date of the annual general meeting. The auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to KNSS 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 annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.
- (c) No auditor shall be an office bearer or a member of the committee of KNSS.

12.0 FUNDS

- (a) The funds of KNSS may be used for the following purposes-
 - (i) Publishing and circulation of literal works
 - (ii) Finance research projects in Statistics
 - (iii) Paying for meeting expenses
 - (iv) Travel grants
 - (v) Gift honoraria
- (b) All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him/her in the name of

KNSS in any bank or banks approved by the Executive committee.

- (c) The signatories to the KNSS's bank account will be any of the following two office bearers: the Chairman, the Secretary General or the Treasurer.
- (d) No payments shall be made out of the bank account without a resolution of the Executive committee authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Assistant Treasurer and two other office bearers of KNSS who shall be appointed by the Executive committee.
- (e) A sum not exceeding Ksh. 10,000 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 office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of KNSS and shall have power to appoint another person in his/her place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the special general meeting shall have full power to decide what further action should be taken in the matter.
- (g) The financial year of KNSS shall be from 1st January to 31st December.

13.0 BRANCHES

Branches of KNSS will be formed with the approval of the Executive committee and the Registrar of Society and they will adopt the same constitution as that of the headquarters with the following exceptions:

- (i) The aims and objects will not include the formation of branches.
- (ii) Amendments to the constitution can only be made by the headquarters of the society in accordance with the provisions of rule 14.
- (iii) The provisions of rule 15 shall apply to branches but, in addition, branches will not be dissolved without consultation with their headquarters.

14.0 AMENDMENTS TO THE CONSTITUTION

Amendment to the constitution of KNSS must be approved by at least a two-thirds majority of all the registered members of KNSS. They cannot, however be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

15.0 DISSOLUTION

- (a) KNSS shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the registered members.
- (b) At this meeting a procedure for liquidation of KNSS assets will be decided upon.
- (c) No dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.
- (d) When the dissolution of KNSS has been approved by the Registrar, no further action shall be taken by the committee or any office bearer of KNSS in connection with the aims of KNSS other than to get in and liquidate for cash all the assets of KNSS. Subject to the payment of all the debts of KNSS, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

16.0 INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of account and all documents relating thereof and a list of members of KNSS shall be available for inspection at the registered office of KNSS by any officer or member of KNSS on giving not less than fourteen days notice in writing to KNSS.