

KENYA ASSOCIATION OF HEALTH

ADMINISTRATORS

CONSTITUTION

2006

1:1 NAME AND ADDRESS:

- a. That the association shall be called, “KENYA ASSOCIATION OF HEALTH ADMINISTRATORS.” Hereinafter referred to as the “Association”
- b. That the association’s registered office shall be in Nairobi or in such places in the republic of Kenya as may be decided by members.

1:1:2 GOALS AND OBJECTIVES:

- A. **Goal:** That the goal of the association shall be to promote leadership in health administration to improve the quality of health care services in the republic of Kenya.
- B. **The objectives of the Association shall include;**
 - i. That the Association shall provide a dedicated forum for all those interested in health administration to meet and exchange ideas.
 - ii. That the Association shall determine and promote standards and ethical practices amongst its members.

- iii. That the Association shall promote the interest in health administration and related disciplines.
- iv. That the Association shall promote the training and development of health services Administration in disciplines such as, public health, human resources management, health systems management, health policy, health financing through comprehensive continuing education programmes, seminars and long-term training programmes at the universities and other recognized colleges and institutions.
- v. That the Association shall seek affiliations to locally, regionally and internationally recognized institutions of higher learning and other professional associations.
- vi. That the Association shall mobilize resources for training of its members.

- vii. That the Association shall promote research in health administration and other related disciplines.
- viii. That the Association shall be non-political professional body.
- ix. That the Association shall form corporate entities as may be desired for purposes of promoting its objectives.
- x. That the Association shall endeavor to promote the social and economic welfare of its members.
- xi. “That the Association shall undertake any other activities that are conducive and incidental”

1:1:3 MEMBERSHIPS:

That there shall be the following categories of membership to the Association;

- i. Member
- ii. Life Member
- iii. Honorary Member
- iv. Corporate Member
- v. Student Member

Definitions of Membership;

Member:

Any practicing health administrator in Kenya who meets the prescribed qualifications for membership as set out in 1:1:4 hereunder shall upon payment of membership fee become member

Life Member:

Life member shall meet the minimum qualification as may be set by the vetting council and will pay specified membership fee once and continue paying the monthly subscription.

Honorary Member:

This shall be any person who may not be a practicing health administrator but a distinguished person in the society who has demonstrated commitment and a wealth of experience in administration/management in the public/private sector.

Corporate Member:

This shall be a corporate entity or entities with whom the Association shares certain common interests and is/are willing to be member.

Student Member:

This shall be any person pursuing a course in health administration or related professional course and is willing to be a member.

1:1:4: Requirements for membership:

- i. Any person who shall show interest in pursuing the health administration carrier by registering for a course(s) recommended or recognized by the association shall subject to payment of the prescribed membership fee become a member after approval by the council.

- ii. Any practicing health administrator who has some recognized professional qualifications in health administration/management shall subject to payment of prescribed fee become a member after approval by the council.
- iii. Any person who is a practicing health administrator who may have no professional qualifications but has enough experience as may be proven by the council.
- iv. Any person(s) or corporate person(s), both local and international who supports the pursuits of the association remarkably shall subject to payment of the prescribed fee become a member after approval by the council.
- v. All membership shall be subject to approval by the council.

1:1:5 Membership and Subscriptions:

Membership and subscription fees for the various categories of membership shall be prescribed and reviewed from time to time as members may deem necessary.

1:1:6 Termination of Membership:

- i. Any duly registered member desiring to resign from the association shall notify the secretary, and upon clearance of the person of any liabilities, the resignation shall then be accepted/effectuated.
- ii. Any member who resigns or is removed from membership register shall not be entitled to a refund of his/her subscription or any part thereof of any money contributed by him/her at any time.
- iii. Any member who falls into arrears with his/her subscriptions without any explanations for more than six months shall be struck from the register of members.
- iv. The council may, however at its discretion reinstate such a member upon payment of the outstanding subscriptions.
- v. The council may recommend expulsion of a member, and such a decision shall be ratified at an

annual general meeting of the Association if two thirds of the members present resolve that such a member's conduct has adversely affected or may adversely affect the reputation of the Association.

vi. The council shall have the power to suspend any member from his/her membership until the next annual general meeting and that following such suspension, a member shall have the right to address the annual general meeting at which his/her suspension is considered.

vii. Any member who by reason of legal incapacity, which is to say insanity, criminal liability, and/or bankruptcy shall upon proof of certification thereof cease to be a member of the Association.

1:1:7 GOVERNANCE:

The Executive Council

The officers of the association shall be referred to as the National Executive Council and that such officers shall be the Chairman, the Vice-chairman, the Secretary, Assistant Secretary, the Treasurer, two other members who shall be

chairmen of the training committee and the accreditation committee and one ex-officio member.

The outgoing chairman shall subject to ratification by two thirds (**2/3**) of members present during the annual general meeting continue to serve as an ex-officio member for one year.

1:1:8 Duties of the Executive Council;

1. The Executive Council shall deal with the day-to-day issues of the association.
2. The council shall deliberate on the matters that have been passed by the sub-committees.
3. Shall be the policy organ for the association.
4. Shall review and ratify recommendations of the standing committees.
5. Shall formulate the agendas for the AGM.
6. Shall manage the Association's finances

7. Shall be the custodian of the Association's Assets.

8. Shall be responsible for the creation of a secretariat for running the day-to-day activities of the council.

1:1:9 Specific duties of the office bearers:

a. **Chairman:** Shall unless prevented by illness or other sufficient cause preside at the meetings of the council and all general meetings of the associations except at seminars and workshops when other individuals may be appointed to preside. He shall report at the annual general meeting on the activities of the association for the preceding year.

b. **Vice-Chairman:** Shall perform the duties of the chairman in his/her absence.

c. **Secretary:** Shall deal with all the correspondences of the Association under the general supervision of the council. In case of urgent matters where the council

cannot be consulted, the secretary shall consult with any two council members.

He/she shall record the proceedings of all meetings of the Association and produce the minutes.

He/she shall also circulate the agenda.

d. **Assistant Secretary:** Shall perform the duties of the secretary in his/her absence.

e. **Treasurer:** Shall receive and disburse monies under the direction of the council. He/she shall issue receipts for all the monies received and preserve payment vouchers for auditing. The council shall determine the preparation and authorization of payment vouchers.

The treasurer shall be responsible to the council and members in keeping and preserving proper books of account and availing the same for inspection whenever required to do so.

1:1:10 Meetings of the Association:

The following shall be categories of meetings;

- a. Annual General Meeting
- b. Extra-Ordinary Meeting

- c. Social Meeting
- d. Specific Meeting

1:1:11 Meetings of the Council:

The council shall hold regular meetings; at least once every six (6) months subject to review as need may arise. There may be special council meetings as need may arise.

1:1:12 Standing Committees of the Council;

The Council shall form the standing committees namely

-Publicity, Training and Fundraising

-Accreditation and Standards to handle delegated responsibilities to finer details. Each sub-committee shall have three members, one drawn from the National Executive Council while the other two members shall be co-opted from the membership.

1:1:13 The Annual General Meeting:

The Annual General Meeting of the association shall be held not later than September each calendar year at a venue

to be decided by the council. Notice, in writing of such annual general meeting shall be sent to all members not less than twenty one **(21) days** before the meeting and where applicable by press advertisement, not less than fourteen **(14) days** before the date of the meeting.

All paid up members who are eligible to vote shall attend the annual general meeting.

1:1:14 The Agenda for the Annual General Meeting:

- i. Confirmation of the minutes of the previous Annual General Meeting.
- ii. To receive the report of the council and statement of accounts.
- iii. To elect chairman, vice-chairman. Secretary, assistant secretary, treasurer and two other members to constitute the council every two years.

- iv. To ensure motions with due notice of a minimum of twenty one **(21) days** have been given to the secretary in writing
- v. To decide on subscriptions and payments required.
- vi. To consider audited financial accounts.
- vii. To appoint auditor for the coming year.

1:1:15 Procedures at Meetings:

- a. At all meetings of the Association, the chairman, the vice chairman or in the absence of both officers, a member selected by the meeting shall take the chair.

- b. All business of the Association at the general meeting shall be decided by simple majority of votes properly recorded at the meeting.
- c. In case of equality of votes, the chairman shall order seconder casting votes.
- d. If within an hour from the time elected for the general meeting to start, quorum is not achieved, the meeting shall dissolve. It shall stand adjourned to the same date in the following month.
- e. At such a meeting, if a quorum is not achieved, those present shall form a quorum.
- f. **Quorum for the Council meeting:** Two third (2/3) or 4 of voting members whichever is more shall constitute a quorum for any duly called meeting of the council.

g. Quorum for the Annual General Meeting: One third (1/3) Or 30% of the voting members shall constitute a quorum at an Annual General Meeting.

1:1:16 Extra Ordinary Meetings:

Extra ordinary meeting shall be called at the discretion of the council.

1:1:17 Special Annual General Meeting:

Special annual general meeting may be called at the written request of **one third** (1/3) of the paid up members of the Association. The meeting shall thus be called within **28 days** of the request.

1:1:18 Social and Scientific Meetings:

The Association shall hold meetings, workshops. Seminars, conferences and continued education sessions

at venues to be decided by the council or its appointed committees.

1:1:19 Financial Regulations:

- I. The revenue of the Association shall be derived from member's subscriptions, registration fees, gifts, donations, sponsorships, fundraising and income from investments.
- II. The Association shall operate bank accounts within the republic of Kenya.
- III. There shall be three signatories- the treasure, the chairman, the secretary or any other member of the council.
- IV. The funds shall be appropriated to promote the objectives of the Association.

1:1:20 Branches:

Branches of the association may be formed in various counties in Kenya with the approval of the council and the

registrar of societies and will adopt the same constitution as that of the headquarters.

1:1:21 Election of office bearers and voting procedures:

- I. Election shall be by nomination, acclamation, show of hands or secret ballot.
- II. Office bearers shall be elected every two years and the incumbents shall be eligible for re-election with the exception of the chairman who will serve for a maximum of two consecutive terms only.
- III. Every question to a meeting shall be decided in the first instance by show of hands or by poll. In case of any equality of vote, the chairman shall on both occasions have a casting vote in addition to the vote that he/she is a member.
- IV. At a general meeting, unless a poll is demanded by at least two members present, a declaration by chairman that a resolution has been passed and entry to that effect in the minutes of the proceeding shall

be sufficient evidence of the fact without proof of the number of the proportions of the votes recorded in favor or against the resolution.

- V. Any member of the association who cannot attend any meeting may appoint another full member as a proxy to vote in his place. A proxy so appointed should furnish the secretary with the letter of appointment dully signed by the member for whom he/she is to act as a proxy before the meeting. A proxy so appointed shall carry only one letter of appointment. A member shall only be allowed to appoint one proxy.

1:1:22 Amendments to the Constitution:

The constitution shall not be amended except by resolution passed at a general meeting and by vote of **two thirds** (2/3) of the subscribed members at annual general meeting or an extra ordinary meeting.

1:1:23 Dissolution:

The Association shall not be dissolved except by a resolution passed at a general meeting of the members and by vote of two thirds of the subscribed members. The

quorum at such a meeting shall be **two thirds** (2/3) of the subscribed members and if no quorum is attained, the proposal to dissolve shall be submitted to a further general meeting which shall be held one month later.

Notice of the meeting shall be given to all members of the association at least **fourteen** (14) days before the date of the meeting.

The quorum of the second meeting shall be the number of members present.