



## **CONSTITUTION**

### **1. PREAMBLE**

The Association of Kenyans in Norway (*henceforth referred to as AKIN*) is a welfare organisation registered in the Norwegian Brønnøysund Register (Organisation number 996 516 601).

AKIN endeavours to promote, sustain and enhance the welfare of its members.

### **2. VISION**

A friendly and welcoming environment for Kenyans and friends of Kenya living in Norway.

### **3. MISSION**

To bring together Kenyans residing in Norway either permanently or temporarily to create a strong network that serves to realize the stated objectives of the association.

### **4. KEY OBJECTIVES**

- a) To encourage Kenyans in Norway to participate in activities that foster inclusiveness, togetherness and good relations among Kenyans in Norway.
- b) To encourage Kenyans in Norway to be active in AKIN by expressing their views and playing an active role in AKIN`s activities.
- c) To help Kenyans gain a greater understanding and respect for their own culture and those of others by engaging in programmes that reflect the principles of equality, diversity and good relations.
- d) To promote social and cultural integration between the Kenyans in Norway and Norwegians.

- e) To establish, facilitate and maintain structured engagement between the Kenyan diaspora in Norway and the Kenyan Embassy in Stockholm.
- f) To promote and enhance Kenya's positive image among Kenyans and Norwegians.
- g) To nurture and cultivate leadership skills among young members of AKIN so as to ensure that the association is sustainable in the future.
- h) To generate income for the association
- i) To identify projects/ activities in Kenya which the association can collectively support.
- j) To promote the general welfare of all its members.

## **5. MEMBERSHIP**

Anyone resident in Norway, with an interest in Kenya and has fulfilled the following criteria qualifies for membership:

- a) He/ she has paid the annual membership fee which is NOK 250. This fee will be reviewed every two years by the AKIN board and is subject to change.
- b) Paid-up members of KESAN (Kenyan Students' Association in Norway) automatically become members of AKIN and can participate in all its activities and programmes. This is subject to review every two years in the AGM by AKIN members. KESAN board has to submit the list of its members to AKIN by April 30<sup>th</sup> every year. KESAN members shall not have voting rights in AKIN.
- c) In cases where members have lost members of their families, AKIN will lend support by informing fellow Kenyans and organising fund-raisers where possible. Fund-raisers will be limited to the loss of close family members which in this case include, parents, siblings and children only.

### **Expected conduct of an AKIN member**

- a) AKIN members shall act in accordance to the laws of Norway and Kenya
- b) Members shall not transact on behalf of AKIN without the knowledge of the Board
- c) AKIN members should withhold the AKIN values of good conduct and represent AKIN in good light to others

## **6. TERMINATION OF MEMBERSHIP**

The Board of AKIN will have the constitutional right to terminate membership of any member found to be undermining the interests and tenets of the association.

- a) All cases will be considered independently
- b) Such members will receive at least one written warning

- c) Any paid-up membership fee will not be refunded in all cases where membership has been terminated
- d) Such a member may be allowed to retain his/her membership after a written apology to the Board and on the understanding that such conduct will not be repeated. The decision to readmit the member into the association will be made by the Board.

## **7. AKIN Board operations and procedures**

- a) Members of the AKIN Board shall not be responsible (individually or collectively) for any of AKIN's debts, liabilities or obligations. The AKIN Board will endeavor to keep a clean record of its finances. Regular monitoring will be done with the office of the Treasurer and accounts presented to the members each year at the AGM. Members have the right to ask for current financial status at any other time during the year.
- b) The accounts of AKIN will be under the office of the Treasurer in close collaboration with the office of the Chair
- c) There will be three signatories to the AKIN account with any two signing together on behalf of AKIN
- d) The AKIN Board should meet at least four times a year. Extraordinary Board meetings can be called if and when necessary. If the circumstance so dictate, AKIN Board meetings can be held via virtual participation. A member who misses 3 consecutive meetings without duly informing the Board of their absence will no longer be considered and member of the Board.
- e) No resolution may be made at a meeting unless a quorum is present at the time of passing the resolution. At least 50% of the AKIN Board paid-up members constitute a quorum. For voting purposes KESAN members will not be considered as paid-up members of AKIN and will therefore not contribute to the quorum.
- f) The Board will have the power to suspend/exclude any member who is in breach of the rules and guidelines of the Association.
- g)

## **8. The roles Board Members/ Offices**

AKIN will be governed by an Executive Board which will be elected by paid-up members once second year. The duties of the Board Members are stated below:

### **Chairperson/ Vice Chairperson**

The persons holding these offices will have the following duties:

- a) Oversee the daily running of the association

- b) Represent AKIN officially in other forums or appoint a representative
- c) Arrange and chair Board meetings
- d) Preside at functions organized by AKIN or appoint a representative
- e) Ensure, in consultation with the Secretary, that the agenda of meetings is distributed in advance
- f) Liaise with the Treasurer regarding the finances of the organization
- g) Act as a spokesperson for the association but always in close consultation with the Board
- h) Ensure that the various committees execute their assigned duties on time
- i) work closely with the Board to ensure the smooth operation of the organisation

The vice chairperson as the deputy leader of AKIN shall actively support the chairperson in all his/her duties. The vice chairperson shall preside at all meetings and functions that the chairperson cannot attend.

#### **Treasurer/Vice Treasurer**

The Treasurer shall handle all dues, accounts and keep a record of membership. The Treasurer shall also oversee and present budgets, accounts and financial statements to members. The treasurer shall liaise with a designated signatory committee (*comprising the Chairperson and Vice chairperson*) on all financial matters.

#### **Secretary/ Vice Secretary**

The Secretary shall ensure meetings are effectively organized and minuted, maintain records and rule observance at stated meetings.

The Secretary shall make sure that quorums are reached and observed at every meeting.

#### **Recruitment and welfare coordinator**

- 1) Coordinate recruitment of members into AKIN
- 2) Follow up on the welfare of AKIN members
- 3) Define and ensure benefits to members of AKIN to ensure current members get the value they expect from the organization and make AKIN attractive to others who have not joined AKIN
- 4) Oversee any projects that AKIN will have to improve the welfare of members

#### **Events Coordinator**

The Events Coordinator is the chairperson of the Events Committee whose duty is to organize and coordinate AKIN's events. He/she will be supported by members of the Board but may recruit other ordinary members to assist when necessary.

#### **Communications coordinator**

The Communications Coordinator shall:

- 1) Make sure that the website is up to date
- 2) Maintain the AKIN social media pages
- 3) Manage the AKIN contact list
- 4) Responsible for communication between AKIN and other bodies in collaboration with the Chairperson

#### **Students Representative**

The Chairperson of the Kenyan Students Association in Norway (KESAN) shall automatically become a member of the AKIN board to ensure coordination between KESAN and AKIN.

#### **Board/Committee Members**

The executive Board may elect three members not on the AKIN Board who shall also act as a special advisory committee and whose roles shall include attending Board meetings and providing counsel to the organization's officers.

#### **Honorary Members**

Honorary membership may also be extended by the Board to any other person who is deemed to have the capacity to contribute to the advancement of AKIN's aspirations.

### **9. Annual General Meetings (AGM)**

AKIN shall hold an AGM during the first three months every year during which the activities will be reviewed, and new ones presented and planned. Notice of the AGM will be communicated to members 21 days in advance. 50% of the members constitutes a quorum at the AGM.

A new executive board shall be elected every second year during the AGM. During the elections, members may vote by proxy. Vacant positions between elections will be filled either by appointment or at a subsequent AGM.

## **10. Election Process**

- a) The AKIN Board will appoint an Election Committee comprising 3 members which will have overall responsibility for conducting the elections. The Election Committee will vet all candidates to ensure that their ethos tallies with that of the association. Members of this committee will exercise total impartiality in the electoral process
- b) Only paid-up members of AKIN members shall be eligible to vote at elections
- c) Board Members will be elected by a simple majority vote of eligible members of AKIN present
- d) The Chairperson of the Electoral Committee will announce the names of candidates who wish to stand for elections
- e) The voting will be done by secret ballot to be collected and tabulated by the committee. Where numbers are manageable, voting shall be held by a show of hands
- f) The results of the elections will be announced by the Chairperson of the Electoral Committee
- g) The Electoral Committee will liaise closely with the outgoing and the incoming Boards to ensure a smooth, amicable and efficient transition
- h) A candidate who either uses financial incentive to get votes or behaves in any way deemed to be unfavorable to the interests and vision of the association will not be able to contest for any position on the AKIN Board.

## **11. AKIN's Finances, Management and Payments**

AKIN holds a separate bank account in its own name "Association of Kenyans in Norway". The AKIN account can be used for any activity falling within the objectives of AKIN and the approved activities. AKIN shall make available financial statements to all members on a yearly basis. The Chair, the Treasurer and the Secretary shall be the signatories of the AKIN account. Each financial transaction must be signed by at least two of the above office holders.

The finances of AKIN will be audited by an independent auditor selected by the Board. Where funds do not allow for the selection of an independent auditor, the accounts will be presented to the Board for approval before being presented to the members of AKIN at the AGM.

AKIN shall finance activities by the following means:

- a) Membership fees
- b) Private and public organisations selected by AKIN
- c) Activities/ Events organised by AKIN

**As on 25 August 2016**