

CONSTITUTION OF KENYAN AMERICA ASSOCIATION

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Approved additions and amendments March 2022

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1.0 ARTICLE ONE - PREAMBLE

We, Kenyans, while recognizing that we are very far away from our homeland and that there is a need for healthy social interaction for ourselves and our children and other members of the communities within which we live, and that there is a need for us to support one another during good and hard times, and that “Umoja ni Nguvu”- there is strength in unity, do hereby adopt this document as our regulations and guidelines or constitution on this **16th day of April, 2016.**

2.0 ARTICLE TWO - NAME

The association shall be called the “Kenyan American Association (KAA),” hereafter referred to as ‘the association’ or KAA. This is a 501 C (4), non-profit organization.

3.0 ARTICLE THREE – GOALS

- 3.1.** To foster unity among Kenyans and other communities.
- 3.2.** To develop a caring and nurturing community.
- 3.3.** To enhance the welfare of the community.
- 3.4.** To empower the communities within which we live financially and socially.
- 3.5.** To promote constructive and unique cultural values of Kenyans among members, their children, and the wider community.

4.0 ARTICLE FOUR - OBJECTIVES

- 4.1.** To establish an account that will be used to support members of KAA in times of bereavement
- 4.2.** To create a reserve fund administered by Trustees, elected by the KAA membership.

5.0 ARTICLE FIVE – ACTIVITIES

- 5.1. Organize and participate in social gatherings as deemed necessary. Celebrate birthdays, weddings, and graduations as needed.
- 5.2. Gather during funerals to comfort the bereaved in their home.
- 5.3. Participate in other social and cultural activities, such as sports, cultural dances, poetry, music, storytelling, and talent shows.
- 5.4. Jointly celebrate holidays.
- 5.5. Meet periodically as will be determined by the committee, or in case of an emergency.

6.0 ARTICLE SIX – MEMBERSHIP

- 6.1. Membership shall be open to all Kenyans who identify with the goals and objectives of the association and shall be by referral only.

7.0 ARTICLE SEVEN – MEMBERSHIP & REGISTRATION FEE

- 7.1. Membership fee shall be paid per family, per adult individual (or per a legally recognized dependent.)
- 7.2. A family shall comprise of a husband, wife and children below 18 years of age and legally recognized dependent(s).
- 7.3. The annual membership fee shall be agreed upon in every Annual General Meeting. The current amount of \$200 per individual annually and \$400 per family annually shall be the base amount. The base amount for youth members shall be \$50 annually. All registration and membership fees paid to KAA shall be non-refundable.
- 7.4. (a) New members shall pay membership fees, and a one-time \$100 registration fee.
(b) When membership lapses for a year, one must rejoin KAA as a new member, subject to registration fees.
- 7.5. It is the responsibility of members to renew their membership. However, the Chairman, Treasurer, and Secretary shall collaboratively remind individuals by email to renew their membership about two months to due date.

8.0 ARTICLE EIGHT – SUPPORT TO MEMBERS IN BEREAVEMENT & HARDSHIP

The association shall give support to any fully paid-up member in bereavement and hardship.

9.0 ARTICLE NINE - SUPPORT TO NON-MEMBERS IN HARDSHIP

9.1. The association may assist non-members at the discretion of the executive committee and concerned members.

9.2. The association will not utilize members funds to support a nonmember

9.3. The association will not be obligated to have a special general meeting to give support to a non-member.

10.0 ARTICLE TEN - BY LAWS

10.1 Borrowing KAA money for personal use shall not be permissible.

10.2 The constitution shall be revised and changed as needed by a two-thirds majority vote of present paid up members in a duly constituted meeting.

10.3 Depending on our financial situation, the benefits to members may be revised.

10.4 A by election shall be held: In case an office bearer passes away, resigns, or is dismissed. If members pass a vote of no confidence in any officer/s by two thirds majority of members present.

10.5 The services of an auditor shall be enlisted to audit the association's accounts periodically.

10.6 No alcoholic beverages or cigarettes will be served or used during meetings. Music will be family friendly and must not be vulgar.

10.7 Non-attendance of meetings: Members should be encouraged to attend meetings but, in their absence, they shall be bound by decisions made by members present at a duly constituted meeting.

11.0 ARTICLE ELEVEN -TRUSTEES:

These will be persons from the community with impeccable credentials and proven integrity.

11.1. Eligibility:

This shall include, but not limited to, that a trustee:

1. Be a paid up KAA member
2. Have no prior history of financial impropriety in handling any public funds including those of KAA
3. Candidacy should be proposed by a paid up KAA member.
4. All trustees shall be elected by the membership at a KAA General Meeting through secret ballot.
5. Must disqualify themselves from eligibility if their role will in any way constitute a conflict of interest or expose them to personal gain. A full disclosure shall be required in all instances with potential for personal gain.

11.2. Guidelines:

There shall be three trustees one of whom will be in charge as a managing trustee. They shall be co-custodians with KAA Executive Committee of members' surplus funds.

Their terms of reference shall be as follows:

11.2.1 Identify proven asset options, with supporting evidence to KAA EC.

11.2.2 Require that one of the Trustees be designated Secretary to keep meeting minutes and other important records and another to Treasurer to prepare required financial statements which are profit and loss statements, balance sheet and statements of cash flow.

11.2.3 Trustees shall serve for a period of two years. Thereafter, one trustee shall be replaced each year rotating the entire team in three years, starting with the Treasurer, Secretary and Managing Trustee in that order. At any given time, there shall be two old members for continuity.

11.2.4 Any Trustee can be recalled through a vote of 2/3 of the paid-up members present at a duly constituted meeting. Trustee members shall serve a maximum of five years and shall be ineligible for re-election for a minimum of two (2) years.

11.2.5 The Board of Trustees shall be the returning officers for all KAA general elections.

11.3. Reporting:

Trustees shall be required to:

- 11.3.1.** Provide detailed reports of the members required financial statements which are profit and loss statements, balance sheet and statements of cash flow to KAA EC in March and June. and give a report to the AGM. These reports shall be signed by the Chair, Treasurer and Secretary.
- 11.3.2.** Prepare all regulatory documents due to any governmental authority requiring them and present them to KAA EC for final coordination with governing agencies.

11.4. Assets Options:

Trustees may, with good reason, and with approval by the executive committee invest in any of the following assets:

- Stocks ● Shares
- Real Estate
- Mutual Funds
- Government Securities
- Bank CDs
- Any other investment deemed viable by Trustees and the KAA EC

11.4.1. Stocks & Shares:

- 1.0 This will be restricted to well researched, proven and financially sound companies on AMEX, NASDAQ, or NY stock exchanges, but not limited to these.
- 2.0 Over the counter (OTC) boards will be ineligible unless under extraordinary circumstances and detailed by the trustees with supporting evidence.

11.4.2. Mutual Funds:

- 1. Will be restricted to proven Mutual Fund companies
- 2. MF companies under investigation by the SEC will be ineligible.

11.4.3. Government Securities:

The following tend to have fixed returns and hence will form part of a diversified portfolio.

- i. Municipal Bonds

- ii. Treasury Bills
- iii. Index funds

11.4.4. Bank CDs:

Will invest in financially sound banks with high returns

11.4.5. Divestiture:

In the unlikely event of member requests for benefits exceeding available dollars, the trustees shall be expected to lead the effort of divesting from any particular asset which in their judgment will provide minimal loss to the KAA membership.

11.5. Dissolution:

Should KAA dissolve for any reason, Board of Trustees shall be expected to provide final determinations of all KAA assets. The Board of Trustees shall then handover to the KAA executive committee (EC), who shall follow the legal procedures that govern 501 C (4) organizations in the State of California.

11.6. Accounting Guidelines

11.6.1. The funds collected will be banked in KAA reserve funds account. Since this is a reserve account, the trustees shall be expected to follow strict guidelines in managing the account as laid down.

11.6.2. Any other monies raised by KAA will be managed by the KAA EC based on the General Accepted Accounting Procedure (GAAP).

11.6.3. The signatories for the Reserve fund account shall be The Managing Trustee and the Trustee Treasurer

11.6.4 The Reserve fund account shall be a money market account and all disbursements from the account shall be in the form of a check, signed by The Managing Trustee and the Trustee Treasurer.

11.6.5 There shall be no any form of electronic transfers or ATM transactions from the KAA Reserve Fund Account, under any circumstances.

11.6.6. Both accounts will be subject to an annual review by an independent accounting body.

12.0 ARTICLE TWELVE- ORGANS OF THE ASSOCIATION

The organs of the association shall be:

- 12.1.** The KAA General Assembly of KAA, shall be either a properly constituted Annual General Meeting or a Special General Meeting is open to all members. This shall be the highest organ of the association in terms of legislation and decision making. The Chairman shall preside over the affairs of this organ. In his absence, the 1st vice chairman shall chair. In the event that both are absent, the second vice chair shall chair the meeting. In the unlikely event that they are all absent then the members present shall elect a chairman for the interim session.
- 12.2.** The executive committee of KAA, shall be the administrative committee of the Association. Ordinary members shall elect this committee through secret ballot at an Annual General Meeting. The elected officials shall comprise of the chairman, first vice chairman, secretary, Assistant Secretary, treasurer, web manager and three (area representatives) other committee members and a youth/young adult representative. The outgoing chairman shall be the second vice chairman for a period of one term.

ELIGIBILITY OF OFFICE BEARERS

- 12.3 (a).** The chairman shall hold office for two (2) years. He/She shall be eligible for re-election for only one more two-year term and shall not be in office for more than four (4) years running.
- 12.3 (b).** All candidates for Chairman must be persons with a track record of membership of not less than four (4) years and who have demonstrated keen interest to the association including outstanding service to KAA.
- 12.4** The outgoing Chairman shall be ineligible for re-election in any other executive position for a minimum of two (2) years running.
- 12.5** On expiry of the term, the outgoing Chairman automatically becomes the 2nd Vice Chairman and serves for only one two (2) year term.
- 12.6** All other committee members with the exception of the 2nd Vice Chairman shall hold office for a period of two (2) years and be eligible for re-election for another two (2) year term.

13.0 ARTICLE THIRTEEN- DUTIES OF THE OFFICE BEARERS.

13.1(a) The secretariat is constituted by the Chairman, Secretary and Treasurer and shall be the collating, collecting, storing, and dispatching center for all KAA affairs. The day-to-day affairs of the secretariat shall be the responsibility of the chairman.

13.1(b) The executive committee shall help steer affairs of the secretariat and shall be responsible and be accountable for their decisions to the membership

13.1(c) The secretariat shall prepare annual budget and present to the committee and General Assembly for approval in March of every year using an approved format

13.2. Duties of the executive committee

1. The office bearers shall constitute the executive committee, hereafter referred to as “the committee.”
2. The committee shall meet before every General Meeting, or as need arises, to deliberate on and monitor the activities of the association and the welfare of members.
3. The committee shall organize General Meetings at least once every three months, or as need arises.
4. The committee shall co-opt individual members for specific tasks as needed.
5. Subcommittees shall be formed when the need arises.
6. Any proposed changes to the constitution by EC shall require 67% of all the committee members before presenting it to the General Assembly and a simple majority to pass other motions or resolutions.
7. A quorum of four office bearers shall be required for a meeting to take place.
8. With no quorum, the meeting will have to be rescheduled. The rescheduled meeting shall go on with or without quorum.
9. The KAA executive committee shall appoint a membership recruitment sub-committee, headed by a recruitment coordinator.
10. To pay benefits to bereaved members.
11. To leverage membership with access to services including but not limited to finance, travel, commodities, etc.
12. Any Executive Committee (EC) member that misses three (3) consecutive meetings without apology will be removed from EC by the General Assembly.

13.3 Other duties of the KAA Executive Committee will be as follows:

1. Communicate within 24 hours of a qualifying member requiring payout
2. Vet eligibility of member in question and determine benefits
3. Issue a check of appropriate amount to a qualifying member

13.4. Duties of the Chairperson

1. The chairperson or the 1st vice chair shall preside over all meetings of the association.
2. He/she shall be the representative of the association in all circumstances

13.5 In the event both are absent, including the second vice chair, and members present constitute a quorum, then the members present shall elect a chairman for the interim session. The interim session decisions are not binding unless approved by the General Assembly in a duly constituted meeting.

13.6. Duties of the Secretary: shall record and keep the minutes of all the meetings of the executive committee and the annual general meeting or special general meeting. He or she shall avail copies of all minutes to each member of the committee. Such minutes shall be made available within a fortnight of holding the meeting.

13.6.1 Send notice of all committee meetings to the members of the committee along with an agenda not less than 14 days before any such meeting, except for emergency meetings.

13.6.2 Send out notices of the annual general meeting, at least eight weeks before the date thereof. The Secretary shall send notice of any special general meeting not less than 21 days before the date thereof, except for emergency meetings.

13.6.3 Receive and reply to all correspondence on behalf of the association at the direction of the chair.

13.6.4 Execute all decisions of the committee meeting except where such are specifically designated in the meeting for action to another committee member.

13.6.5 Prepare and submit an annual report on the activities of the association at the annual general meeting and to the executive committee at all sessions.

13.6.6 Shall be the office administrator to the secretariat on behalf of the association.

13.6.7 In the absence of the Secretary, the Assistant Secretary shall act as Secretary to the Association.

13.6.8 Shall keep minutes of the year and shall hand them over to the chair at the end of the year.

13.6.9 Together with the Treasurer shall also be responsible for keeping a current register with names and addresses, e-mails, phone numbers and other details of all members of the association.

13.7 Duties of the Treasurer: shall be responsible for all the financial affairs of the association.

13.7.1 Receive all sums of money and non-monetary gifts and donations on behalf of the association.

13.7.2 Keep up to date books of accounts showing receipts and payments on behalf of the association and make presentations to the executive and the general assembly.

13.7.3 Shall be one of the bank signatories for the association funds, and he or she shall remain solely responsible for the association funds in the bank, and shall advise the committee on bank balances, withdrawals and deposits. All

bank statements shall be kept by the chairman

13.7.4 Shall liaise closely with the council on matters concerning the raising of funds for the association.

13.7.5 Shall liaise with the secretariat through the secretary on receipting, and petty cash administration in the secretariat office. He/she shall also see to the proper keeping of all documents for presentation to the auditor, and together with the auditor, to the preparation and presentation of the audited report to the annual general meeting.

13.7.6 The Treasurer shall be responsible for the association funds and shall remain solely responsible for the bank deposits and the custodial of the check books and funds in the bank and shall advise the committee on bank balances as provided by the chairman, withdrawals and deposits. Together with the secretary shall also be responsible for keeping a current register with names and addresses, e-mails, phone numbers and other details of all members of

the association

13.8. Duties of the Managing Trustee

1. To oversee the account of the reserve funds
2. To chair all meetings of the Board of trustees.
3. To coordinate formulation of policies and procedures of the Board of trustees
4. To submit financial information of the account to the executive committee every March, June and to the AGM

14.0 ARTICLE FOURTEEN- RESERVE FUNDS

14.1 The Fund is established for the following purposes

14.1.1 To be custodian of surplus funds from KAA

14.1.2 To purchase and take care of KAA assets

15.0 ARTICLE FIFTEEN- ELIGIBILITY OF MEMBERSHIP 15.1 Eligibility

15.1.1 Shall be any member who meets the basic requirements set forth by KAA and its statutes including:

15.1.2 Kenyans and people of Kenyan descent in diaspora

15.1.3 Membership fee shall be renewed by December 31st. After December 31st there will be a late fee (amount to be determined during the Annual General Meeting) but in the event that the AGM does not discuss the fee, the previous year's amount remains. The member who pays late shall wait for thirty (30) days after the renewal of membership to be eligible for any benefits. New members shall wait 90 days to be eligible for benefits.

15.1.4 Provide proof of relationship of immediate family member involved in the loss thereof. The proof being defined as: official certificate of death. (due to urgency faxed, emailed or short message service (sms) copies of burial permit may be submitted pending production of an official certificate of death). Any member who does not produce certificate of death within 3 months of the death shall lose membership. The beneficiary shall sign a document confirming receipt of benefits check.

15.1.5 Names of relatives must be on the registration form provided by the member at the time of enrollment. (The list of member details shall be kept confidential.)

15.1.6 Family members shall be limited to Spouse, Child, Siblings, Parents, and legally recognized dependents. Please see Appendix A for additional and specific criteria for eligible relatives

15.2 Financial Contributions

15.2.1 All fees shall be paid annually, in advance

15.2.2 Deadline is as stated in **15.1.3**

15.2.3 Manner of payment: KAA Website. In the event of technical difficulties, members shall contact the webmaster for assistance.

15.2.4 Single Membership

- a) The amount will be determined during the AGM. In the event that this article is not discussed, the previous year's amount will apply
- b) Online paying members shall receive an automated receipt from KAA

15.2.5 Family Membership

- a) The amount will be determined during the AGM. In the event that this article is not discussed, the previous year's amount will apply
- b) Online paying members shall receive an automated receipt from KAA

15.3 Benefits:

15.3.1 This will be in the event of loss of a member or qualifying family member

15.3.2 Qualifying events and exclusions are specified in Appendix A

15.3.3 The KAA Chairperson (or designee) together with other KAA official(s) shall visit the family in question. Other KAA members shall also visit as specified in the KAA constitution.

15.3.4 The Association shall present a single check of the agreed upon amount to the grieving family

15.3.5 The association shall continue to seek more resources which will benefit its members.

15.4 Loss of Life

15.4.1. Death of a Member

- i. KAA will collaborate with the family in funeral arrangements
- ii. KAA will assist the family to organize a fundraiser
- iii. KAA will contribute \$8000 to the family or agreed amount at the previous general meeting.

- iv. In the event of the loss of a KAA member, each KAA member will contribute an additional \$50 submitted electronically to KAA.
- v. Failure to contribute the \$50 per bereavement the member will lose benefits

15.4.2. Death of a Member's Spouse or Child

- i. KAA will collaborate with the family in funeral arrangements
- ii. KAA will assist the family to organize a fundraiser
- iii. KAA will contribute \$4000 to the family or agreed amount at the previous general meeting.
- iv. In the event of the loss of a family member, where there are multiple members the family will determine who receives the check on their behalf.
- v. In the event of the loss of a family member, each KAA member will contribute an additional \$30 submitted electronically to KAA.
- vi. Failure to pay the \$30 within 5 days of notice to commence deductions, a penalty of \$30 will be charged, making it a total of \$60 for that occurrence. If the stipulated total amount is not paid within 30 days, a member will lose benefits and will not be allowed to renew membership.

15.4.3. Death of Sibling

- i. KAA will contribute \$4000 to the family or agreed amount at the previous general meeting.
- ii. If a sibling is also a member, they shall receive benefits as laid out in section 15.3.4
- iii. In the event of the loss of a family member, each KAA membership will contribute an additional \$30 submitted electronically to KAA.
- iv. Failure to pay the \$30 within 5 days of notice to commence deductions, a penalty of \$30 will be charged, making it a total of \$60 for that occurrence. If the stipulated total amount is not paid within 30 days, a member will lose benefits and will not be allowed to renew membership.

15.4.4. Death of Parent

- i. KAA will contribute \$4000 to the family or agreed amount at the previous general meeting.
- ii. In the event of the loss of a family member, each KAA membership will contribute an additional \$30 submitted electronically to KAA.
- iii. Failure to pay the \$30 within 5 days of notice to commence deductions,

a penalty of \$30 will be charged, making it a total of \$60 for that occurrence. If the stipulated total amount is not paid within 30 days, a member will lose benefits and will not be allowed to renew membership.

15.4.5. Benefit limitations

- i. Limited to family as explained in appendix “A”

15.4.6. Fraudulent Claims

- i. Any attempt to provide false information for purposes of obtaining benefits by false pretenses will be considered fraud and reported to law enforcement.
- ii. KAA will make every effort to recover its members’ funds.
- iii. Members guilty of fraud will be excluded for life from any further participation.

16.0 ARTICLE SIXTEEN- YEAR END BALANCE:

Unspent funds will be held in reserve account managed by the Trustees.

17.0 ARTICLE SEVENTEEN: IMPLEMENTATION GUIDELINES

This constitution will be subject to review by the members as need arises.

18.0 ARTICLE EIGHTEEN- ADOPTION OF THE CONSTITUTION

This constitution document overrides all previous versions.

APPENDIX A

- 1) Family members shall be limited to
 - a. Spouse – member must provide evidence of marriage
 - b. Child – member must provide a birth certificate or passport
 - c. Sibling – must be from the same parents.
 - d. Parents – limited to actual biological parents
 - e. Legal dependents

2) The following are qualifying events a.

Death of member

b. Death of persons qualifying under 1) above

Exclusions

1) The following events do not qualify for member benefits a.

Death of non-member

b. Death of in-laws

c. Death of stepparent

d. Death of step sibling

Date of approval: March 27th, 2022

Signatories:

Name	Signature	Date
Ondieki Gekara Chairman-KAA		<u>3/27/22</u>
David Kithuku Secretary- KAA		<u>3/27/22</u>
Mary Juma Treasurer- KAA		<u>3/27/2022</u>

ARTICLE NINETEEN: APPENDIX

HISTORY OF THE CONSTITUTION DOCUMENT

19.1. Statement of the persons who wrote the first constitution document in 2003:

We, the Constitution Taskforce, do hereby declare our job done in good faith to the best of our abilities, resources, and time that was available, and ask the members to ratify and adopt this as the association's constitution.

Chair: Marvin Ochieng Opiyo

Members: Prisca Oendo, Dixon Anjejo, Chweya Masongo, Ayuka Oendo, and Dan Oluoch Nyabilo

19.2. Review of the constitution in October 2006.

After two years of using the initial constitution, some members had asked that the document be reviewed and streamlined to reflect workable organizational realities. In response, the committee asked for written proposals from members. A general meeting on August 27, 2006 held in the home of Dr. Omari Onyango in Victorville authorized the Executive Committee to use submitted proposals to review the constitution. The committee set up a sub-committee comprising Godfred Masinde, Mishael Ondieki, and Leo Juma to compile the proposals and present a draft for discussion and amendment. The subcommittee for constitution amendment presented their report for discussion. The whole committee discussed the draft and decided on changes by majority vote.

Chair: Omari Onyango

Members: Godfred Masinde, Ayuka Oendo, Mishael Ondieki, Ochieng Opiyo, Leo Juma, Irene Oduor, and Emily Ndlela.

19.3. Review of the Constitution in March 2015

After several years of using the revised constitution, it became apparent that another review was necessary. The KAA executive committee selected a sub committee to review the existing constitution and propose amendments. The subcommittee consisting of Dr. Omari Onyango, Mary Juma and Mishael Ondieki presented their report for discussion. The draft was presented to the EC on March 8, 2015 for review.

Thereafter, the draft was presented to the KAA membership at a specially convened General meeting on March 29th 2015 for adoption.

19.4. Review of the Constitution in March 2015

During the March 29, 2015 General meeting, the General Assembly recommended several revisions to be done to the draft constitution. The revisions were performed by the Executive Committee and the constitution presented back to the General Assembly at a specially convened General meeting on July 26, 2015 for approval. The Executive Committee constituted of Omari Onyango, Timothy Muli, Susan Anguka, Mishaël Ondiek, Mary Juma, David Kithuku, Lydia Nyaga, James Makau, Silas Ndonge, and Florence Munyao. The KAA constitution was approved on **July 26, 2015 at 4:58 pm.**

19.5 Adoption of 2016 Amended Constitution in March 2018

During the March 25, 2018 General meeting, the General Assembly adopted several revisions made to the 2016 constitution. The executive committee consisted of Susan Anguka, Anastasia Black, Jemimah Onyango, Nella Juma, David Kithuku, Mary Juma, Peter Mwiti, Selyne Audi, Lydia Kamau. Omari Onyango moved to accept and formalize the adoption of the 2016 constitution, Gwaro Onyango seconded. All in favor say I, people said I and raised their hand. Majority approved no one opposed.

19.6 Correction of 2016 Amended Constitution in November 2018

During the November 18, 2018 General meeting, the General Assembly amended the approved and amended constitution. The executive committee consisted of Susan Anguka, Anastasia Black, Jemimah Onyango, Nella Juma, David Kithuku, Mary Juma, Peter Mwiti, Selyne Audi, Lydia Kamau. Amendments include Article 2 and 11.5 correcting KAA written nonprofit status from 501 c (3) to a 501 c (4), and Article 15. The Article 15 amendment increases the bereavement award to \$4000 for a KAA family member. In the event of a death KAA membership will contribution of \$20 per death and an award of \$8000 if the KAA member dies, in the event of a death KAA membership will contribution of \$50 per death. Article 15.1.3 changed grace period from 60 days to 90 days.

19.7 Amendment of March 2018 Adopted Constitution

During the August 31st, 2019 Executive Committee meeting the following changes were presented for AGM adoption. The executive committee consisted of Susan Anguka, Anastasia Black, Jemimah Onyango, Nella Juma, David Kithuku, Mary Juma, Selyne Audi, Lydia Kamau, Phillip Owour. Amendments to be presented to the AGM, 1. Cap membership to 200 members 2. When a member loses membership or is suspended for any reason, he or she must be reintroduced by an existing member of the association and must be approved by two thirds majority members in AGM 3. Introduce a waiting list of membership when cap is reached and if there is an opening, a new member/s must be approved by a two thirds majority vote in an AGM. 4. Amend constitution Article 15.1.4 to read, “proof of death-a burial permit or official certificate of death”. Delete word, “Sworn affidavit”. instead of the following 15.1.4 Provide proof of relationship of immediate family member involved in the loss thereof. The proof being defined as: official certificate of death (due to urgency faxed, emailed or sms copies may be ok). The beneficiary shall sign a document confirming receipt of benefits check.

19.8 Amendment of March 2018 Adopted Constitution

During the November 17, 2019 Executive Committee meeting the following changes were presented for AGM adoption. If one does not bring a death certificate, one will cease to be a member. In article 6.1 we added that membership is by referral only and removed 6.2 Associate membership shall be open to any non-Kenyans who ascribe to the goals and visions of the association and 6.3 Associate member may not hold elected office. In section 7.4 b “When”, “or more” was removed and “one must” was added for the sentence to read “When membership lapses for a year one must rejoin KAA as new members, subject to registration fees.” Section 11.2 amended the number of trustees from five to three. section 11.2.3 was amended one trustee shall be replaced each year rotating the entire team in three years instead of five. Section 11.6.3 removed the KAA Treasurer as a signatory for the Reserve fund account. Section 12.3 (a). added “she” to sentence regarding pronoun of the chairman and removed the word “only” when stating how long the chairman can hold office. The second sentence removed the word “two” before the word term to explain how long a term is. Section 13.1 (a) amended the day-to-day affairs of the secretariat to be the responsibility of the chairman and not the secretary. Section 13.6.3 added “at the direction of the chair” so the sentence reads “Receive and reply to all correspondence on behalf of the

association at the direction of the chair.” Section 13.6.8 removed “be the custodian of the official documents of the Association from the end of the sentence and added that the secretary “Shall keep minutes of the year and shall hand them over to the chair at the end of the year.” Section 15.3.5 added shall continue to seek more resources which will benefit its members and removed avails the opportunity of life/bereavement insurance coverage to her members, she shall continue to seek for more benefits. so, the sentences read “Whereas the association shall continue to seek more resources which will benefit its members. Section 15.4 removed the word “family” when describing the deceased member, family was replaced by “KAA”. Section 15.4.2 iv. added “where there are multiple members” so the sentence reads in the event of loss of a family member, where there are multiple members the family will determine who receives the check on their behalf. Added a vi to section 15.4.2 which reads vi. Failure to contribute the \$20 per bereavement the member will lose benefits.

19.9 Amendment of November 2019 Adopted Constitution

During the August 15, 2021 General meeting, the General Assembly approved amendment of constitution in sections 15.4.2 (v) replaced \$20 with \$30 and added section (vii) Failure to pay the \$30 within 5 days of notice to commence deductions, a penalty of \$30 will be charged, making it a total of \$60 for that occurrence. If the stipulated total amount is not paid within 30 days, a member will lose benefits and will not be allowed to renew membership. Replaced 15.4.3 (iii) \$20 with \$30 and added section (iv). Section 15.4.4 (ii) replaced \$20 with \$30 and added section (iii). The executive committee consisted of Susan Anguka, David Kithuku, Sellyne Audi, Norberth Momanyi, Ondieki Gekara, Patrick Munyao, Mary Juma, Mishael Ondieki, and Phillip Owuor.