ACCOUNTABILITY

AND

TRANSPARENCY

PARTY

(ATP).

PARTY CONSTITUTION

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# PREAMBLE

##### We, the members of Accountability and Transparency Party-

##### ACKNOWLEDGING the power within us and our supreme responsibility to push for the liberation, unification and development of Kenya and Africa at large:

##### HONOURING those who heroically struggled to bring freedom and justice to our land Kenya and Africa at large right from ~~the~~ slavery, colonialism and even during this neocolonialism phase:

##### PROUD of our ethnic, cultural and religious diversity as people of Kenya and Africa at large and determined to live in peace and unity as one indivisible sovereign people and party:

##### RESPECTFUL of our environment and natural resources which is our heritage, and determined to sustain it for the benefit of future generations:

##### COMMITTED to the liberation, unification, nurturing and protecting the well-being of the individual, the family, communities, the nation and the continent at large:

##### RECOGNISING the aspirations of all Kenyans and Africans at large for accountable and transparent government based on the essential values of servant leadership, human rights, equality, freedom, real democracy, social justice, Pan-Africanism and the rule of law:

##### EXERCISING our sovereign and inalienable right to determine the form of governance of our country and having participated fully in the making of this Constitution:

##### ADOPT, ENACT and give this Constitution to ourselves and to our future generations.

##### NIMBLE: Easily adjust and react to change.

SUSTAINABILITY: Adopt emerging technologies and innovative ideas for sustainability, equity, e.t.c

# CHAPTER ONE: INTRODUCTION

## Article 1: Party name and abbreviation

##### The party name is Accountability and Transparency Party

##### Party Name abbreviation is ATP

## Article 2: Party logo

* 1. Feather pointing smartboard: The smart transparent board (~~desktop~~)laptop symbolises our commitment towards digitization ~~as a means~~ to ensure accountability, transparency and above all efficiency in service delivery to the people of Kenya

Article 3: Party symbol

1. The Feather: Symbolising our appreciation and recognition of our history. It shows our commitment as a party to rewrite our history as a nation and a continent. A history full of sadness, betrayal, ~~oppressed~~opression, discrimination, slavery and colonialism into a brighter, greater, prosperous nation and a continent where all men and women, young and old, able and disabled are equal before the law and get equal and fair treatment with dignity and respect.

Article 4: Party slogan

* 1. The party slogan is “Pamoja Twaweza”, Together We Can

Article 5: Party colours

* 1. Red: To symbolize our bloody past and the blood of our ancestors that was split ~~in order~~ for Kenya, ~~and~~ Africa and black people to gain their independence even though such independence still remain on paper as Africa still being controlled through neocolonialism.
  2. Green: Symbolizes our commitment to agriculture ~~as a means~~ to free our people from hunger and equally our commitment to preserve our natural heritage by making Kenya greener and ~~advocate~~advocating for green emissions so ~~as~~ to curb ~~the~~ global climatic challenge.
  3. Blue: The blue colour symbolizes our commitment to effectively and efficiently use our natural water resources ~~both the ocean, lake and river as we~~ to promote and advocate for a blue economy for the benefit of our people. We commit to safeguard and protect water catchment areas.
  4. White: Symbolizes our intentions to use peaceful means where applicable to attain our vision, mission and objective as a nation. This is why we have chosen the ballot revolution and to champion for the change of our people through the ballot.

##### Black: ~~The~~ Black symbolizes our identity as a people and our commitment to fight for the welfare of every black person within or outside Kenya. We will forever stand in solidarity with black people, their sorrows will be our sorrow by embracing the Ubuntu spirit of "I am because you are" and "touch one, touch all". We won't support any law or policy that will oppress, humiliate or discriminate people in whatever form ~~in~~it may present itself. ~~Theblack~~it equally symbolizes the power of us as a people and that we shall use it for the benefit of ourselves as a people.

## Article 6: Party objectives

**Food Security**: To ensure that every Kenyan has access to sufficient, safe, and nutritious food at all times, thereby eliminating hunger and malnutrition.

**Shelter**: To provide affordable and decent housing for all Kenyans, ensuring that every citizen has a place to call home.

**Health**: To guarantee universal health coverage, ensuring that every Kenyan has access to quality healthcare services without suffering financial hardship.

**Education**: To provide sustainable, quality, inclusive, and equitable education for all, thereby fostering lifelong learning opportunities for Kenyans.

**Employment**: To create sustainable job opportunities and promote decent work for all, thereby reducing unemployment and underemployment.

**Industrialisation**: To promote inclusive and sustainable industrialisation, fostering innovation and increasing Kenya’s share of global manufacturing.

**Accountability and Transparency**: To ensure that all public officials and institutions are accountable for their actions and decisions, promoting transparency ~~in~~ and good governance.

**Unity and Equality**: To foster unity among all Kenyans, promoting social cohesion and mutual respect, and ensuring equality and non-discrimination on any grounds.

Champion the integration of digital practices: ~~The~~ Accountability and Transparency Party will champion the integration of digital practices into all aspects of our party operations and, if elected, into government ~~governance. into all aspects of our party operations and, if elected, into government governance~~. This is to ensure, Improved efficiency and accessibility, Increased citizen participation and Reducing corruption.

~~The~~ Transparency: Accountability and Transparency Party champions a government truly of the people, by the people, and for the people, built on a foundation of progressive ideals, accountability, and transparency.

## Article 7: Party vision

##### A ~~totally~~ liberated, ~~totally~~ united and developed country in a continent where the welfare of our people is the supreme law.

## Article 8: Party mission

##### ~~To win elections and form a government~~. To provide a platform where the youth can always come together, air their views and be involved in governance for their own future thus ensuring sustainable progressive governance.

## Article 9: Party principles

##### Ethical Principle

##### The Principle of Autonomy: Personal Freedom

##### The Principle of Justice: Equity and Fairness to everyone

##### The Principle of Veracity: Truthfulness with the people

##### The Principle of Fidelity: Loyalty to the nation, party and the people

##### Accountability and Transparency to/with everyone.

##### Integrity: No to Corruption

## Article 10: Party values

##### Pan-Africanism

##### Ubuntu

##### Solidarity

## Article 11: Party address

##### The party head office physical address is 1445-0100,Nelson Mandela Court,House No.3,Mwai Kibaki Road,Embakasi East,Utawala-Nairobi

## Article 12: Party website

##### <https://atp-party.vercel.app/>

## 

## Article 13: Origin of the party

##### The Accountability and Transparency Party had its origins in:

##### The aspirations of the Kenyan youth, peasants and workers(proletariat) for a decent, secure, dignified and constructive way of life for all.

##### The recognition by the youth, peasants and proletariat(workers) of the necessity for a political voice to take forward their struggle against the excesses, injustices and inequalities of capitalism.

##### The commitment by the Kenyan youth, peasants and workers to the creation of a liberated, united, developed and conscious Kenya and Africa at large

##### The urgent need for servant Pan-African leadership, accountable and transparent to the people of Kenya and Africans at large

## Article 14: Party philosophy

##### Philosophical Consciencism

## Article 15: Party ideology

## MISSING

## CHAPTER 2: MEMBERSHIP

## Article 16: Eligibility

* 1. Must be a citizen of Kenya;
  2. Must attain the age of 18 years or above;
  3. Must not be a member of any other political party as defined by the Political Parties Act;
  4. Must subscribe to the party's ideology, objectives, and policies as set out in the party's constitution;
  5. Must agree to abide by the party's constitution, regulations, and decisions made by the party's governing bodies.

## Article 17: Subscription fee

##### Membership fee shall be ~~is~~ Ksh. 10,000 for founding members, Ksh. 100 for ordinary members, $10 for diaspora members, $50 for affiliate members.

##### The fee is subject to correction as deemed necessary by the national executive through National conference.

##### Once a member pay membership fee he/she is given membership card based on their category of membership.

##### The national executive will come up with other categories of membership as may deem fit and approved in the Annual General Meeting.

##### The annual subscription fee will be a half of the membership registration fee according to the categories listed above.

Article 18: Application for Membership

a) An individual wishing to join the party ~~must submit a duly filled~~ can do so online through the party website membership registration form as prescribed by the party;

b) The application must be accompanied by the membership fee if applicable, as determined by the party's governing council from time to time.

c) The party's membership committee shall review the application for compliance with the party’s requirements for membership and recommend approval or rejection to the relevant authority within the party.

Article 19: Approval of Membership

a) Upon approval, the member will be issued with a membership number and a membership card.

b) The member's details shall be entered into the party's membership register

Article 20: Membership Categories

1. Founding Members: These are the initial founders of the party during the formation of the party
2. Ordinary Members: These are members who join the party after provisional registration.
3. Diaspora Members: This category of members is for any Kenyan, Africans and People of African descent and any other member interested to join the party but resides outside Kenya.
4. Affiliate Members: This category of membership is for Pan-African organizations, movements, Civil societies, Workers Unions, Institutions, Professional bodies, Academia and any other organization interested and willing to work with ATP to achieve its objectives.

Article 21: Membership resignation

1. Any member is allowed to resign or cease from the party anytime they feel like.
2. In the case (a.) above, the member will be required to write a letter to the party Secretary General for resignation.
3. Upon receiving such letter, the party shall respond back to that letter within 7 working days.
4. If such letter is approved then the name of the person shall be removed from party registry within 7 days.

## Article 22: Rights and duties of membership

### Rights

##### All members have right to request and go through books of accounts ~~and~~ and membership registry provided such request is tendered in an official letter.

##### Any member has right to launch vote of no confidence and even recall for any elected leader. The party shall consider such complain without prejudice and shall take necessary legal steps.

##### To receive and impart information on all aspects of ATP policy and activities.

##### To offer constructive criticism of any member, official, policy programme or activity of the ATP within its structures.

##### Take part in elections and be elected or appointed to any committee, structure, commission or delegation of the ATP.

##### Submit proposals or statements to the regional branch, county or NEC, provided such proposals or statements are submitted through the appropriate structures.

##### **Duties**

##### To belong to and take an active part in the affairs of the party at all levels.

##### To be loyal to the party and to defend the constitution and ideologies of the party ~~by all means necessary~~.

##### To take all necessary steps to understand and carry out the aims, policy and programme of the ATP

##### To explain the aims, policy and programme of the ATP to the people.

##### To deepen his or her understanding of the social, cultural, political and economic problems

##### To combat propaganda detrimental to the interests of the Party and defend the policy, aims and programme of the Party.

##### To fight against racism, tribal chauvinism, sexism, religious and political intolerance or any other form of discrimination or chauvinism.

##### To observe discipline, behave honestly and carry out loyally decisions of the majority and decisions of higher bodies.

##### To refrain from publishing and/or distributing any media without authorization which purports to be the view of any organized grouping, faction or tendency within the ATP

##### To promote and defend party values, philosophy, principles, objectives and party vision.

## Article 23: Membership details

##### Members shall be required to give out the following details during the registration;

##### Names as per the identification card

##### ID/Passport Number

##### Gender

##### Age

##### Religion

##### Ethnicity

##### Phone Number

##### PWD number where applicable

##### County

1. Constituency
2. Ward

## 

## Article 24: PARTY MEETINGS

##### Types of meeting

##### ATP shall conduct the following meetings;

##### Annual General meetings(AGM)

##### Special meetings

1. Emergency meetings.

## Article 25: Frequency of meetings

##### The national delegates conference shall meet annually at the AGM.

##### National executive shall meet quartely, annually or more than that in case of emergency

## Article 26: Procedure of convening AGM

##### Composition of national meeting shall be in accordance with the composition of membership of National Delegates Conference

##### The National Executive through the National Executive Secretary General shall convene that meeting which shall be chaired by the party Leader.

##### The National Secretary, after receiving instructions from the party leader, shall observe the following procedure for the purpose of establishing the Council agenda.

##### Give two months’ notice to all organs, committees, affiliate unions to send items to the National Executive including agenda and any other documents related thereto at least one month before Conference meets.

## Article 27: Special meetings

##### The National Executive or any other organ of the party can call for special meetings to discuss any emergencies or urgent that might not wait for General meeting.

##### Such meeting shall be communicated to concerned parties and members at least 21 days ahead of that meeting.

##### Delegates from all organs of the party shall be represented in such meeting at both levels of leadership.

##### The issues to be addressed in special meeting should not be those that can only be decided upon by the national conference

##### At least 75% of members present must approve any decision passed in such meeting through any means possible including voting. The issues to be addressed in special meeting should not be those that can only be decided upon by the national conference

##### At least 75% of members present must approve any decision passed in such meeting through any means possible including voting in favour of that decision.

##### Counties, constituencies, ward levels can also have their meeting where they shall discuss matters concerning their jurisdiction and shall pass such decision and inform the national office.

## Article 28: Requirements for Continuous Updating of the Membership Register

a) Updating Mechanisms

I) The party shall maintain an electronic and physical register of its members;

ii) The membership register shall be updated regularly to reflect new memberships, resignations, expulsions, or any changes in members' information.

b) Responsibility

I) It shall be the responsibility of the Secretary-General or a designated officer to ensure the membership register is updated continuously;

ii) Each member has a responsibility to inform the party of any changes to their personal details to ensure the membership register is accurate.

1. Verification

i) The Party shall conduct an annual audit of the membership register to verify the accuracy and authenticity of the information contained therein;

ii) The audit process shall be overseen by the party’s audit committee or an independent external auditor as may be necessary.

d) Access to Register

I) Members shall have the right to access their personal information in the membership register upon request, subject to the party’s data protection policies;

ii) Confidentiality and privacy of members' information must be maintained in accordance with applicable data protection laws.

e) Compliance

I) The party shall comply with all legal requirements regarding the registration and management of political party memberships as prescribed by the Political Parties Act and any other relevant laws.

CHAPTER 4: GOVERNING BODY

## Article 28: Name of governing body

##### The name of the governing body shall be National Executive

## Article 29: Eligibility Criteria for election to the governing body

~~Any~~Be a registered member for a period of two years prior to his/her application, is eligible to contest and be elected to the national executive of the party

Article 30: Composition of National Executive

The national executive shall be composed of:

1. Party Leader
2. Deputy party Leader
3. Chairperson
4. Vice chairperson
5. Secretary General
6. Vice Secretary General
7. Organizing Secretary

##### Vice organizing Secretary

##### Treasurer

##### National coordinator

##### Vice National coordinator

##### Representative of persons living with disabilities

##### Representative of the minority ethnic groups

##### Representative of women

##### Representative of youth

## Article 31: Roles of National Executive Members

##### The Party Leader and Deputy Party Leader.

##### The Party Leader is the head and chief directing officer of the ATP and the chair of the National Delegates Conference

##### He/she shall together with the deputy ~~shall~~;

##### Set the Party's Vision: Articulates a clear and compelling vision for the party's future, outlining its long-term goals and aspirations. This vision becomes a guiding light for the party's policies, strategies, and messaging.

##### Develop Strategic Plans: Often in collaboration with the NEC, formulates and implements strategic plans to achieve the party's vision. This involves analyzing the political landscape, identifying opportunities and challenges, and devising effective strategies to navigate them.

##### Shape Party Policy: Working with the NEC and other party members to develop policies that resonate with the party's core values and address the concerns of the electorate.

##### Public Spokesperson: Serves as the primary public face of the party in conjunction with Secretary General. He/she represent the party's stance on various issues by delivering speeches, participating in debates, and engaging with the media.

##### Lead Election Campaigns: During elections, the party leader spearheads the party's campaign efforts. He/she motivate party members and campaign volunteers, raise funds, and develop strategies to win elections at various levels.

##### Mobilize Supporters: The party leader plays a critical role in mobilizing the party's base and attracting new supporters. This involves engaging with different communities, addressing their concerns, and inspiring them to participate in the political process.

##### Lead the NEC: As the head of the NEC, the party leader guides the council's discussions, fosters collaboration among members, and ensures collective decision-making.

##### Unify the Party: The party leader plays a crucial role in uniting different factions within the party, fostering a sense of cohesion and shared purpose. This involves addressing internal conflicts, promoting inclusive, and ensuring everyone's voices are heard in coordination with Party Disciplinary committee and Dispute Resolution Committee.

##### Represent the Party to External Stakeholders: The party leader represents the party in negotiations with other political parties, government officials, and various interest groups. He/she advocate for the party's interests and strive to build constructive relationships with other stakeholders.

##### Build Relationships with International Bodies: The leader is also responsible for building relationships with international bodies and representing the party on the global stage in collaboration with party relationship officer.

##### Party Chairperson and Vice Chairperson:

##### Presides over NEC meetings: Ensures smooth operation of meetings by setting agendas, leading discussions, maintaining order, and facilitating voting.

##### Administrative Responsibilities: May handle specific tasks like signing documents and overseeing internal party operations.

##### Ensures Fair and Transparent Processes: Strives to ensure all voices within the NEC are heard and decisions are made fairly and transparently.

##### Builds Consensus and Fosters Collaboration: Facilitates discussions, seeks common ground, and promotes collaboration among NEC members.

##### Maintains Party Rules: Ensures the NEC and the party adhere to their established constitution and bylaws.

##### Acts as a Bridge: Serves as a point of contact and communication between the NEC and other party structures.

##### Party Secretary General and deputy Secretary General:

##### Chief Administrator: Oversees the day-to-day administration of the party, manages staff, and ensures communication channels function effectively.

##### Policy and Strategy Implementation: Plays a key role in implementing the party's policies and strategies as determined by the leadership.

##### Liaison and Communication: Acts as a central point of communication between the party, the public, and various stakeholders.

##### Record Keeping and Documentation: Maintains accurate records of party meetings, decisions, and official documents.

##### Election Management: May be responsible for overseeing and coordinating election-related activities in collaboration with Elections committee.

##### International Relations: In some cases, might manage the party's international relations and communication with foreign partners.

##### Party Organizing Secretary Vice organizing Secretary:

##### Grassroots Mobilization: Focuses on mobilizing and organizing party members at the grassroots level, building a strong local network in collaboration with the membership committee.

##### Membership Development: Develops and implements strategies to attract new members and expand the party's base in collaboration with party policy and strategy committee.

##### Campaign Management: Plays a key role in organizing and managing election campaigns at various levels in collaboration with party campaign committee.

##### Event Management: Organizes and coordinates party events, rallies, and conferences.

##### Volunteer Management: Recruits, trains, and manages volunteers who contribute to the party's activities.

##### Fundraising: May be involved in fundraising activities to support the party's operations.

##### Party Treasurer:

##### Financial Management: Oversees the party's finances, including preparing budgets, managing expenditures, and ensuring financial compliance with regulations.

##### Fundraising: Actively lead and participate in fundraising activities to secure resources for the party.

##### Financial Reporting: Prepares financial reports and audits for the party, ensuring transparency and accountability.

##### Investment Management: In some cases, might be responsible for managing the party's investments and assets.

##### Financial Oversight: Monitors the party's financial activities and ensures responsible use of funds.

##### National Coordinator:

##### Coordinating Activities: Overseeing and coordinating activities between different party branches and wings at a national level. This ensures a unified approach and efficient implementation of party initiatives.

##### Information Sharing: Facilitating communication and information flow between the national party leadership, branches, and other party structures.

##### Resource Management: Responsible for managing resources allocated to support party activities across different regions.

##### Campaign Support: During elections, play a role in coordinating campaign efforts across various regions, ensuring consistency with the national campaign strategy.

##### Reporting and Analysis: Responsible for collecting reports on party activities from different branches and providing analysis to the national leadership.

##### Representatives of Leagues (e.g., Women's League, Youth League):

##### Advocacy and Representation: League representatives advocate for the specific interests and concerns of their respective groups within the party. For example, the Women's League representative champion policies that promote gender equality, while the Youth League representative focus on issues related to youth e.g education and youth employment among others.

##### Mobilization and Engagement: They play a crucial role in mobilizing and engaging members of their respective leagues. This can involve organizing events, workshops, and training programs to raise awareness, generate enthusiasm, and encourage participation in party activities.

##### Leadership Pipeline: League representatives can act as a pipeline for developing future party leaders. By providing opportunities for young women or youth to participate in decision-making processes, the party grooms potential future leaders who understand the specific needs and perspectives of their respective demographics.

##### Fundraising: In some cases, league representatives might be involved in fundraising activities to support their specific programs and initiatives within the party.

##### Affiliate Organizations representatives:

##### Support and Advocacy: Affiliate organizations can provide crucial support to the party during elections by mobilizing their own members and advocating for the party's policies among their respective constituencies.

##### Expertise and Resources: Affiliates can bring valuable expertise and resources to the party. For example, a labor union affiliate might provide insights into worker concerns, while a professional association might offer expertise on specific policy areas.

##### Broadening the Party's Base: Affiliate organizations can help the party broaden its base by connecting with new demographics and communities that share some of the party's values.

##### Person Living with Disabilities Representative

##### Championing Disability Rights: The PLWD representative serves as a strong advocate for policies and initiatives that promote equal opportunities and address the specific challenges faced by people with disabilities. This can involve lobbying for accessible infrastructure, inclusive education, and employment opportunities for people with disabilities.

##### Raising Awareness: They play a vital role in raising awareness within the party about disability issues. This can involve educating party members about different types of disabilities, the barriers faced by PLWDs, and the importance of creating a more inclusive environment.

##### Policy Development and Review: The PLWD representative actively participates in developing and reviewing party policies to ensure they consider the needs and perspectives of people with disabilities. This might involve proposing amendments or suggesting alternative approaches that promote accessibility and inclusion.

##### Ensuring Accessibility: The representative advocates for making party meetings, events, and communication materials accessible for people with disabilities. This could involve providing sign language interpreters, braille documents, or assistive technology options.

##### Empowering PLWDs within the Party: They work to create an environment where PLWDs feel empowered to participate in the party's activities and decision-making processes. This might involve establishing support systems or mentor-ship programs for PLWDs who are interested in becoming more involved in the party.

##### Liaison between Party and Disability Community: The PLWD representative can act as a bridge between the party and the wider disability community. They can gather feedback from PLWDs, represent their concerns to the party leadership, and advocate for policies that benefit the entire disability community.

##### Public Advocacy: In some cases, the PLWD representative might also play a role in public advocacy. This could involve raising awareness about disability rights in the broader community or collaborating with other disability organizations to push for legislative changes that benefit PLWDs.

## Article 32: Term of office

##### Term of office for each member of the National Executive is one term of 5 years.

##### However, a member is qualified to apply for the additional second term for another 5 years and shall not serve for more than two terms.

## Article 33: The rights of members of the governing body

##### Voting Rights:

##### This is a core right of governing body members. They typically have the right to vote on various matters, including:

##### Approval of party policies and platforms

##### Selection of party candidates for elections

##### Financial decisions and budgets

##### Disciplinary actions against party members

##### Changes to the party constitution and bylaws

##### Information Rights:

##### Governing body members have the right to access information relevant to their duties. This might include:

##### Financial reports and audits

##### Membership data

##### Meeting agendas and minutes

##### Communications from party leadership

##### Participatory Rights

##### Governing body members have the right to participate in discussions and debates on various issues facing the party. This allows them to contribute their ideas and perspectives to the decision-making process.

##### Right to Dissent

##### Members may have the right to express dissenting views and vote against the majority, while still being a member in good standing.

## 

## Article 34: Function of National Executive

##### Approves the party's overall direction and vision: This includes approving the party's long-term goals and objectives, and outlining its core values and principles.

##### Approving party policies and platforms: The governing body plays a crucial role in approving policies on various issues facing the nation or region presented before it by the Party policy committee. They debate, discuss, and vote on proposals, aiming to create a coherent and comprehensive platform that represents the party's stance.

##### Overseeing the implementation of party policies: Once policies are established, the governing body may be responsible for ensuring their effective implementation, potentially by collaborating with party national executive leadership and lower-level bodies.

##### Approving criteria for candidate selection: The governing body might determine the qualifications and criteria potential candidates need to possess to represent the party in elections as proposed by the Party Election Committee.

##### Approving Party presidential candidate; The governing body shall approve the party flag bearer through free and fair election by secret ballot or electronically.

##### Providing support to candidates: The governing body might offer resources and support to nominated candidates during their campaigns, such as funding, campaign strategy advice, and access to party infrastructure

##### Maintaining the party's constitution and bylaws: The governing body ensures adherence to the party's established rules and regulations, potentially interpreting and applying them in specific situations.

##### Overseeing the party's finances and budget: They in consultation with the ~~disciplinary~~ financial committee approve the party's annual budget.

##### Disciplinary actions: In some cases, the governing body might be responsible for addressing misconduct or rule violations by party members, potentially involving disciplinary actions like reprimands or expulsion by setting up Party Tribunal to handle such cases.

## Article 35: Powers and Duties of the National Executive

##### a)Power:

##### Decision-Making Authority: The NEC holds immense power in making key decisions that shape the party's direction on a day-to-day basis. This can include:

##### Policy Development and Implementation: They play a crucial role in formulating policies and strategies, often proposing them to the governing body for final approval. Once approved, the NEC oversees the implementation of these policies, ensuring they translate into action.

##### Candidate Selection: The NEC might have the authority to approve candidates for lower-level elections (e.g., ward, constituency and county). This power grants them significant influence in shaping the party's representation at various levels ~~is~~as proposed by the party Elections committee.

##### Financial Management: The NEC controls the party's purse strings. They propose budgets to the governing body for approval, oversee expenditures, and ensure responsible financial management. They might also be involved in fundraising activities to secure resources for the party's operations.

##### Disciplinary Actions: In some cases, the NEC might have the power to address misconduct or rule violations by party members. This disciplinary power can range from issuing reprimands to expelling members who breach party regulations.

##### Strategic Influence: The NEC plays a vital role in setting the party's strategic direction. They deliberate on key issues, analyze political landscapes, and propose strategies that align with the party's long-term goals.

##### Public Representation: Depending on the party structure, NEC members might be called upon to represent the party on specific issues in the public sphere. This could involve engaging with the media or public on current affairs, potentially shaping public perception of the party's stance.

## Functions/Duties/Responsibilities:

##### Executive Management: The NEC acts as the central body for managing the party's day-to-day operations. This involves:

##### Implementing Decisions: They ensure decisions made by larger party bodies, like National Executives, are effectively implemented.

##### Campaign Management: They might play a role in overseeing and coordinating campaign activities, particularly during elections in partnership with party campaign committee.

##### Staff Management: The NEC might be responsible for overseeing the party's staff and ensuring their efficient operation in achieving party goals.

##### Communication and Coordination: They facilitate communication and coordination between different branches and leagues within the party, promoting a unified front.

##### Financial Oversight: The NEC is responsible for ensuring the party's finances are managed responsibly and transparently. They might oversee audits and financial reporting procedures.

##### Policy Oversight: They review and evaluate the effectiveness of party policies and propose adjustments if needed.

##### Party Development: The NEC plays a role in strengthening the party's overall structure and organization. This might involve:

##### Membership Development: They might develop strategies to attract new members and expand the party's base in coordination with Membership committee.

##### Training and Development: The NEC could be responsible for organizing training programs for party members and officials to enhance their skills and knowledge through established party leadership academy

##### Article 36: Procedure for election of members of the governing body and other party organs including committees

## a) Application

##### Application for the national executive position shall be done electronically or in writing to the party vetting committee ~~physically~~.

##### The party might accept any other means of submitting application based on the circumstances of the applicant

## b) Documents required

##### Members applying for the position in the national executive shall be required to attach copies of;

##### National Identification Card

##### Good conduct

##### Party membership card

##### Dully signed party code of conduct

##### Personal commitment statement

##### Application letter and their relevant academic documents

## Vetting process

##### Vetting committee will be made up of 7 members appointed by the party leader

##### They shall be made up of; Workers union representative, Civil society representative, Youth representative, Women representative, Persons with disabilities representative, Advocate of high court of Kenya, Observer

##### All the members shall have equal~~ly~~ rights in decision making

##### Vetting shall commence 14 days after the ~~dateline~~deadline for application

##### The committee shall come up with rules/criteria for vetting, ~~and~~ schedule for the vetting and share this with applicat~~ion~~s and general public.

##### The committee shall publish the names ~~of~~to any media platform based on the availability of resources within 3 days after the application ~~dateline~~deadline

##### The committee shall be chaired by advocate and shall appoint their secretary in their first sitting.

##### Once the vetting is over, the committee shall then publicize the name of successful candidates in all media platforms.

## Mode of voting

##### Voting for successful candidates approved by the vetting committee may take place via secret ballot or electronically.

## Timelines for voting and campaign

##### Once the list of successful candidates has been published, the election and nominations committee shall then give candidates 45 days for campaign.

##### Rules for the campaign shall be formulated by Campaign committee and must be in line with Kenya Electrol commission rules and be monitored by the committee

##### Any breach of the campaign rules may lead to automatic disqualification of a candidate.

##### However, candidates have right to appeal such decision within 48 hours and a committee be constituted within 48 hours to hear and determine the appeal within 48 hours.

##### Elections shall then be conducted two days (48 hours) after the dateline for campaign and shall be through secret ballot or electronically

##### Voting of the national executive shall be done electronically and ratified during the special national delegates conference

1. Electronic voting can last longer for more member participation but not exceed 48 hours for each poll on the party platform.

## Procedure for polling day

##### Elections for the National Executive shall be conducted in the Special National Delegates Conference

##### The elections shall be conducted by secret ballot voting or electronically.

##### In case of physical voting, the party shall borrow the procedure of Kenya election commission and might hire the commission to conduct such elections in close coordination with the party election and nominations committee.

## Assumption of office

Once elections are over and the winners have been announced by the party elections and nominations committee, the new officials shall assume office 7 days after the gazettement of their names

Article 37: Guidelines for the operations of the governing body and its committees

a) Quorum for Governing Body Meetings

I) A quorum for any meeting of the Governing Body shall constitute more than half (50% + 1) of its members either virtually, physically or both.

ii) Decisions at all meetings shall be made by a simple majority of the members present and voting. In the case of a tie, the Chairperson shall have a casting vote.

b) Absence of Quorum

I) If, sixty (60) minutes after the appointed time for the meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the following week, at the same time and place. Should the meeting be adjourned due to the absence of a quorum, the members present at the subsequent meeting shall form a quorum.

## Frequency of meetings

##### The National Executive will be meeting ~~annually~~quarterly

##### The National Executive might be convened earlier enough in case of urgent decision as advised by the national executive.

d) Decision making powers

1. -Each organ has power to make decision on their own
2. -The National executive has power to ratify the decision of all the committees
3. -The National Delegates Conference has the power to adopt all decisions made by various organs during the national delegates conference.
4. Guidelines for Meetings;

Procedure for Convening Governing Body Meetings.

1. Notice of Meeting

* 1. The Secretary-general of the party shall send out a written notice to all governing body members at least 14 days before the scheduled meeting, specifying the date, time, and venue. The notice will include a provisional agenda for the meeting.
  2. In urgent circumstances, a shorter notice period may be allowed as per the party's constitution but should not be less than 48 hours.

2. Agenda

* + - * 1. The agenda for the meeting shall be prepared by the Secretary-general in consultation with the Party Leader and should be circulated to all members at least 7 days prior to the meeting.
  1. Governing body members may propose additional items to be included in the agenda at least 5 days before the meeting.

3. Conducting the Meeting

1. The Party Leader, or in their absence, the Deputy Leader, shall chair the meetings of the governing body.
2. The Secretary-general will keep minutes of the meeting, recording all decisions taken, and shall circulate the draft minutes to all members within 7 days after the meeting.

4. Voting and Decisions

1. Decisions at the meeting shall be made by a majority vote. Each member shall have one vote, and in the event of a tie, the chairperson shall have a casting vote.
2. Special resolutions may require a higher majority as specified in the party’s constitution.

5. Adjournment and Next Meetings

1. The date of the next meeting may be decided at the end of each meeting, or scheduled according to the party’s annual calendar of meetings.
2. Meetings can be adjourned by a majority vote, and the rescheduled time must be communicated to all members.

Procedures for Recording Resolutions of the Governing Body during Meetings

i). Calling of Meetings

All meetings of the Governing Body shall be called in accordance with the Party's constitution.

Recording of Resolutions

1. At the commencement of each meeting, the Secretary-general shall record minutes of the meeting. If the Secretary General is absent, The Party leader shall appoint a member of the Governing Body, to record the minutes of the meeting.
2. The Secretary-general or the appointed member shall record all resolutions proposed, discussed, and voted upon during the meeting.
3. Each resolution shall be clearly numbered and headed for easy reference.
4. Details to be recorded for each resolution include: the resolution's proposer, a brief description of the resolution, any discussions or amendments proposed, the final form of the resolution put to vote, and the outcome of the vote (passed/rejected).

ii). Voting Procedure

1. Voting on resolutions shall follow the procedure established in the Party’s constitution.
2. The method of voting (e.g., show of hands, secret ballot, electronically) shall be decided by the Governing Body and recorded in the minutes.

iii) Confirmation and Signing of Resolutions

## Organs of the governing body

##### The governing body shall operate through the following organs;

##### National Delegates Conference

##### The secretariat

##### Parliamentary group.

##### Youth League

##### Women League

##### Persons Living With Disabilities group

##### Party Affiliates groups

##### Sub county, county, regional and Diaspora Branches

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# CHAPTER 5: GENERAL ORGANIZATION AND MANAGEMENT STRUCTURE

## Article 38: Organizational structure

##### National Executive

##### The Secretariat

##### Party Branches

##### Party Organs

## Article 39: Management structure

## National Executive Committee (Top-Level Management)

1. Party Leader:

Set the Party's Vision: Articulates a clear and compelling vision for the party's future, outlining its long-term goals and aspirations. This vision becomes a guiding light for the party's policies, strategies, and messaging.

1. Chairperson:

Presides over NEC meetings, Ensures smooth operation of meetings by setting agendas, leading discussions, maintaining order, facilitating voting, and may double up as the deputy party leader in his/her absence.

1. Vice Chairperson:

Assists the Chairperson and assumes their duties in their absence.

1. Secretary-General:

Responsible for the administration of the party, communication, and record-keeping.

1. Treasurer:

Manages the party’s finances, including fundraising efforts and financial reporting.

1. Organizing Secretary:

Leads in organizing party activities, meetings, and mobilization efforts.

1. Representatives:

Represent interest of various organs of the Party.

Secretariat (Middle-Level Management)

I) Department Heads/Managers:

Oversee specific departments such as Finance, Communication, Policy Development, etc.

ii) Staff Members:

Work under the various departments, based on their job descriptions and areas of expertise.

iii) Volunteers:

Provide support in various capacities, often in mobilization, clerical work, or event organization.

Party Branches

I) Regional Executive:

Responsible for coordinating party activities in various regions. They report to the National Executive.

ii) County Executive:

Responsible for coordinating party activities in various counties. They report to the regional executive.

iii) Constituency Executive:

Responsible for coordinating party activities in various Constituencies. They report to the County executive.

iv) Ward Executive:

Responsible for coordinating party activities in various regions. They report to the Constituency executive.

v) Diaspora

Consists of party members residing outside the country but still interested in supporting the party's goals

Party Organs:

i) National Delegates Conference:

##### Serves as a platform for bringing together representatives from various party branches and levels to discuss, debate, and make decisions on important matters.

ii) Parliamentary Group:

##### Push for party agenda and ideologies in various assembly in order to realize party objectives

iii) Youth League

Engaging young people and promoting the party's ideals among this demographic.

iv) Women League

##### Promoting the interests and participation of women within the party and potentially beyond.

v) Persons Living with Disabilities League

Advocate for policies that promote equal opportunities and address the specific needs of people with disabilities.

## Article 40: Party Systems

1. Membership Registry System:

Maintains the records of all registered party members, including their membership status and contributions.

1. Communication System:

Facilitates internal and external communications, utilizing multiple platforms for effectiveness.

1. Financial Management System:

Ensures transparency in financial dealings, with systems for accounting, auditing, and reporting in place as per regulatory requirements.

d) Election and Nomination System:

Manages the internal party elections, candidate selections, and nominations for public elections.

Article 41: Employees Details and Terms of Employment

* 1. Employees Details

##### Names as per the identification card

##### ID/Passport Number

##### Gender

##### Age

##### Religion

##### Ethnicity

##### Phone Number

##### PWD number where applicable

##### County

* 1. Type of Employment:

i) Permanent Staff: These include members of the top-level and middle-level management, along with key operational staff.

ii) Contractual Staff: Employees working on specific projects or for a determined period.

iii) Volunteers: Not formally employed by the party but provide essential services based on agreements.

* 1. Terms of Employment:

- Job Description: Clearly define roles, responsibilities, and expectations.

- Duration of Employment: For contractual staff, specify the start and end dates. Permanent staff should be aware of probation periods and conditions for continued employment.

- Remuneration: Details on salaries, benefits, and any allowances.

- Working Hours and Conditions: Standard working hours, work-from-home provisions if applicable, and any travel requirements.

- Confidentiality and Non-disclosure Agreements: To protect the party’s sensitive information.

- Termination Conditions: Include notice periods, and reasons for termination in line with labour laws.

- Grievance Handling Mechanisms: Procedures for handling complaints and disputes.

## Article 42: PARTY POLICIES AND PROCEDURES

a) Human Resource (HR) Administration and Management Policies

I) Recruitment and Selection Policy

- Objective: To ensure a transparent, fair, and merit-based recruitment process.

Procedures:

1. Advertise positions publicly to ensure wide visibility.
2. Utilize a standardized application and screening process.
3. Conduct interviews with a diverse panel.
4. Perform reference and background checks.

ii). Employee Development and Training Policy

- Objective: To promote continuous learning and skill improvement among employees.

Procedures:

1. Identify skill gaps and training needs annually.
2. Allocate budget for professional development.
3. Offer in-house training sessions and external learning opportunities.
4. Assess the effectiveness of training programs on employee performance.

iii) Performance Evaluation Policy

- Objective: To systematically assess and enhance employee performance.

Procedures:

1. Conduct semi-annual performance reviews.
2. Set clear, measurable objectives for each role.
3. Provide constructive feedback and identify areas for improvement.
4. Link performance outcomes to rewards or disciplinary actions as appropriate.

iv) Workplace Diversity and Inclusion Policy

- Objective: To foster an inclusive environment that respects diversity.

Procedures:

1. Implement equal opportunity hiring practices.
2. Provide diversity and inclusion training.
3. Establish mechanisms for addressing discrimination.
4. Promote diverse leadership within the party.

v). Grievance Handling Policy

- Objective:To provide a clear process for addressing workplace grievances.

Procedures:

1. Outline steps for filing a grievance.
2. Establish a committee to investigate grievances.
3. Ensure confidentiality and non-retaliation.
4. Provide timely responses and resolutions.

b) Financial Administration and Management Policies:

i) Financial Planning and Budgeting Policy:

- Objective: To ensure prudent and strategic financial planning.

Procedures:

- Develop an annual budget approved by the executive committee.

- Review and adjust the budget quarterly.

- Allocate funds based on strategic priorities and project needs.

- Implement controls to monitor spending and prevent budget overruns.

ii) Revenue Generation and Fundraising Policy:

- Objective: To outline acceptable methods and ethics of revenue generation.

Procedures:

* 1. Identify permissible fundraising activities under Kenyan law.
  2. Ensure transparency in fundraising efforts.
  3. Implement systems for tracking and reporting donations.
  4. Adhere to legal reporting requirements for funds raised.

iii) Expenditure Management Policy

- Objective: To ensure responsible financial management and accountability.

Procedures:

* 1. Require multiple approvals for expenditures above a certain threshold.
  2. Implement procurement procedures that ensure value for money.
  3. Regularly audit spending against planned budgets.
  4. Prevent and address any instances of financial mismanagement.

iv) Financial Reporting and Transparency Policy

- Objective: To maintain high standards of financial transparency and integrity.

Procedures:

* 1. Prepare and present quarterly financial reports to the executive committee.
  2. Conduct annual audits with an independent auditor.
  3. Make financial summaries available to party members and relevant regulatory bodies.
  4. Implement and monitor internal controls to safeguard financial integrity.

c) Audit Administration and Management Policies

I) Internal Audit Policy

- Objective: To provide independent assurance that the party’s risk management, governance, and internal control processes are operating effectively.

Procedures:

* 1. Establish an independent internal audit function.
  2. Develop a risk-based annual audit plan.
  3. Conduct regular and ad-hoc internal audits.
  4. Report findings to the Audit Committee and recommend improvements.

ii) External Audit Policy

- Objective: To ensure accuracy and reliability of financial reporting to external stakeholders.

Procedures:

* 1. Appoint a reputable external auditor through a transparent selection process.
  2. Facilitate access to all necessary documents and personnel for the external auditor.
  3. Review and action recommendations made by the external auditor.
  4. Present the audited financial statements to the executive committee and party members as required.

iii) Audit Committee Policy

- Objective: To oversee the integrity of the financial statements, the independent audit process, and internal control practices.

Procedures:

* 1. Establish an Audit Committee comprised of members with financial and audit expertise.
  2. Review the effectiveness of the internal and external audit functions.
  3. Monitor implementation of audit findings.
  4. Ensure compliance with legal and regulatory requirements.

**Article 43: Party Sub-Branches within each county**

a) The party shall establish the following sub-branches within each county;

I) Constituency branch in each constituency within the county

Responsible for coordinating party activities in various Constituencies. They report to the County executive.

ii) Ward branch in each ward within a constituency

Responsible for coordinating party activities in various regions. They report to the Constituency executive.

b) Formation of party branches

##### ATP shall establish branches at various levels to connect with voters, mobilize support, and implement their national agenda at the local level.

## Requirements for Formation of party branch:

##### Meeting a minimum number of party members residing in the designated geographic area (e.g., ~~6~~10,000 members for a regional branch, ~~2~~4,000 members for a county branch, ~~1~~2,000 members for constituency branch, ~~5~~1,000 members ward branch and 250 members for diaspora branch). These figures can be reviewed by the national delegates conference

##### Holding an inaugural meeting to elect branch officials and establish a structure.

##### Obtaining approval from the party's higher body (e.g., regional or national headquarters) to ensure proper representation and adherence to party rules.

## D)Branch Types and Responsibilities:

##### 1) Regional Branch:

##### Represents a larger geographical area, typically encompassing several counties or constituencies.

##### Roles:

##### Coordinates activities of lower-level branches within the region.

##### Oversees regional campaign strategies and resource allocation.

##### Acts as a liaison between the national headquarters and local branches.

##### Identifies and cultivates potential candidates for regional elections.

##### 2) County Branch:

##### Represents a specific county within the national structure.

##### Roles:

##### Implements the party's agenda at the county level.

##### Mobilizes party members and supporters for county-level elections.

##### Maintains communication with local communities and addresses their concerns.

##### Identifies and recruits potential candidates for county-level positions.

##### 3) Constituency Branch:

##### Represents a specific constituency within a county.

##### Roles:

##### Focuses on campaigning and voter mobilization efforts within the constituency.

##### Coordinates with local community leaders and organizations.

##### Identifies and recruits potential candidates for constituency-level elections.

##### 4) Ward Branch:

##### Represents a smaller geographical area within a constituency, often coinciding with local government ward boundaries.

##### Roles:

##### Acts as the grassroots level of the party structure, directly connecting with voters.

##### Organizes local events, voter registration drives, and campaign activities.

##### Addresses local issues and concerns of the community.

##### 5) Diaspora Branch:

##### Consists of party members residing outside the country but still interested in supporting the party's goals.

##### Roles:

##### Advocates for the party's policies and interests internationally.

##### Raises funds and resources to support the party's activities.

##### Connects with diaspora communities and mobilizes their support for the party.

##### - General Composition of All Branches:

##### Branch Executive Committee: Elected officials who oversee the branch's day-to-day operations, implement party directives, and make local-level decisions. This might include a chairperson, secretary, treasurer, organizing secretary, youth representative, women representative, persons living with disabilities representative

##### General Members: Ordinary party members residing within the branch's jurisdiction who participate in branch activities, vote in elections, and contribute to the party's success.

##### These branches serve as the link between the national party and the local communities. By effectively fulfilling their roles and responsibilities, branches can mobilize support, campaign for candidates, and ultimately contribute to the party's electoral achievements.

# Article 44: Financial Structure and Systems

##### Roles and Responsibilities of Individual officials, organs and governing bodies with regards to the finances of the party

a) Officials

It’s the obligation of each party officials at any level and any organ of the party to pay up their membership and subscription fee.

It is equally the responsibility of each official to inspect book of records and demand regular financial statement/update.

b) Party Organs

Each party organ should ensure that their members pay up their due financial obligations

Each party organ has the duty and responsibility to spend any finances in a transparent and accountable process in accordance with party finance policy

c) The governing body

The national executive through the party treasurer has the responsibility to ensure up to date and timely records in regards to party financial status. This includes the responsibility to update members on the status of the party finance in a transparent and accountable way in accordance with the party financial policy and procedures.

##### Article 45: Financial Management System

a) Financial Reporting and Transparency Policy

- Objective: To maintain high standards of financial transparency and integrity.

- Procedures:

* 1. Prepare and present quarterly financial reports to the executive committee.
  2. Conduct annual audits with an independent auditor.
  3. Make financial summaries available to party members and relevant regulatory bodies.
  4. Implement and monitor internal controls to safeguard financial integrity.

b) Accounting System:

- A robust accounting system shall be implemented to record all financial transactions accurately. This system should comply with relevant accounting standards.

##### c) Internal Controls:

##### - Internal controls shall be established to prevent fraud, waste, and abuse of funds. This could involve segregation of duties, proper authorization procedures, and regular reconciliations.

##### d) Financial Reporting:

##### - Regular financial reports shall be prepared, outlining income, expenditures, and the party's overall financial health.

## 

## Article 46: Audits:

a) Types of Audit

##### i) Annual Statutory Audit:

##### An independent auditor shall be appointed to conduct an annual statutory audit of the party's financial statements. This audit ensures compliance with accounting regulations and identifies any potential issues.

##### ii) Other Audits:

##### The party may choose to conduct additional audits, such as internal audits or forensic audits, to address specific concerns or delve deeper into financial operations.

b) Audit Administration and Management Policies

1. Internal Audit Policy

- Objective: To provide independent assurance that the party’s risk management, governance, and internal control processes are operating effectively.

- Procedures:

* 1. Establish an independent internal audit function.
  2. Develop a risk-based annual audit plan.
  3. Conduct regular and ad-hoc internal audits.
  4. Report findings to the Audit Committee and recommend improvements.

2. External Audit Policy

- Objective: To ensure accuracy and reliability of financial reporting to external stakeholders.

- Procedures:

* 1. Appoint a reputable external auditor through a transparent selection process.
  2. Facilitate access to all necessary documents and personnel for the external auditor.
  3. Review and action recommendations made by the external auditor.
  4. Present the audited financial statements to the executive committee and party members as required.

3. Audit Committee Policy

- Objective: To oversee the integrity of the financial statements, the independent audit process, and internal control practices.

- Procedures:

- Establish an Audit Committee comprised of members with financial and audit expertise.

- Review the effectiveness of the internal and external audit functions.

- Monitor implementation of audit findings.

- Ensure compliance with legal and regulatory requirements.

**Article 47: Revenue Streams**

##### Membership Fees: All the elected members elected through ATP to the position of national parliament shall be making monthly contributions of Ksh. 20, 0000, The senators in the national Senate shall be making a monthly contribution of Ksh. 20,000, the MCAs shall be making monthly contributions of Ksh. 10, 0000, the governors shall be making a monthly contribution of Ksh. 50, 000~~0~~, the president and deputy president elected on ATP ticket shall be making monthly contribution of Ksh. 100,000

##### Donations: Individuals, corporations, or organizations can contribute funds within legal regulations.

##### Public Funding from the registrar of political parties based on party electoral performance or participation in the legislature.

##### Fundraising Events like dinners, galas, or online fundraising campaigns can generate income.

##### Sale of Merchandise: Selling party merchandise like t-shirts, hats, or campaign materials can contribute additional funds.

##### Article 48: Expenditure:

##### a) Budgeting: The party shall establish a comprehensive annual budget outlining projected income and planned expenses.

##### b) Expense Categories: Expenditures should be categorized and tracked meticulously, including:

##### Staff salaries and benefits

##### Office rent and utilities

##### Campaign expenses (advertising, printing, travel)

##### Research and policy development

##### Travel and accommodation for party officials

##### Communication and outreach activities

- Distribution of party funds among members contrary to the above listed means is prohibited and amounts to disciplinary and legal measures against any officer(s) culpable.

## Article 49: T**ransparency and Disclosure**:

##### Public Disclosure: The party shall publicly disclose its financial statements, including audited reports, following relevant regulations. This promotes transparency and allows public scrutiny of party finances.

1. Website Disclosure: Key financial information, including budgets and fundraising details, can be published on the party's website for easy access by the public

GENERAL ORGANISATION STRUCTURE AND MANAGEMENT

## Article 50: Management structure

1. -National Executive Committee (Top-Level Management)
2. -The Secretariat (Middle-Level Management)
3. -Party Branches (Regional, County, Ward and Diaspora Structure)
4. Regional Executive:

- Responsible for coordinating party activities in various regions. They report to the National Executive.

1. County Executive:

- Responsible for coordinating party activities in various counties. They report to the regional executive.

1. Constituency Executive:

- Responsible for coordinating party activities in various Constituencies. They report to the county executive.

1. Ward Executive:

- Responsible for coordinating party activities in various wards. They report to the Constituency executive

1. Diaspora

- Consists of party members residing outside the country but still interested in supporting the party's goals

## ii) Party Secretariat

##### The party secretariat serves as the backbone of the party, ensuring its smooth functioning and supporting the execution of its goals and objectives.

## Establishment:

##### It shall be established by:

##### - Decision of the National Executive: The highest decision-making body of the party might vote to establish the secretariat.

## Functions and Powers:

##### Overall Administration: The secretariat oversees the daily administration of the party, including managing staff, finances, and resources.

##### Policy Development and Implementation: The secretariat plays a role in supporting the development and implementation of party policies. This might involve conducting research, drafting proposals, and coordinating with various party bodies.

##### Communication and Public Relations: The secretariat manages the party's communication with the public, media, and other stakeholders. This can involve issuing press releases, managing social media accounts, and organizing press conferences.

##### Campaign Management: During elections, the secretariat plays a crucial role in managing and coordinating campaign activities. This can involve logistics, fundraising, voter outreach, and candidate support.

##### Membership Management: The secretariat maintains records of party members, handles membership applications, and coordinates membership activities.

##### Event Management: The secretariat organizes and manages party events, conferences, and meetings in collaboration with organizing secretary.

##### Record Keeping and Documentation: The secretariat maintains accurate records of party meetings, decisions, and official documents.

##### Liaison and Coordination: The secretariat acts as a liaison between different party bodies, branches, and affiliated organizations, ensuring smooth communication and collaboration.

## Members of the Secretariat and their function:

##### Secretary-General: The head of the secretariat, responsible for overseeing its overall operations, coordinating different offices, and reporting to the party leadership.

##### Deputy Secretary-General: Assists the Secretary-General and may take over their responsibilities in their absence.

##### Administrative Officer: Manages the day-to-day administrative tasks of the secretariat, including staff supervision, resource allocation, and logistics.

##### Finance Officer: Oversees the party's finances, manages budgets, and ensures financial compliance with regulations in collaboration with party Treasurer.

##### Communications Officer: Manages the party's communication with the public, and media, and oversees social media presence.

##### Policy Officer: Provides research and support for policy development and implementation.

##### Membership Officer: Manages membership records, handles applications, and coordinates membership activities.

##### Campaign Officer: Coordinates and manages campaign activities during elections.

##### Event Organizer: Plans and manages party events, conferences, and meetings.

## Appointment of the secretariat

##### The secretariat shall be appointed by the vetting committee established by the National executive headed by the secretary general who is the head of the secretariat.

##### The appointed secretariat shall then be approved by the party leader in consultation with other NEC members.

##### The names of the appointees shall then be forwarded to the National Executive for ratification

## Eligibility

##### - All party members are eligible to apply for any position in the secretariat as long as they meet the qualifications of various positions.

## Application

##### The executive through the secretary general office shall announce vacancy in the secretariat through all media platforms.

##### Application for the secretariat shall be directed to the party secretary General office

##### Application shall be open for 14 days.

## Vetting Process

##### Vetting process shall be conducted by the party vetting committee 48 hours after the application ~~dateline~~deadline

##### Vetting committee shall come up with schedule and rules for conducting vetting and share this in advance with applicants.

## Term of office

##### The secretariat shall serve for a term of 5 years with a renewal for one more term

##### The secretariat shall be fully paid staff of the party.

## Assumption of Office

##### Successful candidates shall assume office 48 hours after the results of vetting process has been approved by the National Executive

##### All members of the secretariat must sign work performance agreement

## Parliamentary Group

##### - There shall be parliamentary group that shall push for party agenda and ideologies in various assembly in order to realize party objectives

## Composition of Parliamentary Group

##### Parliamentary Group shall be composed of;

##### All elected party Governors.

##### All elected and nominated party senators

##### All elected and nominated party women representatives

##### All elected and appointed party members of parliament (MP's) All elected and appointed members of county assemblies (MCAs)

##### The president and deputy president of the country if ATP forms or is part of the ruling government.

##### Parliamentary Group shall have their chairperson and Secretary General for different groups that compose the parliamentary group who shall be a member of those various groupings and elected by members of those various groupings in their first meeting.

##### The chairperson and Secretary General of those various groupings shall serve for 5 years one term. The Parliamentary group meeting shall be convened annually chaired by the party leader.

##### All National Executive members shall be in attendance to the parliamentary Group.

##### Power and Duties of Parliamentary Group

##### Parliamentary group members shall be required to actively perform their respective duties as outlined in the national constitution.

##### Parliamentary Group meeting has power to propose and make changes in its leadership within its membership

##### Parliamentary group shall champion for the ideologies of the party at all times

##### Disciplinary action including suspension, expulsion or even warning shall be applied to any member who go against party ideologies or disown party stand and support members of other parties at the expense of the party

##### Such allegations shall be investigated and the party disciplinary committee will make the verdict after due process is followed.

##### Members of parliamentary group must uphold highest order of integrity and must desist from any form of corruption or conflict of interest.

##### Any member of any organ of the party can launch recall to any member of any parliamentary groupings.

##### Qualification to any parliamentary groupings must be in accordance with party nominations and elections rules, national constitution and Independent, Election and Boundary Commission.

## Youth League

##### There shall be youth for change organ that shall act as the youth wing which shall be established by the governing body.

##### It’s specifically focused on engaging young people and promoting the party's ideals among this demographic. Here's a breakdown of its composition and function:

##### Composition:

##### Membership:

##### The youth wing typically comprises young people within age range of 18-35 years old. The general membership of the youth wing consists of young people who share the party's values and are interested in participating in its activities.

## Leadership Structure:

##### Similar to the main party structure, the youth wing might have its own elected leadership body, such as a youth chairman, secretary, and executive committee. These leaders are responsible for overseeing the wing's activities and representing the concerns of young party members.

## Functions:

##### Mobilization and Engagement: The youth wing plays a crucial role in mobilizing young people to participate in political processes. This can involve organizing voter registration drives, encouraging youth participation in elections, and raising awareness about political issues.

##### Advocacy: The youth wing advocates for policies that address the specific concerns and needs of young people. This could involve issues related to education, employment, healthcare, or environmental sustainability.

##### Leadership Development: The youth wing provides opportunities for young people to develop their leadership skills and gain experience in political activism. This can involve training programs, workshops, and participation in decision-making processes.

##### Public Outreach: The youth wing serves as a bridge between the party and the broader youth community. They can engage with young people through various channels, such as social media campaigns, community events, and public forums.

##### Fundraising: In some cases, the youth wing might be involved in fundraising activities to support its own programs and initiatives.

## Frequency of Meeting

##### National Youth League shall meet semi-annually in its various administrative organs.

## Relationship with the Main Party:

##### Semi-autonomous: The youth wing often operates with a degree of autonomy, allowing them to develop their own strategies and activities tailored to the specific needs and interests of young people.

##### Integration and Collaboration: Despite their semi-autonomous nature, the youth wing strives to maintain close collaboration with the main party. This can involve participating in party meetings, providing input on policy development, and collaborating on joint campaigns or initiatives

## Women League.

##### There shall be established Women league of the party by the governing body.

##### Its specifically dedicated to promoting the interests and participation of women within the party and potentially beyond.

## i) Composition:

##### The women's wing typically comprises female members of the political party. Membership will be automatic for all female members

## ii) Leadership:

##### The wing might have its own elected or appointed leadership structure, with positions like chairperson, secretary, and various committee members responsible for specific areas like policy, mobilization, or communication.

## iii) Functions:

##### Advocacy: The women's wing advocates for policies and initiatives that benefit women and address the specific challenges they face. This can encompass issues like gender equality, access to education and healthcare, economic empowerment, and political participation.

##### Mobilization: The wing plays a crucial role in mobilizing women to participate in party activities, including attending meetings, volunteering for campaigns, and voting in elections. This can involve organizing workshops, training programs, and awareness campaigns to encourage women's engagement.

##### Capacity Building: The wing might offer training and development programs to equip women with the skills and knowledge necessary to participate effectively in political processes. This could involve training on public speaking, campaign tactics, and leadership development.

##### Leadership Pipeline: The women's wing can serve as a pipeline for developing future female leaders within the party. By providing opportunities for women to participate in decision-making and gain experience, the wing prepares them for higher positions within the party structure.

##### Representing Women's Concerns: The wing acts as a channel for women's voices to be heard within the party. It ensures that women's perspectives are considered when developing policies and making decisions that affect them.

##### Collaboration: The women's wing might collaborate with external organizations working on women's rights and gender equality issues. This collaboration can help amplify the wing's voice and impact in advocating for policy changes and promoting women's rights.

## iv) Frequency of Meeting

##### National Women League shall meet semi-annually in its various administrative organs.

##### v) Relationship with the Main Party:

##### Semi-autonomous: The women wing often operates with a degree of autonomy, allowing them to develop their own strategies and activities tailored to the specific needs and interests of women.

##### Integration and Collaboration: Despite their semi-autonomous nature, the youth wing strives to maintain close collaboration with the main party. This can involve participating in party meetings, providing input on policy development, and collaborating on joint campaigns or initiatives

## Persons Living with Disabilities League

##### There shall be Persons with disabilities league called national Persons Living With Disabilities League that shall be responsible for matters relating to PWDs within the party and in the country.

## i) Composition:

##### Membership:

##### The PLWD wing is typically composed of individuals who identify as living with disabilities themselves. This ensures that the wing is led and represented by those who understand the specific challenges and perspectives of the disability community.

##### Allies and Supporters: In some cases, the wing might also include allies and supporters who are not themselves living with disabilities but are committed to promoting disability inclusion and advocating for the rights of PLWDs.

## Functions:

##### Advocacy and Representation: The PLWD wing serves as a strong voice for PLWDs within the party. They advocate for:

##### Policies that promote equal opportunities and address the specific needs of people with disabilities. This can include policies related to accessible infrastructure, inclusive education, employment opportunities, and social support.

##### Inclusion of disability perspectives in party policies and platforms.

##### Raising Awareness: The wing plays a vital role in raising awareness about disability issues within the party. This involves:

##### Educating party members about different types of disabilities, the barriers faced by PLWDs, and the importance of creating a more inclusive environment.

##### Organizing workshops, seminars, and awareness campaigns.

##### Empowerment and Participation: The PLWD wing works to empower PLWDs within the party and encourage their active participation in decision-making processes. This can involve:

##### Organizing training programs to equip PLWDs with the skills and knowledge to participate effectively within the party.

##### Mentoring and supporting PLWDs who are interested in becoming more involved in the party.

##### Liaison and Collaboration: The wing acts as a bridge between the party and the wider disability community. They:

##### Gather feedback from PLWDs about their concerns and priorities.

##### Represent these concerns to the party leadership.

##### Collaborate with other disability organizations to advocate for policies that benefit PLWDs.

##### The PLWD wing might also play a role in public advocacy, contributing to broader efforts to promote disability rights in society.

## Frequency of Meeting

##### National Persons Living with Disabilities Forum shall meet semi-annually.

## Relationship with the Main Party:

##### Semi-autonomous: The PLWDs wing often operates with a degree of autonomy, allowing them to develop their own strategies and activities tailored to the specific needs and interests of PLWDs.

##### Integration and Collaboration: Despite their semi-autonomous nature, the youth wing strives to maintain close collaboration with the main party. This can involve participating in party meetings, providing input on policy development, and collaborating on joint campaigns or initiatives

##### Guidelines for the operation of the governing body.

##### There shall be governing body be the National Executive

##### The National Executive shall be composed of various administrative organs and affiliates of the party.

##### The chief administrative organ shall be the party secretariat.

##### The National executive shall table the agenda for the deliberation at the National Delegates Conference.

##### The National Executive shall be chaired by the party Chairperson.

## i) Meetings Quorum

##### In any sitting there must be at least 70% of members present to commence the business and the decision of such sitting must be supported by at least 70% of members present

## ii) Decision making power

##### Each organ or committee shall have full power to make decision that is within their jurisdiction and shall then inform the national executive through the national SG. Such decision shall then be shared to all members during the National Delegates Conference for ratification.

## iii) Guidelines for meeting

##### Notice for the meeting shall be communicated to members by the SG in consultation with the chairperson.

##### The notice for such meeting shall be at least 21 days before the actual meeting day. The agenda of the meeting shall accompany the meeting notice.

##### Members shall be required to confirm their attendance through any appropriate channel.

##### The organizing secretary shall then go ahead and organize any necessary requirements for the meeting once the meeting notice is out.

##### The SG shall take the minutes of the meeting and document the resolution which shall be shared to the national executive through a proper channel.

##### The party shall advocate for both horizontal, upwards and downwards decision making and consultation.

## Article 51: National Delegates Conference (NDC)

##### The National Delegates Conference (NDC) is a crucial component of ATP, serving as a platform for bringing together representatives from various party branches and levels to discuss, debate, and make decisions on important matters.

##### Composition:

##### Elected delegates from various party structures;

##### Diaspora, Regional, county, constituency and ward party branches.

##### Special interest groups or party wings (e.g., women's league, youth league).

##### Affiliated organizations.

##### National executive, secretariat and national committees members.

##### Functions and Powers:

##### Policy Development and Review: The NDC can play a role in developing, reviewing, and approving the party's policies and platforms. This might involve debating proposals, suggesting amendments, and ultimately voting on policy documents.

##### Candidate Selection: The NDC have a role in selecting party flag bearer for the national election.

##### Constitutional Amendments: The NDC the authority to amend the party's constitution or bylaws, following established procedures for voting and approval.

##### Leadership Election: The NDC is responsible for electing the party leader and other members of national executive

##### Oversight and Accountability: The NDC act as a platform for holding the party leadership accountable for its actions and ensuring adherence to the party's principles and policies.

##### Frequency of Meetings:

##### ~~Biennially~~Semi-annually: Every ~~two~~half year~~s~~, allowing for more frequent gatherings compared to annual meetings.

##### ~~Biennial~~Semi-annual meetings shall take place every 1st of February and December.

##### Extraordinary Meetings: Convened on a special basis to address urgent matters or unforeseen circumstances.

##### Procedure of Conducting an NDC Meeting:

##### Preparation: A notice is issued well in advance, outlining the agenda, date, time, and venue of the meeting. Relevant documents and reports are distributed to delegates.

##### Registration: Delegates register upon arrival, verifying their credentials and ensuring proper representation.

##### Opening formalities: The meeting opens with an official welcome, election of a chairperson for the conference, and potentially an address from the party leader.

##### Agenda Discussion: Delegates can debate and propose amendments to the agenda.

##### Policy Discussions: Delegates discuss proposed policies, amendments, or platforms, offering arguments and considering various perspectives.

##### Voting: Depending on the matter at hand, voting procedures might involve a show of hands, secret ballots, or a weighted voting system based on delegate representation.

##### Resolutions and Decisions: The conference adopts resolutions or makes decisions based on the voting results.

##### Closing formalities: The chairperson summarizes key decisions and closes the meeting.

##### 

## Article 52: Party Committees

##### The national executive and the National Delegates Conference may form any committee based on the need.

##### Standing Committees:

##### Executive Committee:

##### A core decision-making body typically composed of senior party officials like the party leader, deputy leaders, chairperson, and representatives from various party branches.

##### Functions:

##### Oversees the overall management of the party, implements policy decisions, and makes strategic decisions between National Delegate Conferences.

##### Policy Committee:

##### Composed of party members with expertise in various policy areas.

##### Functions:

##### Develops and reviews the party's policy platform, conducts research, and recommends policy positions to the party leadership.

##### Finance Committee:

##### Comprised of individuals with financial expertise.

##### Functions:

##### Oversees the party's finances, manages budgets, fundraising activities, and ensures financial compliance with regulations.

##### Communications Committee:

##### Responsible for managing the party's public image and communication strategies.

##### Functions:

##### Develops communication strategies, manages media relations, and oversees social media presence.

##### Ad-Hoc Committees:

##### Campaign Committee:

##### Formed specifically for election periods.

##### Functions:

##### Develops campaign strategies, coordinates campaign activities across different branches, manages resources, and oversees candidate support.

##### Platform Committee:

##### Formed leading up to a National Delegates Conference or election.

##### Functions:

##### Reviews and updates the party's platform, incorporating new policy proposals and ensuring alignment with current issues.

##### Constituency Outreach Committee:

##### Focused on specific demographics or communities.

##### Functions:

##### Develops strategies to connect with and mobilize voters within a particular constituency (e.g., youth outreach committee, women's outreach committee).

##### National Appeal Tribunal

##### Formed in case of any appeal.

##### Functions

##### Handle any appeal rising from disciplinary committee

## Article 53: Committees Composition:

##### Committees might include:

##### Elected Members: Chosen by party members through a voting process.

##### Appointed Members: Selected by the party leader or other senior officials based on their expertise or experience.

##### Ex-Official Members: Party officials who automatically hold a position on the committee by virtue of their office (e.g., party secretary-general on the Executive Committee).

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## **Article 54: Affiliation**

##### The party shall get into affiliate with interested unions, organizations, movements and any other body in any administrative level.

##### Such affiliation must be signed through a memorandum of understanding which shall be approved by the National Executive Committee and the representative of such interested entity.

##### The agreement must be for the interest of the party based on the party objectives to improve realization of party vision and mission and shall not be on personal interest or support of illegal activities or entities.

##### Representatives from such entities in partnership with the party shall be given right to attend and give their proposals, advice and recommendations to the party during the National Executive except the rights to vote in the National Executive which shall be reserved to only members of the organs of the party.

##### No member of any affiliate entity shall lead any organ of the party at any level to avoid conflict of interest.

##### Any support from affiliate entities/organizations are accepted as long as they are in line with the memorandum of understanding and Political Parties Act and the national constitution.

## **Article 55: Establishment and Management of National Assembly, Senate and County Assembly’s Caucuses**

##### There shall be establishment of national Assembly, senate and county assembly’s caucuses.

##### They shall fall under the parliamentarian organ of the party and shall perform function of the parliamentarian organ within their jurisdiction.

##### The parliamentarian organ shall therefore elect their SG who shall act as the spokesperson to the party at different caucuses.

##### All caucuses shall account to the party on their progress through annual report during the AGM and national conference.

##### The composition of both caucuses shall be in accordance to the party nomination, election rules and the constitution of Kenya.

Article 56: Open Forums/People's Forum.

* 1. There shall be annual open forum in all levels of the party administration where general members of the party shall be allowed to question the activities, achievements and progress of the party and of the elected officials.
  2. The forum shall happen annually either physically or virtually as may be approved by national executive.
  3. Youth League, pwds league and National women League shall organize and coordinate such forum for regional, county, constituency and ward level.
  4. All elected politicians both from the party and any other party shall be invited to such forum.
  5. The community through their representatives who shall be registered members of the party shall be allowed to participate in such conferences including affiliate unions/entities/organizations of the party.
  6. The party shall also be required annually through its various organs to publish a report of party progress through media houses, its social media networks, newspapers, magazines,website or any other platform to the general population.

##### Article 57: Party Communications

##### The party shall establish a strong communication Department that shall be in charge of party communication.

##### The communication department shall be co-chaired by national communication officer and national Secretary General.

##### The department shall be in charge of both marketing and communications in all communication platforms.

##### The department shall develop communication policies in consultation with National policy committee and approved by National Executiv

##### 

##### Article 58: Party Disciplinary.

##### a) Grounds for Disciplinary Action:

##### A member or official of the party may be subject to disciplinary action for conduct that:

##### Breaches the party's constitution or code of conduct. This could include violations of party principles, policies, or ethical guidelines.

##### Brings the party into disrepute. This could involve actions that damage the party's public image or reputation.

##### Acts in a manner that undermines the party's unity or cohesion. This could include public criticism of the party leadership or decisions, or engaging in activities that support opposing parties.

##### Engages in criminal or unethical conduct. This could involve any criminal offense or behavior that reflects poorly on the party.

##### Article 59: Methods and Procedures:

##### The following procedures will be followed when addressing disciplinary matters:

##### Complaint: A formal complaint outlining the alleged misconduct must be submitted to the party's Disciplinary Committee by a member of the party in good standing.

##### Investigation: The Disciplinary Committee will investigate the complaint to determine if there is sufficient evidence to proceed within 14 days from complaint submission date. This may involve gathering evidence, interviewing witnesses, and allowing the member or official to respond to the allegations.

##### Hearing: If the Disciplinary Committee finds sufficient evidence, a hearing will be held where the member or official can present their defense. The hearing will be conducted in a fair and impartial manner, following the principles of natural justice.

##### Decision: The Disciplinary Committee will deliberate and make a decision on the appropriate disciplinary action, if any. This decision will be communicated in writing to the member or official and the party leadership.

##### Appeal: The member or official may appeal the decision of the Disciplinary Committee to Party Appeal committee as outlined in the party's constitution.

##### Article 60:Types of Disciplinary Actions:

##### The following disciplinary actions may be imposed, depending on the severity of the misconduct:

##### Warning: A written warning issued to the member or official, outlining the misconduct and the expectation for future behaviour.

##### Censure: A formal public reprimand issued by the party leadership.

##### Suspension of Membership/Office: Temporary suspension of the member's rights or the official's duties for a specified period.

##### Expulsion from the Party: Termination of the member's membership in the party.

##### Article 61: Criteria for Determining Disciplinary Action

##### The Disciplinary Committee will consider the following factors when determining the appropriate disciplinary action:

##### The seriousness of the misconduct: More severe actions will be taken for more serious offenses.

##### The member or official's past record: Previous disciplinary actions will be considered.

##### The potential impact on the party: The committee will consider how the member or official's actions could affect the party's image or unity.

##### The member or official's remorse and willingness to take corrective action: Demonstrating remorse and a willingness to change can be mitigating factors.

## Article 62: Confidentiality:

##### All disciplinary proceedings will be conducted with due confidentiality, except where public disclosure is required by law or deemed necessary to protect the party's interests.

##### **Article 63: Right to inspect books of account or party register**

1. Any registered member, member of public or affiliated union has right to inspect the books of account or party register in accordance with the party constitution.
2. Such request must be in formal writing to the SG and must state the reason for inspection.

## Article 64: Party Signatories

##### Documents presented to the registrar including membership register, mergers and other reports to the registrar must be signed by party leader, national chairperson and national Secretary General

##### The accounts of ATP must be signed by Treasurer, chairperson and SG and every level of party structure (national, county, Constituency, ward level and diaspora).

##### Annual reports of the party must be signed by the National chairperson, SG, Auditor and Party leader.

##### The financial reports of the party must be signed by Treasurer, SG and Chairperson.

##### Any report or document of the political party required under this Act or any other written law shall be signed by the party leader, chairperson and Secretary general.

##### The nomination certificates for any nomination or election of a member of ATP shall be signed by party leader, national chairperson and Secretary General.

##### **Article 65: Policy Documents for ATP**

1. Governance and Operational Policy

a) Content:

Details the party's internal governance structures, decision-making processes, roles and responsibilities of party officials, membership criteria, and disciplinary procedures.

1. Purpose:

To ensure the party operates transparently, democratically, and efficiently, with clear guidelines for all members and officials.

2. Election Manifesto

a) Content:

Outlines the party's commitments, policies, and plans in key areas such as economy, security, education, health, and environment if elected to power.

1. Purpose:

To present the party's vision and priorities to the electorate, serving as a cornerstone of its election campaign.

3. Ethics and Integrity Policy

a) Content:

Defines standards of behavior and ethical principles for party members and elected officials, including conflict of interest policies, code of conduct and guidelines for handling donations.

1. Purpose:

To ensure all party activities and members uphold a high standard of integrity and ethics.

4. Financial Policy

a) Content:

Specifies procedures for budgeting, fundraising, financial reporting, and audits.

1. Purpose:

To ensure financial transparency, accountability, and compliance with legal regulations.

5. Communication and Media Policy

a) Content:

Outlines guidelines for party communications, media interactions, social media use, and official statements.

1. Purpose:

To maintain a consistent, responsible, and effective communication strategy.

**Article 66: Development, Approval, and Implementation Process**

i) Development Process:

* 1. Identification of Need: Recognize areas requiring policy formulation or revision based on new situations, legal requirements, or party objectives.
  2. Drafting: Assign a committee or task force involving relevant experts and stakeholders to draft the policy. This includes research, consultation, and benchmarking against best practices.
  3. Consultation and Feedback: Circulate the draft among party leaders, members, and possibly external stakeholders for feedback.

ii) Approval Process:

* 1. Revision: Revise the document based on feedback. This may involve several rounds of consultation.
  2. Internal Review: Present the draft to the party's decision-making body (e.g., executive committee or policy board) for review and suggestions.
  3. Final Approval: Submit the revised document for final approval, usually at a party congress or general assembly where it may be voted on by delegates or party members.

iii) Implementation Process:

* 1. Communication: Distribute the approved policy document to all party members and relevant stakeholders. Ensure that it is easily accessible, for instance, by publishing it on the party's website.
  2. Training and Workshops: Organize sessions to familiarize party members, especially those in leadership and operational roles, with the new or revised policies.
  3. Monitoring and Evaluation: Establish mechanisms for monitoring compliance and evaluating the effectiveness of the policy. This may include setting up a review committee.

Iv) Review and Update:

1. Scheduled Review: Determine a schedule for regularly reviewing each policy document to ensure it remains relevant and effective in light of changing circumstances or legal frameworks.
2. Revision Process: Similar to the initial approval process, revisions should go through drafting, consultation, and approval stages.

## Article 67: ATP Policy Development and Reporting Framework.

Section 1: Policy Reporting Documents

- The Accountability and Transparency Party is committed to producing substantial and impactful policy documents, including but not limited to:

1. ATP Constitution
2. Membership Policies
3. Position Papers on National Issues
4. Annual Reports on Party Activities and Governance

Each document aims to articulate our party’s stances and proposals in clear, actionable terms, providing a transparent roadmap for governance and policy implementation.

Section 2: Regularity of Production

- Our policy documents shall be produced with the following regularity:

* + 1. Position Papers: Semi-annually, or in response to emerging national issues.
    2. ATP Constitution and Membership Policies: Reviewed annually.
    3. Annual Reports: Published at the end of each fiscal year to summarize activities, financial health, and policy impacts.

Section 3: Development Process

* + - 1. Initiation: Policy proposals may be initiated by any party member, forwarded to the relevant committee for initial evaluation.
      2. Discussion: Proposals deemed viable are subjected to in-depth discussions within specialized committees, incorporating insights from party members, stakeholders, and experts.
      3. Refinement: Following thorough debate and revision, drafts are prepared for broader party consultation.

Section 4: Approval Process

Committee Approval: Refined proposals are presented to the responsible committee for approval.

Executive Council Review: Approved proposals are forwarded to the Executive Council of ATP, who review for alignment with party values and strategic objectives.

Final Approval: Upon Executive Council endorsement, documents are ratified as official party policy.

Section 5: Publication

ATP is dedicated to ensuring the widest possible dissemination of its policy documents through:

* + 1. Party Website: Official policy documents will be accessible on our website and all party social media platforms.
    2. Social Media Campaigns: Regular updates and highlights from our policy documents will be shared across social media platforms.
    3. Press Releases: Key policy positions and documents will be communicated via press releases to mainstream media.
    4. Public Forums: ATP will hold public forums and town hall meetings to discuss policy directions and gather feedback

Article 68: Assets Management Policy

##### All assets of the party shall be acquired, managed and disposed in accordance with procurement policies and assets management and disposal act of Kenya.

##### The SG at each level of administration will be the custodian of all assets at that jurisdiction.

##### All funds and Investment of the party shall be monitored and controlled by the Treasurer and audited annually by the auditor.

## Article 69: Party Rules and Regulations

##### a) Election of Party Officials

##### The election of party officials shall be conducted in a democratic manner, ensuring fair competition among all candidates.

##### All registered members of the party are eligible to vote in the election of party officials.

##### The party shall establish a transparent and accountable system for the nomination and election of party officials.

##### b). Nomination of Candidates for Election

##### [The party shall conduct nominations for candidates in a democratic and transparent manner](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [All registered members of the party are eligible to participate in the nomination process](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [The party shall establish clear criteria for the vetting of candidates](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [The party shall resolve any disputes arising from the nomination process in a fair and timely manner](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### c). Nomination of Candidates to Political Party List

##### [The party shall ensure that the nomination of candidates to the political party list promotes and upholds national unity](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [The party shall respect the rights of all persons and allow their participation in the political process](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [The party list should reflect the national character as prescribed by the constitution](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### d). General Provisions

##### [The party shall promote inclusiveness, democracy, and participation of the people in the formulation of its policies](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [The party shall adhere to the requirements of the Political Parties Act](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf).

##### [The party shall ensure that its activities, including the election of party officials and the nomination of candidates, comply with the laws of Kenya](https://orpp.or.ke/wp-content/uploads/2023/06/Political_Parties_Act_11_of_2011_2022_Edition.pdf)

##### Article 70: Amendments

##### Any amendment in the party name, symbol, party colours, constitution and rules of the party shall be approved by the National Delegates Conference.

##### Any member can put forward amendment recommendation in any chapter of the constitution in writing to the national executive through the secretary general.

##### The Secretary general shall within 7 days of receiving amendment request shall forward such recommendations to the national executive.

##### The national executive upon receiving such request shall then forward such amendment to policy committee for discussion and approval.

##### If the amendment is approved by the policy committee with at least 75% of members present it shall then be sent back to the national executive committee which shall then convene special meeting to vote approve the amendment and recommend it to the national delegates conference.

**Article 71: Accountability and Transparency Party Merger Policy Document**

* 1. Circumstances for Mergers

Mergers may be considered under the following circumstances:

* + 1. To combine resources with entities that share similar values and visions.
    2. To enhance our political influence and operational efficiency.
    3. To better serve our constituents through strengthened representation.
  1. Criteria for Mergers

- Entities seeking to merge with ATP must:

* + 1. Demonstrate a shared commitment to accountability, transparency, and public service.
    2. Have financial stability and no adverse legal standings.
    3. Agree to adhere to ATP’s governance structure and operational principles.

c. Procedure for Mergers

* + 1. Initial Exploration: Any proposal for a merger must first be discussed informally among the leadership of the involved parties. If there seems to be a mutual interest, a formal meeting will be arranged.
    2. Due Diligence: A comprehensive review of the merging entity’s financial, legal, and operational standing will be conducted.
    3. Proposal Development: If due diligence outcomes are satisfactory, a merger proposal will be developed detailing the terms, conditions, and integration plans.
    4. Membership Vote: The proposal will then be presented to ATP’s members at the Annual General Meeting (AGM) or a special meeting convened for this purpose.

d. Guidelines for Mergers

1. Merger negotiations must be conducted with the highest level of integrity, respecting the confidentiality and sensitivity of shared information.
   * 1. All discussions and agreements must be documented accurately and transparently.

e. Approval by an Annual General Meeting (AGM)

* + 1. The merger proposal requires a presentation at the AGM with a minimum of 30 days’ notice to all members.
    2. A quorum of 50%+1 of the party membership must be present to vote on the merger.
    3. Approval of any merger requires a two-thirds majority vote of members present.

f. Post-Merger Integration

* + 1. A detailed integration plan will be developed and implemented, covering leadership structures, membership integration, policy alignment, and communication strategies.
    2. Regular updates will be provided to all members and stakeholders throughout the integration process.

##### Article 72. Rules for Coalition

##### The party shall form pre-election or post-election coalition with any party once such recommendations is supported by at least 50+1% of all members in the National Executive and approved by majority of the National Delegates Conference

##### The National executive shall be publishing such intention for coalition in all media platform to all members for a period of 14 days

##### If there is no any objection raised against such coalition the National Executive shall forward the request to the National Delegates Conference for approval

##### Once approved by the majority of the National Delegates Conference, such decision shall once again publish in all media platforms including the terms of agreement.

##### Article 73: Provisions of Dissolution

Section 1: Voluntary Dissolution

1. The Party may be voluntarily dissolved if two-thirds of the members of the National Executive Council vote in favor of such a motion.

2. A Special General Meeting may be called with the sole agenda of discussing the dissolution. A resolution to dissolve the Party must be passed by at least two-thirds of the voting members present.

3. Upon deciding on dissolution, the Party shall notify the Registrar of Political Parties in writing within fourteen (14) days of such resolution, enclosing the minutes of the meeting where the dissolution was approved.

Section 2: Compulsory Dissolution

1. The Party shall be compulsorily dissolved if found in violation of the Political Parties Act by a competent legal authority or upon deregistration by the Registrar of Political Parties as per the Act.

2. In the event of compulsory dissolution, the Party shall comply with any directives issued by the Registrar concerning its winding up and disposal of assets.

**Article 74: Disposal of the Party’s Property**

Section 1: Upon Voluntary Dissolution

1. In the event of a voluntary dissolution, all liabilities and obligations of the Party shall first be settled.

2. Any surplus assets, after the settlement of debts, shall be disposed of according to resolutions passed by the Special General Meeting, provided that such disposition is in accordance with the law.

3. Surplus assets may be donated to a non-profit organization with similar objectives or political aspirations as decided by the Party membership during dissolution.

Section 2: Upon Compulsory Dissolution

* + - 1. Upon compulsory dissolution, the liquidation of the Party’s assets shall be conducted in accordance with the directives from the Registrar of Political Parties.
      2. All liabilities and obligations of the Party shall be settled from the liquidation proceeds.
      3. Any remaining assets following the settlement of debts shall be disposed of as the law prescribes, which may include reverting to the national treasury or being allocated to charitable entities as determined by the Registrar.

**Article 75: Manner and procedure to be followed for the dissolution of the Accountability and Transparency Party (ATP) or any of its branches:**

1. Initial Resolution for Consideration of Dissolution:

- The suggestion for dissolution can be initiated by the Executive Committee of the national party or the branch committee for a specific branch.

- A majority vote by the respective committee is required to move forward.

2. Notification to Members:

Upon passing the initial resolution, the General Secretary of the national body or the respective branch secretary will notify all members of the intention to consider the dissolution. This notification must be issued at least 30 days before the convening of the special general meeting to discuss the dissolution.

3. Special General Meeting (SGM):

- An SGM will be convened specifically to discuss the dissolution. The agenda will be limited to whether the party or the branch should be dissolved.

- For a resolution to dissolve to pass, a two-thirds majority of members present and voting at the SGM is necessary.

4. Settlement of Debts and Obligations:

- Following a vote for dissolution, the party or branch will begin the process of settling all debts and obligations. A dissolution committee, appointed at the SGM, will oversee this process.

5. Distribution of Remaining Assets:

- Any assets remaining after the settlement of debts and obligations will be distributed in accordance with the party’s constitution or the resolutions made at the SGM.

6. Notification to the Registrar of Political Parties:

- The General Secretary (for the national party) or branch secretary (for a branch) shall formally notify the Registrar of Political Parties of the dissolution, submitting:

1. A copy of the resolution for dissolution.
2. Minutes of the SGM confirming the dissolution.
3. Final financial statements showing the settlement of debts and the distribution of assets.

7. De-registration:

- Upon receipt and verification of the dissolution documentation, the Registrar will proceed to de-register the party or the branch accordingly.

8.Compliance and Communication:

- Throughout the dissolution process, the ATP commits to maintaining transparency and open communication with all its members, stakeholders, and the Registrar of Political Parties to ensure compliance with all legal requirements and obligations.

## **Article 76: Internal Party Dispute Resolution Mechanism**

Introduction:

The Accountability and Transparency Party is committed to upholding the principles enshrined in the Constitution of Kenya 2010, specifically adhering to the requirements of Article 47 (Fair Administrative Actions) and Article 50 (Fair Hearing), in managing and resolving disputes within the Party. This document outlines the procedures ATP members shall follow to ensure disputes are resolved fairly, efficiently, and effectively.

1. Principles:

- Fairness: All dispute resolution processes will be conducted fairly, allowing equal opportunity for all parties involved to present their case.

- Transparency: Procedures, decisions, and outcomes of the dispute resolution process will be transparent to all parties involved.

- Impartiality: All disputes will be adjudicated by impartial members or bodies without any conflicts of interest.

- Confidentiality: Personal information and specific details of the dispute will be handled with absolute confidentiality, except where disclosure is required by law.

- Right to be Heard: Every party to a dispute shall have the right to be heard, to present evidence, and to cross-examine witnesses.

2. Dispute Resolution Mechanism:

Stage 1: Informal Resolution

* + 1. Notification of Dispute: A party to a dispute (complainant) should first attempt to resolve the issue informally with the opposing party.
    2. Mediation: If informal discussions do not resolve the dispute, parties are encouraged to seek mediation within the party structure, facilitated by an appointed party official.

Stage 2: Formal Complaint

* + 1. Filing of Complaint: If informal resolution is unsuccessful, the complainant may file a formal complaint to the Dispute Resolution Committee (DRC) outlining the nature of the dispute, parties involved, and any efforts made towards its resolution.
    2. Acknowledgment: The DRC will acknowledge receipt of the complaint within 7 days and inform all parties involved.

Stage 3: Hearing

* + 1. Scheduling: A hearing date will be set, allowing all parties adequate time to prepare. All parties will be informed of the process and their rights.
    2. Conduct of Hearing: The DRC will conduct the hearing impartially. All parties will have the opportunity to present evidence, call witnesses, and make submissions.
    3. Decision: The DRC will deliberate and issue a decision based on the merits of the case within 30 days of the hearing. The decision will be communicated to all parties involved in writing.

Stage 4: Appeals Process

* + 1. Right to Appeal: Aggrieved parties have the right to appeal the DRC’s decision. An appeal must be lodged within 14 days of the decision to the Party’s National Executive Committee (NEC).
    2. Appeal Hearing: The NEC will review the appeal and may conduct a hearing if deemed necessary. A final decision will be made and communicated to all parties involved.

3. Implementation and Training:

* + 1. All party officials and members will receive training on the dispute resolution mechanism.
    2. The DRC and NEC members involved in dispute resolution will receive specialized training to ensure they possess the necessary skills and knowledge to adjudicate disputes fairly and effectively

**Article 77. Affirmative Action Model**

- National policy committee shall develop proper affirmative action model to ensure the interest of various groups are upheld in the party at all levels and in all organs which shall be approved by National Executive from time to time.

##### Proportional representation

##### - The party is committed to junior (Members below 40 years) and senior members (Members above 40 years) in the Party working in equitable partnership and representation of 70% (Junior Members) and 30% (Senior members) representation respectively.

##### Gender Representation

##### - It is our objective to have equitable numbers of both genders at all levels in the Party organization, public office positions the Party holds, party organs party committees at a ratio of 50:50. However, in our effort to achieve this, 2/3 gender rule shall be our bare minimum.

##### National Representation

##### - It's our objective as a party to ensure we have equitable representation of all ethnic groupings in the party leadership and management at all levels and in all organs of the party. Therefore, no one ethnic group shall occupy more than 1/3 of party leadership, appointments.

##### Special interest groups

##### - It's to the party best interest to ensure special interest groups (marginalized communities, persons with disabilities and people of lower class) get equitable representation in the party

##### Professional bodies

##### - The party shall also ensure that professionals, civil societies, labour unions and other organizations get proper chance to be incorporated in the party administration (special committees) in order to achieve party objectives.

##### Human Rights

##### - The party shall comply and defend human rights as enshrined in chapter four of the constitution (The bill of rights) and Kenya National Human rights Commission.

##### Integrity

##### - The party shall also uphold Chapter 6 of the national constitution on the Ethics and Integrity.

## **Article 78 . Implementation of the Constitution**

##### The party shall be required to implement all sections of the constitution 6 months ahead of the subsequent general elections except that of parliamentary Group that shall be formed 6 months after every general election.

##### This constitution shall be effective upon receiving provision certificate to the party by registrar of political party

##### Each organ of the party shall be required to implement this constitution independently but harmoniously and in the context of this constitution and in any other law.

##### This constitution shall be biding to all dully registered members’ and no one shall be above this constitution.

##### All party officials in all organs and committees in all levels shall be required to take an oath to protect this constitution upon assuming the office.

##### Any act by any member or official that goes against this constitution or the spirit of this constitution shall amount to an offence punishable by disciplinary committee or any court within the territory of Kenya.