



THE CONSTITUTION
FOR
THE INTERNATIONAL ASSOCIATION FOR THE EXCHANGE OF
STUDENTS FOR TECHNICAL EXPERIENCE-KENYA - IAESTE KENYA

December, 2021

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1. Name

The name of the Association is the **International Association for the Exchange of Students for Technical Experience Kenya**, commonly known as **IAESTE- Kenya**.

2. Purpose and Objectives

The International Association for the Exchange of Students for Technical Experience (IAESTE A.s.b.l) is an independent not-for profit and non-political student exchange organization. It is a global organization with over 80 countries involved in exchanging over 4000 traineeships each year worldwide. IAESTE provides students in technical degrees (engineering and science / technology fields and applied arts) with paid, course-related, training abroad and employers with highly skilled, highly motivated trainees, for long- or short-term projects. IAESTE Kenya is a nonprofit professional body that composed of different local committees from different Universities in Kenya, working closely with various international industries, governments, and educational institutions to secure of on-the-job training for Kenyan students who desire to advance their knowledge of the art and science of engineering, science, and other technical fields of study and cultural education.

2.1 Vision

To internationalize technical experience in Kenya by building bridges between all cultures.

2.2 Mission

- 2.2.1** To promote international understanding, cooperation and trust among students, academic institutions, employers and wider community
- 2.2.2** To operate a high quality practical training exchange programme between members in order to enhance technical and professional development
- 2.2.3** To operate irrespective of race, colour, gender, culture, religious or political beliefs, disability, sexual orientation, gender identity, or expression

2.3 Motto

“Taking Technical and Cultural Exchange Beyond Kenyan Borders.”

2.4 Core Values

Friendship, Trust, Respect, Fairness, Professionalism, Development and Intercultural Cooperation

2.5 Aims

- 2.5.1** To provide students in higher education with technical experience relevant to their studies;
- 2.5.2** To offer employers trained personnel that is well-qualified with cutting-edge skills and hands-on experience;
- 2.5.3** To be a source of cultural enrichment for trainees and their host communities.

2.6 Objectives

2.6.1 Broad objective

To exchange trainees for technical experience on a bilateral or multilateral basis and further development of these services.

2.6.2 Specific objectives

- 2.6.2.1** To effectuate and maintain relations with organizations of like purpose in foreign countries for the securing of on-the-job training with international industries, governments, and educational institutions for Kenyan students.
- 2.6.2.2** To encourage a wider geographical participation of academic institutions and employers in exchange throughout the country.
- 2.6.2.3** To endeavour to exchange with as many participating countries as possible.
- 2.6.2.4** To actively strive to develop the quality and volume of exchange.

3. Membership

3.1 The Members of IAESTE-Kenya shall be the Local Committees (LCs) of the participating tertiary education institutions and industries. In exceptional circumstances, the association may consider individual membership subject to (i) affiliation to a tertiary educational institution, and (ii) payment of appropriate membership fee as shall be determined by the National Committee (NC).

3.2 The Current Members of the Association are Jomo Kenyatta University of Agriculture and Technology, Dedan Kimathi University of Technology, Murang'a University of Technology and Egerton University.

3.3 Registration fee: To join the IAESTE-Kenya, a Local Committee shall pay Kenya Shillings twenty five thousand (KES. 25,000). The registration fee shall be reviewed by the Annual General Meeting on the recommendation of the National Committee

3.4 Annual subscription fees

3.4.1 Institutional Fee

Members shall pay an annual subscription fee of KES. 20,000

3.4.2 Local Committee Fees

The LC shall remit a student placement fee of KES. 3,000 per every successful applicant

3.4.3 Individual Fee

Temporary individual fee as shall be determined by the National Committee

3.5 Application for membership

Applications for Membership will be considered every year at the Annual General Meeting (AGM), provided that formal application for admission has been made to the National Committee three months before the AGM and an application fee has been paid.

3.6 Loss or Withdrawal of Membership

3.6.1 Membership of the Association may be automatically lost due to an unjustifiable failure to participate in the exchange over a two-year consecutive period or due to an unjustifiable failure to pay the Membership fee within 3 months from the date of dispatch of formal notice, unless payment is deferred by the National Committee.

3.6.2 Membership may be withdrawn by the members during AGM for any of the following reasons:

- a) Gross misconduct in the running of the Local Committee;
- b) Misuse of the name and the logo of the Association;
- c) A major breach of the IAESTE Kenya constitution;
- d) A loss of their legal capacity.
- e) Non-payment of membership/subscription fees

3.6.3 In such cases the Chairperson of the National Committee will be required to make the case for withdrawal and to present the evidence to the Committee, either at its next meeting or, if the case requires immediate action, by conferring with all committee members using the most effective communication possible.

3.6.4 In such cases the chairperson will notify the decision of the National Committee to all Members in writing within one week. The circumstances and supporting evidence will then be presented at the next AGM for decision by 2/3 majority. Once the withdrawal of membership has been decided, the Member will not be permitted to attend the AGM (or other meetings) or participate in the exchange.

3.7 Reinstatement

3.7.1 A former Member has a period of one year within which to appeal to the Chairperson for re- admission on the grounds that the causes which led to the loss of membership or withdrawal of its membership have been resolved and that it will henceforth comply with the constitution of the Association and fulfil its obligations. The re-

admission will then be automatically put on the Agenda of the next AGM for decision.

- 3.7.2** Former Members, whose membership of the Association has been lost for non- payment of fees will be required to settle the outstanding amount owed to IAESTE Kenya, including the interest charged, as shown on the last invoice, before re-admission

3.8 Resignation

A Local Committee that decides that they no longer wish to be part of the Association may accordingly resign from IAESTE Kenya.

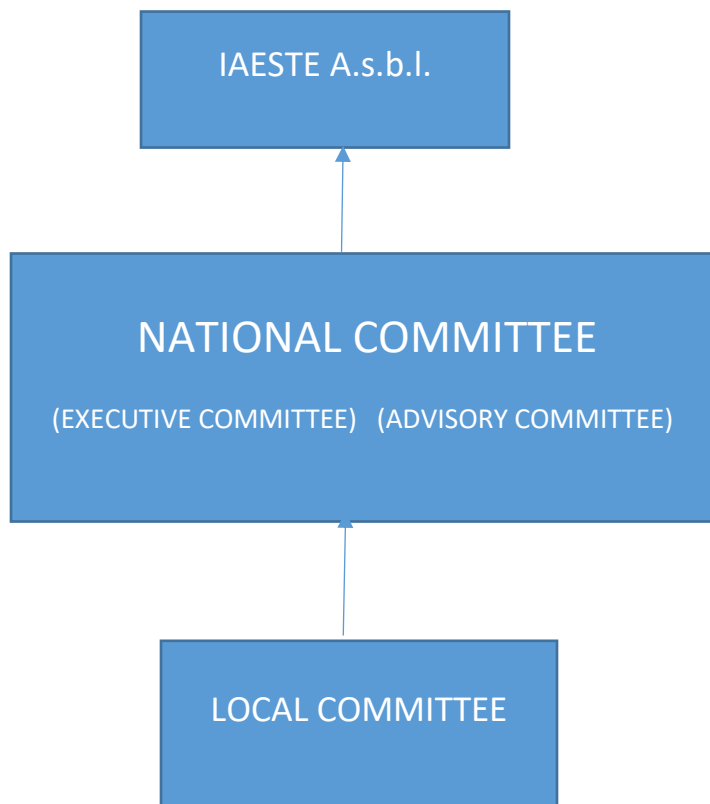
In the event of either of the following a Member shall be deemed to have resigned:

- a) Any Member who has failed to participate in the exchange over a two-year consecutive period with no justifiable reason;
- b) Any Member who, having been given formal notice to pay the Membership/annual subscription fee, fails to do so within 3 months from the date of dispatch of such notice, unless payment is deferred by the National Committee according to the by-laws.
- c) Such a Member shall not be entitled to a refund of any moneys contributed to the Association

4. Organization of IAESTE Kenya

IAESTE Kenya derives its structure from IAESTE A.s.b.l the global entity. The IAESTE Kenya organizational structure comprises of three hierarchy levels namely; IAESTE A.s.b.l., the National Committee and the Local Committee. IAESTE Kenya has it's National Office based at Dedan Kimathi University of Technology.

4.1 Structure



4.2 Officers and their duties

Composition of the National Committee

The National Committee shall comprise of the Advisory Committee and the Executive Committee.

4.2.1 Composition of the Advisory Committee

- i) Academic Representatives from each member university
- ii) Industry representatives
- iii) Student representatives from each of the LCs in the rank of President
- iv) A Representative from the relevant government ministry/department
- v) An Alumnus from each of the LCs

4.2.2 Composition of the Executive Committee

- i) Chairperson
- ii) Vice Chairperson
- iii) National Secretary
- iv) Academic Representatives from each of the member universities
- v) Treasurer. Not from the same university as the chairperson
- vi) Student representatives from each of the LCs in the rank of President
- vii) An Alumnus from each of the LCs
- viii) Exchange Coordinator
- ix) Marketing/Branding Officer

4.3 Duties of Office bearers

4.3.1 Chairperson

The Chairperson shall preside over general and special meetings. The Chairperson shall represent the National Committee to government bodies, industry representatives, allocate tasks to other members of the National Committee and is a signatory to the IAESTE Bank Account. The Chairperson has the role to guide the association and that all decisions and policies of the General Meeting are carried into effect. The Chairperson will attend all NC meetings, report on the progress of the association organization, answer questions of the NC members and carry out the duties described in the job description. The NC can designate other duties as necessary.

4.3.2 Vice Chairperson

The Vice Chairperson shall undertake the roles of the Chairperson in the absence of the Chairperson.

4.3.3 National Secretary

The National Secretary shall maintain a list of participating Local Committees, Communicating Directives from the National Committee to the Local Committees and to the international community, recording of minutes of the National Committee meetings, represent the association during the annual conference and general oversight on the exchange of offers. The National Secretary will also be responsible for convening meetings and developing the agenda for the meetings.

4.3.4 Academic Representatives

The Academic Representatives should be from the office of the Deputy Vice Chancellor for the time being in charge of academic affairs of each of the member institutions or someone appointed by the Deputy Vice Chancellor who should be responsible for IAESTE activities at the institution.

4.3.5 Treasurer

Collect necessary fees from each university, maintain financial records for the NC, make annual reports on expenditure, disburse funds of IAESTE programs, assist in fund raising e.g. sensitization programs, facilitating the AC delegation as they go for the annual conference, and be a signatory the IAESTE National Committee Bank Account. The treasurer should be a student representative.

4.3.6 Student Representatives

Who will be the Presidents of the participating Local Committees and their role will be to bring student perspective to matters being discussed and come up with new ways to raise money for the National Committee.

4.3.7 Alumni

Volunteers who have been members of IAESTE and have had an exchange experience. Their role will be to advise on the overall exchange experience, setting up and maintenance of the alumni association. Two - one male and one female from any of the universities.

4.3.8 Industry representatives

Can be Heads of Research and Development, Representatives for industry based bodies e.g. EBK, KASNEB or Technical Directors of companies. That the Industry representative will advise on what to look at when applying for internships and give insight on employer requirements.

4.3.9 Exchange Coordinator

Provide oversight on the exchange processes.

4.3.10 Marketing & Branding Officer

Undertake marketing and branding of IAESTE Kenya, designing of branding and publicity materials

5. Removal of a Serving Official

Any office bearer who ceases to be a member of the Association shall be automatically cease to be an office bearer thereof.

Office bearers may be removed from office in the same way as is laid down for the expulsion of members in Article 3.5 and vacancies thus created shall be filled by persons elected at the General Meeting resolving the expulsion.

6. Elections of office bearers

- i. All the members elected to be office bearers will serve for one term after which another election will be held in the General Meeting. A term shall be two (2) years.
- ii. An office bearer is eligible to serve a maximum of two (2) terms in the same capacity and is eligible to seek election in a different capacity beyond the two (2) terms.
- iii. Any candidate wishing to contest for election for any office shall be proposed and seconded by full members of the Association at least fourteen (14) days prior to the election date. In the event of there being more than one nomination for any particular office, elections shall be conducted.
- iv. Elections shall be by secret ballot on the basis of one member one vote by fully paid up members physically present at the time of the voting.
- v. The conduct of elections shall be by simple majority.

- vi. An observer who is not a member of the Association will be selected to observe elections to ensure free and fair elections for members. This individual must be of high integrity and a respected member in society and shall be proposed by the National Committee and ratified by members at a special or general meeting preceding the election.
- vii. The National Committee may elect to appoint more than one (1) observer to observe elections during the General Meeting.

7. Conduct of meetings

7.1 General Meetings

There shall be two classes of general meetings - **Annual General Meetings and Extra-ordinary General Meetings.**

7.1.1 Annual General Meetings

The annual general meeting shall be held not later than 5th of June in each year or any other convenient day as determined by the members. Notice in writing of such annual general meetings, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meetings.

7.1.2 Extraordinary General Meetings

An Extraordinary General Meeting of the Association may be convened to

- i. Hold an election to fill a vacancy in the National Committee, should one arise
- ii. Consider a proposal to amend this constitution or any other governing instrument of the Association;
- iii. Address any other circumstance not provided for in this constitution.

An Extraordinary General Meeting shall be convened:

- i) By majority decision of the National Committee; or
- ii) On foot of a submission to the National Committee of a petition signed by not less than a third of the members.
- iii) No less than [seven] days' notice of an Extraordinary General Meeting shall be given.
- iv) Quorum for general meetings shall be not less than 2/3 of the members or any other number as may be determined by the members from time to time.

8.0 Procedure at Meetings

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

9.0 Auditor

i. An auditor shall be appointed for the following year by the annual general meeting. All the Association's accounts, records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his/her receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six (6) weeks and not more than three months before the date of the annual general meeting. The auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Association in what respect they are found to be incorrect, unvouched or not in accordance with the law.

ii. A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.

iii. No auditor shall be an office bearer or a member of the secretariat of the Association

10.0 Funds

The funds of the Association may only be used for the following purposes:

- i. To support fundraising and mobilization of resources to support the activities of the Association;
- ii. To run joint programs and projects that are of mutual benefit to the members;
- iii. Lobbying local and national government and agencies on policy frameworks that enhances operations and sustainability of the association.
- iv. All money and funds shall be received by and paid to the Treasurer and shall be deposited by him/her in the name of the Association in any bank or banks approved by the National Committee.

- v. All payments shall be made upon the resolution of the National Committee authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Assistant Treasurer and two (2) other office bearers of the Association who shall be appointed by the National Committee. The Executive may also be mandated to make such payments as may be necessary for smooth flow of operations as per policies approved by the National Committee.
- vi. The National Committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Association and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two (2) months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- vii. The financial year of the Association shall be from 1st July to 30th June.

11.0 Inspection of Accounts and List of Members

The books of account and all documents relating thereto and a list of members of the Association shall be available for inspection at the registered office of the Association by any officer or member of the Association on giving not less than seven (7) days' notice in writing to the Association.

12.0 Sources of Income

- i. Membership fees
- ii. Sales of Branded Merchandise
- iii. Fundraising
- iv. Placement fees
- v. Sponsorships

13.0 Expenditure

- i. Branding and Public Relations
- ii. Purchase and Branding of Merchandise
- iii. National Committee meetings costs
- iv. Annual Conference costs
- v. Annual Subscription fees to IAESTE A.s.b.l.

14.0 Amendments of the Constitution

- a) Any Articles or Sections of these rules may be amended, altered or added to or deleted by at least 2/3 of the members present and voting at any Annual General Meeting of the Association.
- b) Notice of any proposed amendment, alteration, addition or deletion, with details thereof, shall be circulated to members 21 days before the AGM, for discussion.
- c) The AGM shall decide on the effective date of any amendments so adopted.

15.0 Dissolution of the Association

- a) The Association shall not be dissolved except by a resolution passed at an annual general meeting of members by a vote of 2/3 of the members present. If no quorum is obtained, the proposal to dissolve the society shall be submitted to a further Extraordinary meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- b) In such cases the Chairperson of the National Committee will be required to notify the president of the IAESTE A.s.b.l, who will then initiate entirely new arrangements for operating IAESTE in the country.
- c) All assets and liabilities accrued by the Association shall upon dissolution be shared out among member institutions proportionately.