



THE KENYA INSTITUTE OF PLANNERS

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KIP CONSTITUTION

CLAUSE	
1.1	<p>The Kenya Institute of Planners</p> <p>“The Kenya Institute of Planners (hereinafter referred to as ‘the Institute’) is a learned society for the professional discipline and practice of Planning in Kenya</p> <p>The Institute is a corporate body consisting of a Governing Council (hereinafter referred to as “the Council”) and Members.</p> <p>The Institute has perpetual succession, a common seal and in its corporate capacity, is capable of suing and being sued, and doing all things incidental or appertaining to a corporate body</p>
	<p>Vision A planned, sustainable, and prosperous Kenya</p>
1.2.1	<p>Mission</p> <p>The mission of the institute is to enhance the art science and practice of sustainable national, regional and local development planning</p>
	<p>Objectives</p> <p>Planners</p> <ul style="list-style-type: none"> • Enhance the welfare of membership • Enhance the knowledge and skills of the membership <p>Society</p> <ul style="list-style-type: none"> • Foster societal awareness on matters planning and development • Instigate positive change in social-cultural, economic, spatial, and environmental spheres of development. • promote non-discriminating public involvement in planning, policies and action <p>Industry</p> <ul style="list-style-type: none"> • Promote and maintain the highest ethics, values, and standards of professional practice • Encourage research and uptake of innovation in planning and development • Enhance membership engagement in public policy discourses, formulation, and implementation • Promote and collaborate in the development of planning curriculum with training institutions <p>Global engagement</p> <ul style="list-style-type: none"> • Promote local and global partnerships, collaborations and exchange on matters planning and development <p>Planet</p> <ul style="list-style-type: none"> • Enhance member participation in the pursuit of sustainable development

	goals
1.3	The institute shall comprise of the chapters which are industry disciplines as follows.
1.3.1	<ol style="list-style-type: none"> 1. Urban and/or Regional Planning 2. Urban Design 3. Social and Community Planning 4. Economic Development Planning 5. Natural Resource Planning 6. Environment Planning and Management 7. Transportation and Infrastructure Planning 8. Landscape, Open Spaces and Recreational Planning 9. Planning, Development and Environmental Law
1.3.2	Members of the Institute may belong to one or more chapters subject to eligibility as prescribed in the rules and regulations.
1.4	<p>Categories of Membership</p> <p>Membership shall take the following forms</p> <ol style="list-style-type: none"> 1. Individual 2. Firm 3. Institutional 4. Other <ol style="list-style-type: none"> a. Honorary b. Visiting c. Associate
	<p>Class of Membership</p> <p>Individual Membership consists of the following grades;</p> <ol style="list-style-type: none"> (a) Fellow (b) Corporate (c) Graduate (d) Technician (e) Student
	<p>Eligibility for Membership</p> <p>Eligibility for membership is as prescribed in the rules and regulations</p>
1.5	<p>Induction of Members</p> <p>The Council shall have power to induct members to different classes of membership of the Institute</p>
1.5.1	The qualifications and mode of induction of members is as prescribed in the rules and regulations.
1.6	Governance
1.6.1	<p>The Council</p> <ol style="list-style-type: none"> a. The Council is the executive organ of the institute b. The Council shall consist of the following and who shall be Corporate Members of the Institute: <ul style="list-style-type: none"> • Honorary President; • Honorary Vice-President • Honorary Secretary; • Honorary Treasurer; • Honorary Registrar; • Assistant Secretary • Assistant Treasurer; • Assistant Registrar; • Two Corporate Members; and

- Immediate past Chairman of the Institute

Duties and responsibilities of the office bearers

Election of the Council

- c. Members of the Council are elected at every third successive AGM
- d. Only paid-up corporate members in good standing are eligible for election to the Council
- e. A member of the council shall serve in one position for a maximum of one term
- f. The term of the council shall be 3 years
- g. Election of the Council shall be by majority of cast votes at the Annual General Meeting of the Institute and in accordance with procedures set out in the Rules.

Uncontested candidacy

- h. In the event there is no candidate contesting for any position in an election, the position shall be elected by acclamation during the same AGM.
- i. In the case of (g) above, the winning candidate shall only be declared elected by obtaining a majority of votes in a ratification poll held during said election in accordance with procedures set out in the Rules.

Removal from council

A member of the council may be removed from office through a petition and a majority vote in an AGM by a member in accordance with procedures set out in the rules

Powers and responsibilities of council

- j. The Council has powers to;
 - implement the resolutions of general meetings
 - call for all the institute meetings and events
 - formulate and implement policies, strategies, programmes and projects to advance the objectives of the institute
 - formulate, amend, or repeal the rules and regulations
 - appoint an executive officer and any other staff as it deems necessary to perform the functions of the institute
 - receive and expend funds of the institute
 - facilitate the council and any other member to undertake functions of the institute
 - acquire or dispose, hire and/or lease any movable or immovable property in the interests of the institute.
 - Prescribe and award honoraria to council members
 - undertake investigations into the conduct of members and institute disciplinary measures
 - establish linkages and collaborations between the institute and any other organized body of planners or professionals or other bodies pursuant to the objectives of the institute
 - establish special committees in the manner prescribed in the rules
 - delegate any of its powers to a special committee provided that any such committee shall exercise the powers as delegated to it in accordance with the rules and any special directions the council may give
 - invite any person, whether a member of the Institute or not, to advise the Council or any committee in the consideration of matters before the Council or such committee
 - recognize and award members and others persons who have advanced objects of the institute or planning profession by outstanding performance
 - exercise its discretion to grant exemption to the provisions of the Rules in

	<p>exceptional circumstances and subject to such conditions it may deem fit</p> <ul style="list-style-type: none"> • nominate representatives to independent public bodies, authorities, agencies, commissions, special committees, departments of National and County Governments and any other bodies that a request may be made.
<p>1.6.2</p>	<p>Trustees</p> <ol style="list-style-type: none"> a. The Trustees are custodians of the Institute’s properties and investments b. Trustees shall comprise of five (5) members who shall be constituted as hereunder: <ul style="list-style-type: none"> • Two Fellow Member • Three Corporate Members • The serving Chairman of the Institute who shall be the Secretary c. Trustees are elected at an AGM and shall serve for a maximum of one term of six years d. Election of the Trustees shall be by majority vote at the Annual General Meeting of the Institute and in accordance with procedures set out in the rules. e. Trustees shall have the following functions: <ul style="list-style-type: none"> • Hold in trust, all the assets and properties of the institute • Provide overall investment and financial management oversight and guide the sourcing and use of resources • Arbitrate on internal matters and disputes of the council members and organs of the institute.
<p>1.6.3</p>	<p>Chapters</p> <p>Officials of the Chapters of the Institute</p> <p>1.11.1 Each Chapter shall have the following officials for smooth operation of the chapters:</p> <ol style="list-style-type: none"> (a) Chairman; (b) Secretary; (c) Treasurer; (d) Organizing Secretary; <p>1.11.2 Chapters officials shall be elected in accordance with this Constitution during chapter annual general meeting.</p>
<p>1.6.4</p>	<p>Regional Branches</p> <p>1.12.1 There shall be Regional branches of the Institute for effective promotion of KIP objectives and corporate obligations.</p> <p>1.12.2 A Regional branch shall serve members in a cluster of counties as specified in the Rules).</p> <p>1.12.3 The threshold for setting up a regional office shall be determined by at least 30 planners one third (1/3) of which shall be corporate members.</p> <p>1.12.4 Individual members of Regional Branches shall maintain their financial obligations to the Institute as prescribe by procedures and regulation.</p> <p>1.12.5 the branch shall operate a bank account as facilitated by the council and as guided by rules and regulations</p> <p>1.12.5. The Regional Branches shall have mandate to raise funds in their regions subject to one third (1/3) of the proceeds remitted to the headquarters.</p> <p>1.12.6. Notwithstanding the setting up of regional branches, all disciplinary cases and disputes shall be referred to the Governing Council.</p> <p>Coordination of Regional Branch Activities</p>

	<p>1.12.7. the regional branches shall be coordinated by a regional branch committee.</p> <p>1.12.8. The committee shall comprise of corporate members nominated by voting members and their nomination confirmed at quarterly or annual general meeting</p> <p>1.12.9. the regional branch committee members shall be</p> <ul style="list-style-type: none"> • Chairperson, • Secretary • Treasurer and • A committee member from each constituent county <p>1.12.10. Communication between the Council and a Regional branch shall be between the Hon Secretary of the Institute and the Chairperson.</p> <p>1.12.11 Functions of a Regional Branch shall have the same meaning and significance to the functions and meaning of a Committee of the Institute.</p> <p>1.12.12 The leadership of the branches and the council shall have regular meetings as prescribed in the rules and regulations.</p>
	<p>Amendment of Constitution</p> <p>1.13.1 This constitution may be amended in a general meeting. Notice of any proposed amendment, together with an explanatory memorandum shall be circulated Fourteen (14) days before the date of the meeting to every member entitled to vote.</p> <p>During the meeting voting members, shall be required to vote for or against the proposed amendment; and if no less than two-thirds (2/3) of the votes recorded as aforesaid by those entitled to vote are in favour of the amendment then the amendment shall have effect.</p>
	<p>1.14 General Meetings</p> <p>A general meeting shall be the supreme decision-making organ of the Institute.</p> <p>1.14.1 General Meetings of the Institute shall be convened by the Council as prescribed in the Rules.</p> <p>At least one General Meeting shall be held every calendar year.</p> <p>1.14.2. Any resolution adopted at a general meeting by a majority of members present and entitled to vote, as defined in the rules, shall be deemed to be a resolution duly passed by the Institute.</p> <p>1.14.3 The Council may convene a Special General Meeting to discuss an urgent or special item that may not wait to be discussed during the General Meeting.</p> <p>Rules for conducting a General Meeting shall apply as prescribed in the regulations.</p>

SCHEDULE ONE: APPLICATION AND SUBSCRIPTION FEES

NO.	CATEGORY OF MEMBERS	APPLICATION FEES (KSHS)	ANNUAL SUBSCRIPTION FEES (KSHS)
A: Individuals			
1.	Fellow	Nil	One off payment of 75,000
2.			
3.			
4.	Corporate	1,000	7,500
5.	Graduate	1,000	3,750
6.	Technician	1,000	2,000
7.	Student	(500)00	500
8.	Honorary	Nil	Nil
9.	Visiting	1,000	20,000 Annual fee or part thereof
10.	Associate	1,000	1,000
B: Firms			
11.	All Firms		15,000