

Kenya Institute of planners Constitution



THE KENYA INSTITUTE OF PLANNERS

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THE KENYA INSTITUTE OF PLANNERS CONSTITUTION

ARRANGEMENT OF CHAPTERS

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PREAMBLE

CHAPTER ONE-THE KENYA INSTITUTE OF PLANNERS

The Kenya Institute of Planners

1. (1) "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
- (2) The Institute is a corporate body consisting of a Governing Council (hereinafter referred to as "the Council") and Members. PI
- (3) 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.

Vision

2. A planned, sustainable, and prosperous Kenya

Mission

3. The mission of the institute is to enhance the art science and practice of sustainable national, regional and local development planning

Objectives

4. (1) Planners
 - a) Enhance the welfare of membership
 - b) Enhance the knowledge and skills of the membership
- (2) Society
 - a) Foster societal awareness on matters planning and development
 - b) Instigate positive change in social-cultural, economic, spatial, and environmental spheres of development.
 - c) promote non-discriminative public involvement in planning, policies and action
- (3) Industry
 - a) Promote and maintain the highest ethics, values, and standards of professional practice
 - b) Encourage research and uptake of innovation in planning and development
 - c) Enhance membership engagement in public policy discourses, formulation, and implementation
 - d) Promote and collaborate in the development of planning curriculum with training institutions
- (4) Global engagement
 - a) Promote local and global partnerships, collaborations and exchange on matters planning and development
- (5) Planet
 - a) Enhance member participation in the pursuit of sustainable development goals

Chapters of the institute

5. (1) The institute shall comprise of the chapters which are industry disciplines as follows.
 - a. Urban and/or Regional Planning
 - b. Urban Design
 - c. Social and Community Planning
 - d. Economic Development Planning
 - e. Natural Resource Planning
 - f. Environment Planning and Management

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- g. Transportation and Infrastructure Planning
 - h. Landscape, Open Spaces and Recreational Planning
 - i. Planning, Development and Environmental Law
- (2) Members of the Institute may belong to one or more chapters' subject to eligibility as prescribed in the rules and regulations

CHAPTER TWO: MEMBERSHIP

Membership

6. (1) Categories of Membership

- a. Individual
- b. Firm
- c. Institutional
- d. Other
 - i. Honorary
 - ii. Visiting
 - iii. Associate

(2) Class of Membership

- a. Individual Membership consists of the following grades;
 - i. Fellow
 - ii. Corporate
 - iii. Graduate
 - iv. Technician
 - v. Student

(3) Eligibility for Membership

Eligibility for membership is as prescribed in the rules and regulations

(4) Induction of Members

- a. The Council shall have power to induct members to different classes of membership of the Institute
- b. The qualifications and mode of induction of members is as prescribed in the rules and regulations.

CHAPTER THREE: GOVERNANCE

Governance

7. The Council

- (1) The Council is the executive organ of the institute
- (2) The Council shall consist of the following and who shall be Corporate Members of the Institute:

- a. Honorary President;
- b. Honorary Vice-President
- c. Honorary Secretary;
- d. Honorary Treasurer;
- e. Honorary Registrar;
- f. Assistant Secretary
- g. Assistant Treasurer;
- h. Assistant Registrar;
- i. Two Corporate Members; and
- j. Immediate past Chairman of the Institute

- (3) Duties and responsibilities of the office bearers

Duties and responsibilities of office bearers shall be prescribed in rules and regulations

- (4) Election of the Council

- a. Members of the Council are elected at every third successive AGM
- b. Only paid-up corporate members in good standing are eligible for election to the Council
- c. A member of the council shall serve in one position for a maximum of one term
- d. The term of the council shall be 3 years
- e. 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.

- (5) Uncontested candidacy

- a. 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.
- b. In the case of (h) 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.

- (6) Removal from council

- a. 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

- (7) Powers and responsibilities of council

- (1) The Council has powers to;
- a. Implement the resolutions of general meetings
 - b. Call for all the institute meetings and events

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- c. Formulate and implement policies, strategies, programmes and projects to advance the objectives of the institute
- d. Formulate, amend, or repeal the rules and regulations
- e. Appoint an executive officer and any other staff as it deems necessary to perform the functions of the institute
- f. Receive and expend funds of the institute
- g. Facilitate the council and any other member to undertake functions of the institute
- h. Acquire or dispose, hire and/or lease any movable or immovable property in the interests of the institute.
- i. Prescribe and award honoraria to council members
- j. Undertake investigations into the conduct of members and institute disciplinary measures
- k. 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
- l. Establish special committees in the manner prescribed in the rules
- m. 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
- n. 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
- o. Recognize and award members and others persons who have advanced objects of the institute or planning profession by outstanding performance.
- p. Exercise its discretion to grant exemption to the provisions of the Rules in exceptional circumstances and subject to such conditions it may deem fit
- q. 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.

CHAPTER FOUR: TRUSTEE

Trustee

8. (1) The Trustees are custodians of the Institute's properties and investments
- (2) Trustees shall comprise of five (5) members who shall be constituted as hereunder:
 - a. Two Fellow Member
 - b. Three Corporate Members
 - c. The serving Chairman of the Institute who shall be the Secretary
- (3) Trustees are elected at an AGM and shall serve for a maximum of one term of six years
- (4) 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.
- (5) Trustees shall have the following functions:
 - a. Hold in trust, all the assets and properties of the institute
 - b. Provide overall investment and financial management oversight and guide the sourcing and use of resources
 - c. Arbitrate on internal matters and disputes of the council members and organs of the institute.

CHAPTER FIVE: CHAPTERS

Chapters

9. (1) Officials of the Chapters of the Institute
- (2) Each Chapter shall have the following officials for smooth operation of the chapters:
 - a. Chairman;
 - b. Secretary;
 - c. Treasurer;
 - d. Organizing Secretary;
- (3) Chapters officials shall be elected in accordance with this Constitution during chapter annual general meeting.

CHAPTER SIX: REGIONAL BRANCHES

Regional Branches

10. (1) There shall be Regional branches of the Institute for effective promotion of KIP objectives and corporate obligations.
- a. A Regional branch shall serve members in a cluster of counties as specified in the Rules).
 - b. 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.
 - c. Individual members of Regional Branches shall maintain their financial obligations to the Institute as prescribe by procedures and regulation.
 - d. The branch shall operate a bank account as facilitated by the council and as guided by rules and regulations
 - e. 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.
 - f. Notwithstanding the setting up of regional branches, all disciplinary cases and disputes shall be referred to the Governing Council.

(2) Coordination of Regional Branch Activities

- a. The regional branches shall be coordinated by a regional branch committee.
- b. The committee shall comprise of corporate members nominated by voting members and their nomination confirmed at quarterly or annual general meeting
- c. The regional branch committee members shall be
 - i. Chairperson,
 - ii. Secretary
 - iii. Treasurer and
 - iv. A committee member from each constituent county
- d. Communication between the Council and a Regional branch shall be between the Hon Secretary of the Institute and the Chairperson.
- e. Functions of a Regional Branch shall have the same meaning and significance to the functions and meaning of a Committee of the Institute.
- f. The leadership of the branches and the council shall have regular meetings as prescribed in the rules and regulations.

CHAPTER SEVEN: AMMENDMENT OF THE CONSTITUTION

Amendment of Constitution

11. (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.
- (2) 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.

CHAPTER EIGHT: GENERAL MEETINGS

General Meetings

12. (1) A general meeting shall be the supreme decision-making organ of the Institute.
 - a. General Meetings of the Institute shall be convened by the Council as prescribed in the Rules. At least one General Meeting shall be held every calendar year.
 - b. 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.
 - c. 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.
- (2) Rules for conducting a General Meeting shall apply as prescribed in the regulations.