CONSTITUTION

OF

KENYA BOTSWANA DIASPORA ASSOCIATION

MISSION:

To create a harmonious and productive diaspora experience among Kenyans living in the Republic of Botswana in line with the provisions of the Kenya Diaspora Policy 2014.

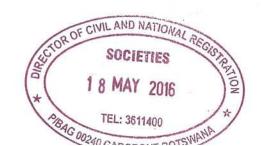


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ARTICLE 1: NAME OF THE ASSOCIATION AND DOMICILE

- (a) The name of the Association shall be **The Kenya Botswana Diaspora Association (KEBODIA)** herein referred to as the Association.
- (b) The Headquarters of the Association shall be in Gaborone in the Republic of Botswana.
- (c) Where numbers allow, KEBODiA Chapters will be established to cater for Kenyans resident outside of Gaborone and its immediate environments. Such chapters will be under the leadership of a Liaison Officer elected by the affected members.

ARTICLE 2: INTERPRETATION

The following words and expressions shall have the following meanings:

- (a) "Association" shall mean "The Kenya Botswana Diaspora Association".
- (b) "Executive Council" shall mean the governing body of the Association elected in terms of this Constitution.
- (d) Words signifying the singular number shall include plural or vice versa and words signifying the masculine shall include the feminine unless they appear specifically otherwise from the context.
- (e) "**Member**" shall mean paid-up members in accordance with this Constitution.

ARTICLE 3: MISSION

KEBODiA's mission is to harness Kenyans' talent, expertise and resources in order to influence socio-economic advancement in both Kenya and Botswana in line with the Kenya Diaspora Policy of January 2015. The association shall achieve this mission through:

- a) Promoting social interaction among Kenyans living in the Republic of Botswana
- b) Promoting unity, ethnic understanding, cooperation and networking among Kenyans in Botswana and the Diaspora;
- c) Building information resource-sharing structures;
- d) Providing policy input and guidance to the Kenyan government;



- e) Acting as a liaison between the Kenyan community in Botswana, the Kenyan and Botswana governments, other Diaspora organizations and society at large;
- f) Facilitating business and investment opportunities in Kenya and Botswana
- g) Raising and receiving funds to support and advance the association's mission

ARTICLE 4: AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

- 1. To be a platform for Kenyans working and living in Botswana to, inter alia:
 - Exchange ideas on economic, social and political trends and how these affect their professional and business interests as well as the professional environment;
 - b) Promote the welfare and interests of members in Botswana;
 - c) Promote a positive image of the Kenyan Diaspora that projects a strong professional ethos, integrity, trustworthiness as well as commitment and social responsibility to Batswana.
- 2. To act as a liaison and exchange centre for forging contacts with and developing opportunities for mutual learning from fellow Kenyans and Batswana through
 - a) Initiating joint discussion forums, exchange and training programmes with other associations in Botswana and the SADC region;
 - b) Identifying associations in Kenya and Botswana which can be focal points for mutual business and investment opportunities.
- To promote or undertake research on all matters relevant to the mandate of the Association;
- 4. To provide advice and guidance to Kenyan professionals coming to invest in Botswana for the first time;
- 5. To support and promote other organizations and associations involved in socio-economic activities beneficial to members.
- 6. To enter into any arrangements with the Botswana authorities that may seem conducive to the objects of the Association and to obtain from the government



any rights, privileges, charters, contracts, licenses and concessions which the Association may think fit or desirable to obtain;

7. To do all such other things that are incidental or conducive to the attainment of all or any one or several of the above objects.

ARTICLE 5: POWERS OF THE ASSOCIATION

The Association shall have power, in all cases in which the objects permit:

- a) To promote or carry out outreach activities and write media articles.
- To publish or distribute information relevant to the objects and activities of the Association;
- c) To co-operate with other bodies with similar or related objects;
- d) To support, administer or set up other body corporate, charities and associations;
- e) To raise funds;
- f) To borrow money and give security for loans;
- g) To acquire or hire property of any kind;
- h) To let or dispose of property of any kind;
- To set aside funds for special purposes or as reserves against future expenditure
- j) To deposit or invest funds in any lawful manner subject to obtaining advice and duly recording that advice having regard to the suitability of investments, the objects of the Association and the need for diversification.
- k) To delegate the management of investments to a financial expert, subject to the following terms:
 - The appointment of the financial expert is approved in terms of the Association's general investment policy as approved by the members in general meeting;
 - The investment policy and scope of the expert's authority is recorded in writing by the Executive Council;
 - 3) Every transaction is reported promptly to the officials;



- The performance of the investments are reviewed regularly by the Council and a comprehensive annual review thereof laid before the Annual General Meeting;
- 5) The Association is entitled to cancel the delegation arrangement at any time;
- The investment policy and the delegation arrangement are reviewed at least once a year by the members in general meeting;
- All payments due to the financial expert are on a scale or at a level which is agreed in advance and are reported promptly to the Council on receipt;
- The financial expert shall not do anything outside the scope of the powers in the delegation instrument;
- To insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required;
- m) To indemnify the officials against the costs of any successful litigation brought against them or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty (unless the member concerned acted in reckless disregard whether, the act or omission was a breach of trust or breach of duty);
- n) To employ paid or unpaid agents, staff or advisers;
- o) To enter into contracts to provide services to or on behalf of other bodies;
- p) To pay the costs of forming the Association;
- q) To do anything else within the law which promotes the objectives of the Association.

ARTICLE 6: MEMBERSHIP

- a) Membership of the association shall be open to the following
 - (i) Kenyans residing in the Republic of Botswana
 - (ii) Batswana of Kenyan origin resident in the Republic of Botswana
 - (iii) Non-Kenyans married to Kenyans resident in the Republic of Botswana.
 - (iv)Body corporate
 - (v) Imminent personalities

b) Category of Membership

There shall be three categories of membership namely



- Full membership: Open to all Kenyan nationals or Batswana of Kenyan origin or a Motswana married to a Kenyan national who is committed to abide by this constitution
- ii. **Associate membership**: Open to all persons who have ceased to be full members by virtue of either resignation or relocation and still wish to support the aims and objectives of the association.
- iii. **Honorary membership**: Open to all persons and organizations, who do not qualify to be either full members or associate members and are either
 - a) friends of Kenya
 - b) Full-time students in any tertiary institution in Botswana
 - c) legally constituted body corporate and are interested in the promotion of the objectives and purposes of this association and further promise to abide by this constitution either as individuals or body corporate.

Honorary membership will be conferred by the Executive Council with the concurrence of the general membership upon a body corporate or individual who has distinguished himself/herself/itself by some outstanding deed or contribution to the organization. Such persons will be entitled to enjoy all of the benefits of an active member, and shall be exempt from paying annual dues.

Associate and Honorary members shall not be eligible to contest or vote for an elected office or vote during special or annual general meetings.

- c) There shall be a non-refundable registration fee payable upon submission of an application to the Secretary and a non-refundable annual subscription fee payable either at the time of admission or every 1st day of January each year. The Executive Council shall determine such fees from time to time subject to ratification by members at the Annual or Special General Meeting.
- d) An eligible person wishing to join the Association shall make an application on a prescribed form to be obtained from the Secretary and shall pay the prescribed fees.
- e) The Executive Council shall approve applications for membership.
- Every member shall be issued with a membership card which shall bear the following member's details.
 - i. Full names of the member
 - ii. Membership Number
 - iii. Date of admission
 - iv. Members photo
 - v. Members signature
 - vi. Validity period
 - vii. Signature the Secretary



ARTICLE 7: TERMINATION OF MEMBERSHIP

- (a) Membership shall be terminated by:
 - (i) Voluntary resignation which shall be communicated in writing to the Secretary.
 - (ii) Death of a member or if it is an organization, ceases to exist.
 - (iii) End of residence in the Republic of Botswana.
 - (iv) Non-payment of the annual subscription fee 3 months after the due date.
 - (v) The Council may terminate the membership of any individual or organization whose continued membership would be, in the reasonable view of the Council members, harmful to the Association.
- (b) A member who is aggrieved by the decision to terminate his membership shall be entitled to appeal to the general membership through the Executive Council within thirty (30) days of such termination.
- (c) The Executive Council shall ensure the members appeal is heard and determined in the next Special or Annual General Meeting.
- (d) An office bearer intending to resign from the Association shall give a notice of one (1) month in writing to the Secretary or Chairman in the case of the Secretary of his intention to do so and shall hand over within the period of the notice all possessions of the Association in his custody.

ARTICLE 8: DUES & FEES

- a) To be a member in good standing one must have paid the annual subscriptions of P240.00 by March 31st of each year. Membership for new members accepted during the year, shall be pro-rated. Only members in good standing shall have full voting powers. Dues are established by vote at a general meeting of the association. Members not paying dues will be removed from the membership listing.
- b) Membership dues are paid on an annual basis.
- c) It will be a violation of this constitution for any member or officer to enter on behalf of the association into any agreement written or oral, without prior approval of the Executive Council or general membership.



ARTICLE 9: RIGHTS AND OBLIGATIONS OF MEMBERS

Members of the Association shall have the following rights and obligations:

- (a) Members of the Association shall uphold the good name of the Association and shall conduct themselves in a manner which shall contribute to the realization of the aims and objectives of the Association.
- (b) Every member shall actively support the aims of the Association and assist in its activities.
- (c) Every member shall pay the stipulated annual subscription fee and any other contributions prescribed from time to time by the Executive Council.
- (d) Every paid-up member shall be entitled to vote in the Annual or Special General Meeting of the Association in person.
- (e) Every member shall participate in all annual meetings and other activities of the Association.
- (f) The financial responsibilities of the members shall be limited to the payment of the prescribed fees and other contributions prescribed by the Executive Council.

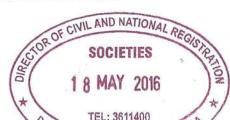
ARTICLE 10: THE EXECUTIVE COUNCIL

- 7.1 The Management of the affairs of the Association shall be vested in the Executive Council consisting of:
 - (i) The Chairman
 - (ii) The Vice-Chairman
 - (iii) The Secretary
 - (iv) The Assistant Secretary
 - (v) The Treasurer
 - (vi) Two Members

7.2 <u>Functions And Powers Of The Executive Council</u>

The Council shall have the following powers in the administration of the Association:

- a) To create such committees and sub-committees as are needed for the fulfillment of the objects of the Association.
- b) To create other offices- including establishing a secretariat- as may be necessary for the proper conduct of the business of the association.



- c) To delegate any of their functions to committees and sub-committees consisting of two or more persons appointed by them.
 - Provided that at least one member of every sub-committee shall be a member of the Council and all records of the proceedings and minutes of sub-committees shall be reported promptly to the Council.
- d) To make regulations, consistent with this Constitution, to govern proceedings of the council, sub-committees of the council and to regulate procedure at general meetings;
- e) To make rules consistent with this Constitution and good corporate governance on the running of the association, including but not limited to operation of bank accounts; commitment of funds; procurement and human resource management.
- To resolve or establish procedures to assist the resolution of disputes in the association;
- g) To exercise all powers of the association which are not reserved to a general meeting.
- h) To make public statements on behalf of its members where the Executive Council deems it fit. All public pronouncements shall be made by the Chairman or Secretary. Such statements shall be in writing, duly approved by the Council and signed by the Chairman and the Secretary.

THE CHAIRPERSON:

- (i) Shall preside at all meetings and shall see to it that meetings are conducted in accordance with the Constitution.
- (ii) Shall see to it that resolutions and decisions are carried out.
- (iii) Shall have the power to instruct the Secretary to call Committee, Annual General, Special General, Special General and Monthly Social Meetings

THE VICE-CHAIRPERSON:

(i) Shall deputize for the Chairperson in the latter's absence.

THE SECRETARY:

(i) Shall attend meetings of members and the Executive Council and shall compile full and proper minutes of such meetings.



- (ii) Shall handle all the correspondence of the Association.
- (iii) Shall issue and circulate notices of all meetings of members and the Executive Council and the agenda for such meetings.
- (iv) Shall keep and maintain records of the activities of the Association.
- (v) Shall keep and maintain an up-to-date list of members
- (vi) Shall be the spokes-person of the association.
- (vii) Coordinate with other Diaspora groups on behalf of the association
- (viii) Be the Administrator of the Association's social media platforms

THE ASSISTANT SECRETARY:

(i) Shall deputise the Secretary in the latter's absence.

THE TREASURER:

- a. Shall administer the finances of the Association.
- b. Shall maintain proper accounting records of the Association.
- c. Shall see to it that all monies received by the Association shall be deposited in a Bank Account approved by the Executive Council.
- d. Shall present at least quarterly financial statements of the Association to the Executive Council.
 - Shall at the end of each financial year compile a Balance Sheet and a Statement of Income and Expenditure and shall present the same at an Executive Council Meeting prior to the Annual, Special, or Special General Meeting.
 - ii. Shall have custody of the vouchers, papers, documents and other possessions of the Association and shall keep the same properly and shall at the end of his term of office hand over the same to his successor in good order and condition.
- Shall see to it that all withdrawals from the Association's Account shall be made on the joint signatures of any **TWO** of the following officials: - Chairman, Vice Chairman, Secretary and Treasurer.

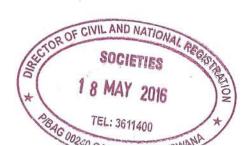


ARTICLE 11: ELECTION OF OFFICE BEARERS

- a. Members of the Executive Council shall be elected at the Annual General Meeting from among paid-up members of the Association.
- b. Notice of elections shall be shown as an item of business on the agenda for the Annual General Meeting and shall be circulated to all members thirty (30) days before the meeting.
- The election of office bearers shall be determined by secret ballot.
- d. Each paid-up member shall be entitled to vote in person.
- e. The person chosen by members at the Annual General Meeting to conduct the elections shall be entitled to a casting vote in the event of a tie in the votes cast for two or more candidates.
- f. No official shall be elected to office for more than two terms consecutively. Each term shall run for three years.
- h) All members seeking election to the Council shall present nomination forms to the Secretary at least 7days before the date of the AGM.
- i) Each member's nomination shall be signed by at least two full members of the association.
- j) An Electoral board consisting of at least 2 members shall be appointed by the Executive Council from among the Associate or Honorary members or in the absence of such members from among the full members who have no interest in vying for any position.
- k) The duties and responsibility of the Electoral board shall be to
 - a. Scrutinize the validity of members nominated to serve in the council.
 - b. Conduct the elections of the council members
- Members of the Electoral board shall be impartial and have the duty of conducting the election in a fair and neutral fashion.

ARTICLE 12: EXECUTIVE COUNCIL MEETINGS

(a) Executive Council shall meet at least once every three months or as often as may be deemed necessary for the purpose of carrying out its functions.



(b) Co-Option

If any vacancy occurs in the Executive Council during the year for which it is elected, the affected Council shall co-opt a member of the Association to fill such a vacancy and such member shall hold office until the next Annual General Meeting.

ARTICLE 13: QUORUM

- a) Quorum at the Executive Council Meetings shall be two-thirds (2/3).
- b) Quorum at meetings of members shall be 50%.

ARTICLE 14: SUB COMMITTEES

The Executive Council shall have the power to appoint Standing and Ad Hoc Committees as shall be deemed necessary.

The appointment of sub-committees shall be limited to carrying out specific defined and time bound tasks on behalf of the Executive Council. Such sub-committees shall not have any powers to enter into or bind the Association in any contractual obligation.

ARTICLE 15: MEETINGS

- a) All members are entitled to attend general meetings of the Association in person or (in the case of a member organization) through an authorized representative;
- b) The Chairperson of the Council or if the Chairperson is unable to do so, the Vice-Chair, shall preside at all general, special, or Council meetings. In exceptional circumstances where neither of them is unable to preside over a meeting, another member elected by members present shall preside over a meeting;
- c) Except where otherwise provided in this Constitution, every issue at a meeting shall be determined by a simple majority of the votes cast by the members present in person.
- d) Except for the Chairperson of the meeting, who has a second or casting vote, every member present in person is entitled to one vote on every issue.



ANNUAL GENERAL MEETING

- (a) An Annual General Meeting shall be held within 90 days of the Association's financial year end.
- (a) The notice and agenda for the Annual General Meeting shall be circulated to each member at least thirty (30) days before the date of the meeting.
- (b) The ordinary business to be dealt with at the Annual General Meeting shall include but not limited to:
 - i. To receive and consider the chairman's report.
 - ii. To receive and consider an audited Financial Report from the Treasurer.
 - iii. To elect members of the Council.
 - iv. To appoint auditors for the Association

SPECIAL GENERAL MEETING

- (a) A Special General Meeting may be called
 - i. At the request of at least 50% of the members to address any special concern(s).
 - ii. By the Executive Council
- (b) The request for Special General Meeting must clearly state the business of the meeting and must be signed by the petitioners and deposited with the Secretary of the Executive Council.
- (c) In the event of the Executive Council failing to convene a meeting, the members who have signed the petition may delegate one of them to call and chair a Special General Meeting.
- (d) The notice and agenda for a Special General Meeting shall be communicated to every member at least fourteen (14) days before the meeting. The decision of the Special General Meeting shall be binding upon all members.



SOCIAL MEETINGS

There shall be at least four (4) social meeting of all members every year to promote social interactions.

ARTICLE 16: ADJOURNMENT

- (a) If any meeting of the Association does not have a requisite quorum or for some reason it is necessary to adjourn or postpone it, such a meeting may be adjourned or postponed to a later date or time, when it shall continue or reconvene.
- (b) Notice not exceeding 14 days of continuation or reconvening of an adjournment or postponed meeting shall be given

ARTICLE 17: DISCIPLINE

- a) All complaints regarding the conduct of any member shall be made in writing and lodged with the Secretary.
- b) The Council shall appoint a Disciplinary Sub-Committee who shall meet to hear complaints within five days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to call witnesses. The sub-committee shall have power to recommend appropriate disciplinary action, including the termination of membership.
- c) Upon receiving the recommendation of the Disciplinary Sub-Committee, the Council shall render its judgment in writing and communicate it to the person who lodged the complaint and the member against whom the complaint was made.
- d) If the disciplinary matter involves the funds of the Association, there shall be a right of appeal to the general membership at the next AGM who shall appoint an Appeals Committee (a maximum of three people) which shall not include members involved with the initial disciplinary hearing but may include non members of the Association.
- e) The Appeals Committee shall consider the appeal and its decision shall be final and binding on all parties.

ARTICLE 18: PROPERTY AND FUNDS

a) The property and funds of the association shall be used only for promoting the objects of the association and do not belong to the members of the association or the Council.



TEL: 3611400

- b) Council members may not receive any payment or other material benefit (whether direct or indirect) from the association except:
 - Under such fees as may be set by the Council and approved by the AGM for provision of specialized services to the Association;
 - ii. Reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association;
 - iii. A reasonable rent or hiring fee for property let or hired to the Association if agreed in advance and approved by the Council;
 - iv. An indemnity in respect of any liabilities properly incurred in running of the association (including the costs of a successful defense to criminal proceedings).
 - v. Any council member who possesses specialist skills or knowledge, and any firm or company of which such a person is a member or employee, may charge and be paid reasonable fees for work carried out for the Association on the instructions of the council provided that the process of selecting such member is consistent with ethical practices and probity and does not violate the association's conflict of interest guidelines and rules;
 - vi. In the case of any individual member, such charitable benefits as are provided by the association, in his or her capacity as a beneficiary;
 - vii. In exceptional cases, other payments or material benefits (but only with prior written approval of the Council)
- c) Any trust corporation which is appointed as a holding trustee or any nominee for the Association may be paid reasonable fees.
- d) Funds which are not required for immediate use or which will be required for use at a future date must be placed on deposit or invested until needed for the purposes of the association.
- e) Investments and other property of the Association may be held:
 - i. In the name of the Association;
 - In the name of a nominee (being a corporate body registered or having an established place of business within Botswana or Kenya) under the control of the Council or of a financial expert acting on their instructions;



iii. In the name of a trust corporation as a holding trustee for the association, which must be appointed (and may be removed) by a deed executed by the Council?

ARTICLE 19: CONFLICT OF INTEREST

Whenever a member of the Council has a personal interest in a matter to be discussed at a Council meeting, the member shall:

- i. Declare an interest before discussion begins on the matter;
- ii. Withdraw from that part of the meeting unless expressly invited to remain in order to provide information;
- iii. Not be counted in the quorum for that part of the meeting related to the decision;
- iv. Withdraw during the vote and have no vote on the matter whatsoever.

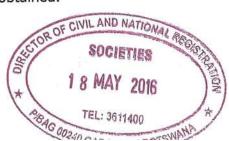
ARTICLE 20: RECORDS AND ACCOUNTS

The Council shall comply with their obligations as stipulated in the applicable legislation governing associations in Botswana, and in particular, obligations related to:

- i. The keeping of accounting records for the Association;
- ii. The preparation of annual statements of account for the Association;
- iii. The preparation of annual returns, if any, and the submission of such returns to the relevant registry within the statutory time-frames.

In order to ensure appropriate management of the Association, the Council shall keep proper records of:

- All proceedings at general meetings.
- ii. All proceedings at council meetings.
- iii. All reports of sub-committees.
- iv. All proof and records of professional advice obtained.



Annual reports and statements of account relating to the Association will be made available for inspection by any member of the Association in good standing.

ARTICLE 21: AMENDMENT TO THE CONSTITUTION

- (a) The Executive Council or any member of the Association shall have the right to propose amendments to the Constitution provided such amendment shall be notified in writing to all members at least thirty (30) days before a vote is taken.
- (b) In order to be operative, an amendment shall require the approval of at least two-thirds (2/3) majority of the membership of the Association voting at an Annual or Special General Meeting.
- (c) The amendment shall be sent to the Registrar of Societies for approval before being incorporated into the Constitution.

ARTICLE22: DISSOLUTION AND DISPOSAL OF ASSETS AND LIABILITIES

- (a) The Association shall be dissolved by a vote of at least two-thirds (2/3) majority of its paid up members at an Annual or Special General Meeting.
- (b) If upon the dissolution of the Association there remains, after the settlement of all debts and liabilities, any assets whatsoever, the same shall be donated to a charitable organization in the Republic of Botswana.
- (c) The AGM or SGM may appointment of Trustees to manage the assets of the Association.

ARTICLE 23: DECISION BY THE GENERAL BODY

- (a) If the Executive Council fails to resolve an issue, the issue should be referred to the general body for a final decision.
- (b) Such decisions should be carried by at least two-thirds (2/3) majority of the general membership voting in an AGM or SGM and shall be binding upon all members as long as they do not contravene the Laws of the Republic of Botswana.



ARTICLE 24: THE CONSTITUTION

The activities of the Association shall be governed by the Articles set out herein and any rules, approved guidelines or regulations promulgated under the authority of this Constitution.

ARTICLE 25: DOMICILIUM CITANDI ET EXECUTANDI

All written correspondences should be addressed and delivered to;

The Chairperson, Kenya Botswana Diaspora Association, C/o Office of the Kenya High Commissioner in Botswana Plot 2651 Zebra Way Ext 9. P/Bag BO 297 Gabs;

Or any other address as may be determined by the location of the offices of the Kenya High Commission.

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Signed:	Musulist	
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Date: 4 01/2016

[CHAIRPERSON, KENYA BOTSWANA DIASPORA ASSOCIATION]

Signed: Thayton

Date: 04/01/2016

[SECRETARY, KENYA BOTSWANA DIASPORA ASSOCIATION]

