

THE ASSOCIATION OF KENYANS IN SWITZERLAND

CONSTITUTION AND BYLAWS

PREAMBLE

Considering,

That the unity of the Kenyans shall stem from themselves and that they shall strive to achieve it and maintain it for their own well being, irrespective of different cultural and religious backgrounds.

That such unity is the source of improved social, cultural, spiritual and economical life.

That the benefits of the unity shall be shared locally and internationally, with those who shall embrace our objectives and goals.

That this unity shall raise a new hope and give the younger generation an opportunity to experience the Kenyan spirit of unity that is the foundation on which KENYA was built. The motto is: Come as you are and let us strive together as one people.

For these reasons: –

The Association of Kenyans in Switzerland declares that this Association and all individuals adhering to it shall acknowledge truth, justice, and morality, as the basis of their conduct towards each other, and towards all men, without regard to gender, religion, colour, creed or nationality.

And in this spirit they have drawn up the following Rules of The Association of Kenyans in Switzerland: –

ARTICLES

1 NAME

1.1. The name of the association shall be “The Association of Kenyans in Switzerland” hereafter referred to as “T.A.K.S”

1.2. The seat and address of T.A.K.S shall be determined after the AGM of 2007.

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2 PURPOSE

2.1. The purpose of the Association is firstly to unite Kenyans, develop and maintain the social integration and well being of Kenyans living in Switzerland. In addition, the Association shall strive to address and improve the welfare of Kenyans at home by facilitating the pooling of resources offered by friends of Kenya and well wishers and channeling them to the projects at home and also promoting the cultural, social, educational and economic values between Kenya and Switzerland. The Association shall seek to foster interaction with other legal bodies and is a non-profit and non-political.

3 MEMBERSHIP

Membership shall be open, on an individual basis, irrespective of gender, nationality, race, colour, disability or political affiliation to all residents of Switzerland.

There shall be three types of membership:

3.1 Full Membership

3.1.1 Any Kenyan living in Switzerland over the age of eighteen (18) who subscribes to the Constitution and By-laws of the Association of T.A.K.S shall be eligible for full membership. A Full member shall be entitled to vote, or to move or second motions at General Meetings of the Association and shall be eligible for election as a member of the Executive Committee.

3.2 Associate Membership

3.2.1 Any person over the age of eighteen (18) who subscribes to the Constitution and By-laws of the Association of T.A.K.S shall be eligible for associate membership upon recommendation of 2 full members. Family members of full members shall be automatically eligible for Associate membership without needing recommendations. An associate member shall have the same rights and privileges as a full member, except that they shall not be entitled to vote, or to move or second motions at General Meetings of the Association. They shall also not be eligible for election as a member of the Executive Committee.

3.3 Honorary Membership

3.3.1 Individuals who, in the opinion of the Executive, merit being invited to join the Association. To be eligible to be nominated as an Honorary Member, an individual shall have been a significant contributor to the furtherance of the goals and objectives of T.A.K.S. Honorary Members shall pay no dues and have no entitlement to vote. They shall be welcomed and encouraged to attend and participate in all activities and meetings of T.A.K.S

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3.4 Membership Applications

- 3.4.1 All applications for membership of the Association shall be made to and dealt with by the Executive Committee. Membership shall be established upon payment of dues.

3.5 Directory

- 3.5.1 A Directory of all members of the Association shall be kept and updated annually. Full members only shall be entered on the Electoral Roll of the Association and only they shall be eligible to vote at General Meetings, and on such issues as are referred to the membership by the Executive. The Electoral Roll shall be reviewed on an annual basis, not more than 28 days or less than 14 days before the Annual General Meeting, and shall be available for inspection by any full member.

4 ORGANS OF THE ASSOCIATION

- 4.1. Annual General Meeting ("AGM") of the Association.

- 4.1.2 An Annual General Meeting shall be called yearly to inform the members of previous and future activities and conduct elections of the executive officers as shall be defined by the existing By Laws.

- 4.2. Extraordinary General Meeting ("EGM") of the Association.

- 4.2.2 A meeting other than the annual general meeting between executives and any other members. An EGM shall be called on short notice and shall deal with urgent matter as shall be defined in the existing By Laws.

5 ASSOCIATION COUNCIL

- 5.1 The Association Council hereafter referred to, as the "Council", consisting 10 members, shall administer the business of the Association. All shall be at least 18 years of age.

- 5.2 The Association Council shall consist of the following members:

- 5.2.1 President
5.2.2 Vice President
5.2.3 Treasurer
5.2.4 Secretary

- 5.3 Any Association member shall agree to stand for election to any of the Council posts.

- 5.4 The members at the Annual General Meeting ("AGM") shall vote in secret ballot for their preference for the 10 members of the Executive council. The elected executive council members shall elect the officers in 5.2 and the committee chairpersons among themselves. In

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the event of a midterm vacancy, the Council shall designate a replacement to sit on the Council until the next AGM.

5.5 The normal term of office shall last for approximately one year (from AGM to AGM).

Incumbents shall only serve two (2) consecutive terms, unless no other eligible person makes himself / herself available for the vacant position.

5.6 In general, the responsibilities of the Council Members shall be to:

5.6.1 Represent the best interests of the Association in their area of responsibility and to attend all Council meetings or designate a deputy.

5.6.2 Prepare a budget for their area of responsibility and corresponding records of stewardship (records of expenditure and reimbursements).

5.6.3 Maintain an inventory of list of assets, within their area of responsibility to be kept centrally with the Treasurer).

5.7 Impeachment from Council

When the Council is of the opinion that a Council member is unable to fulfill his or her responsibilities as a Councilor because of illness, non-attendance at meetings of the Council or its Committees, a violation of this Constitution, a felony conviction, failing to faithfully uphold the duties of their office or for any other reason, the Council shall petition to the members to remove the said Councilor from his or her position as a Councilor.

6 FUNDING

Membership fees, donations from its members and benefactors, shall fund the Association. The Financial year of the Association shall match the Calendar year.

6.1 Financial liabilities are not imputable personally to members of the Association.

6.2 Liabilities of the Association are limited to its available assets.

7 AMENDMENTS TO ARTICLES

7.1 Whenever it deems necessary, the Council shall create a Special Committee designated as the Constitutional Review Committee, the mandate of which shall be to review the Constitution in light of current realities, and recommend suitable amendments to the Council.

7.2 The Council shall consider amendments recommended by the Constitutional Review Committee. Only those amendments which have been approved by a two-thirds (2/3) majority of a minimum 75% quorum of the Association Council members at a scheduled meeting shall be considered. The amendments vote of the Council shall be presented as proposed amendments for the consideration of the AGM or EGM Assembly.

7.3 A two-thirds majority vote of a minimum 25% quorum of the Association Members at an AGM or EGM shall be required to ratify.

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7.4 Approved amendments to the Constitution, and the amended Constitution incorporating such amendments, shall come into force immediately upon ratification.

BYLAWS

1 VOTING

1.1 Only full members of the Association shall be eligible to vote at an Annual General Meeting ("AGM") and an Extraordinary General Meeting ("EGM").

2 THE AGM

2.1 The AGM shall be open to all Association members, shall be held each year preferably after Budget draft preparations. The Association President shall call the AGM in sufficient time prior to the date agreed to by the Association Council for such AGM.

3 THE BUSINESS OF THE AGM

The business of the AGM shall be as follows:

- 3.1 Receive the Council's Report
- 3.2 Consider the audited accounts of the preceding year for approval.
- 3.3 Discharge Council members from personal liability with respect to the previous year's activities.
- 3.4 Accept the Resignation and discharge the Council members from their posts.
- 3.5 Elect the Executive committee members who will at the first council meeting elect the President, Vice President, Treasurer and Secretary of the Council for the following year.
- 3.6 Approve goals and objectives for the following year.
- 3.7 Approve the proposed budget for the following year.
- 3.8 Disseminate the minutes of the AGM to the Association
- 3.9 Approval of any proposed changes to the Constitution Articles and or Bylaws.

4 SOURCE AND APPLICATION OF FUNDS

The proposed budget for the following year is drafted prior to the AGM. The Association Treasurer shall initiate the process by asking all Committee Chairpersons for their anticipated expenditures for the following year and consolidates the inputs as the proposed budget for the following financial year. The Council shall submit the final proposed budget to the AGM for approval.

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- 4.1 In case of availability of regular and consistent external financial assistance, it shall be incorporated into the budget, in addition to any moneys available to the Association at that present time.
 - 4.2 Once all moneys available is established, the Association Treasurer shall ask the Council Chairperson to call a Council meeting, usually in January of the budget year, and the Council shall agree to a final budget for the year, making adjustments (restatement of the budget) depending on the funds made available.
 - 4.3 Each standing committee Chairperson shall assume responsibility to carry out the approved programme for his/her area and for all expenses that shall be incurred by his/her committee but shall delegate certain expense items to other committee members. These committee members shall be volunteers who shall take responsibility for an activity for which an expense shall be budgeted. Non-budgeted expenditures shall be approved by 3 Council Members and after consultation with the Association Treasurer. Any conditions outlined by the Council shall be written in the minutes of the Council Meeting and be made available to all responsible persons
 - 4.4 Written receipts for expenditures shall be provided to the Association treasurer or his/her deputy, as soon as possible. The Association Treasurer or his/her deputy shall make reimbursement. Should expenditure be incurred in procurement of nonconsumable assets, a list of such assets shall be provided together with the reimbursement "claim". A second budget meeting shall be held in the late fall of each year in order to review the status of funds available for the remaining calendar year, to make any needed adjustments in allocation. There shall be a minimum of two meetings per year to discuss the present year's budget. These meetings shall be part of regularly scheduled Council Meetings or shall be entirely separate from such meetings. Newly elected Council members shall utilise such budget meetings to restate their programmes, aims and objectives and the appropriate application of funds
 - 4.5 During the first quarter of the following year, an audited accounting of all the funds received and spent by the Association shall be made. The Council shall review this audited account.
- 5 THE STANDING COMMITTEES**

The standing committee of the Association Council and their sub-committees shall be headed by a Committee Chairperson and shall comprise the following:

5.1 Planning and Development

- 5.1.1 Education
- 5.1.2 Donations
- 5.1.3 Transportation

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5.2 Communication

- 5.2.1 Newsletter
- 5.2.2 Public Relations
- 5.2.3 Association Directory
- 5.2.4 Association Web page

5.3 Social

- 5.3.1 Outreach (Hospital visits, etc.)
- 5.3.2 Entertainment
- 5.3.3 Picnics
- 5.3.4 Youth group

5.4 Financial

- 5.4.1 Financial planning
- 5.4.2 Fund raising
- 5.4.3 Financial investments

6 COMMITTEE TERMS OF REFERENCE

6.1 **Standing Committees** –The Council shall, from time to time, issue Terms of Reference to each Standing Committee, prescribing its composition, detailed purposes, particular objectives, specific functions, and other relevant matters

Standing Committees shall:

- 6.1.1 Be appointed by the Council as per the existing By Laws
- 6.1.2 Serve as working groups, researching identified needs and concerns.
- 6.1.3 Implement the objectives of the Association, in cooperation with the Executive Committee.
- 6.1.4 Identify short- and long-term needs of T.A.K.S, and formulate effective plans of action.
- 6.1.5 Report their plans and accomplishments to the Executive Committee.
- 6.1.8 Report their plans and accomplishments to general meetings of the membership as requested by the President.

6.2 **Special Committees** - the Council shall create A Special Committee of Council at any time.

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Such Committees shall be assigned a specific mandate which shall not overlap that of any Standing Committee, and which shall be dealt with within a limited time frame. Special Committees shall be dissolved automatically subsequent to the presentation of their report, or at the conclusion of the next AGM, whichever comes first.

THE EXECUTIVE

7 The President

The President shall:

- 7.1 Arrange dates, times and venues for council meetings.
- 7.2 Call special meetings of the Council as deemed necessary for the conduct of business
- 7.3 Determine the agenda for meetings of the Council, in consultation with the council Members.
- 7.4 Determine the agenda for meetings of the AGM, in consultation with the Council
- 7.5 Chair all meetings of the Council and of the AGM Assembly
- 7.6 Prepare meeting agenda in collaboration with council & Association members
- 7.7 Submit said agenda to Secretary (3 Weeks prior to said meeting) for typing and dissemination to council members (2 Weeks prior to meeting)
- 7.8 Facilitate orderly meetings in order to allow all contributions to be heard, discussed and dealt with
- 7.9 Call an Annual General Meeting (AGM) of the Association
- 7.10 Present an Annual Report on the activities of the council to the Association at the AGM
- 7.11 Appoint Chairpersons of Standing, and Special Committees, subject to ratification by the council.
- 7.12 Appoint members of Standing Special Committees, upon recommendation of the Appropriate Committee Chairperson
- 7.13 Participate in any meetings of the Committees as ex-officio
- 7.14 Act as the official representative of the Council on all matters of interest to T.A.K.S

8 Vice-President

The Vice-President shall:

- 8.1 Assist the President with Council duties
- 8.2 Temporarily assume the duties of the President when the President is absent;

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8.3 Serve as President for the balance of the term if that position becomes vacant for any reason whatsoever.

8.4

9 Association Treasurer

The Association Treasurer shall:

9.1 Establish the Association Financial Budget based upon inputs received from each chairperson responsible for a committee.

9.2 Chair the financial committee

9.3 Manage the finances and financial accounts of the Association

9.3.1 Control over all income generated by counting, recording and depositing proceeds in appropriate bank/Post Office accounts

9.3.2 Control over contributions received from sources recommended by the association or any other incidental source.

9.3.3 Reimbursement of expenditure, previously approved, where supported with appropriate evidence e.g. receipts

9.3.4 Maintain accounting records of income and expenditures for auditing and reporting purposes.

9.3.5 Compile & present an annual financial report to the Association at the Annual General Meeting

9.3.6 Present status reports to Council at quarterly intervals and highlight any problems

9.3.7 Propose an auditor who shall compile an independent opinion of the financial status of the Association's affairs for consideration and appointment by the Council.

10 Association Secretary

The Association Secretary shall:

10.1 Record and keep minutes of the Council and of the AGM meetings

10.2 Assist in the preparation of agendas for meetings of the Council and the AGM

10.3 Attend to the physical arrangement for all meetings of the Council and of the AGM.

10.4 Type and disseminates council meeting minutes to council members within 4

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Weeks after conclusion of said meeting

- 10.5 Type and distributes council meeting agenda to members (2 Weeks) prior to Meeting.
- 10.6 Conduct all necessary correspondence
- 10.7 Assist council with administrative duties
- 10.8 Assume such other duties as shall be assigned by the Council.

10.9 **Chairperson Planning and Development**

Planning and development Committee shall be made up of the education development, educational donations, other donations, storage and transportation of assets and logistic planning.

The chairperson planning and development shall:

- 10.10 Chair the Planning and development Committee
- 10.11 Recruit the members of the planning and development Committee.
- 10.12 Coordinate the activities of the participants involved in meetings with education and other bodies, donors, beneficiaries, countries end to end legal and regulatory requirements for the acquiring and dispatching assets to beneficiaries in Kenya.
- 10.13 Help to create a proper environment for inspections of donated assets to occur at the premises of donors and keeps an inventory of all assets and materials received with the treasurer.
- 10.14 Prepare a detailed report for the AGM.

11 **COMMUNICATION**

The chairperson communication shall:

- 11.1 Manage Association Communication Budget. Prepare and submit the Communication budget to Association Treasurer
- 11.2 Recruit members of the communication committee and chairs all meetings to fulfill the following functions:

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Newsletter

- 11.2.1 Provision of information on events within the Association to Association members
- 11.2.2 Gathering of news e.g. monthly dates/times/ places of meetings & other events taking place within the Association
- 11.2.3 Preparation of regular Newsletters and Bulletins based on the Yearly schedule

Public Relations

- 11.2.4 Planning of a public relations program
- 11.2.5 Preparation of publicity materials for events.
- 11.2.6 Reception of all T.A.K.S visitors in designated premises and in official functions
- 11.2.7 Oversight of all publicity for T.A.K.S. Preparation & mailing of information on the Association to Associated media groups and NGOs in Switzerland for their newsletters, bulletin boards etc.

Association Directory

- 11.2.8 Distribution of Association Registration forms to new members
- 11.2.9 Compilation and maintenance of a Directory of all Association members with contact details and some personal information (Nationality, name/s & birth year/s of child/ren)
- 11.2.10 Arrangement for printing of Directory
- 11.2.11 Distribute (prepare addressed mailing labels) Directory twice annually
- 11.2.12 Creation and maintenance of a database of members, organizations and personalities involved with T.A.K.S

Website

- 12.1.1 Liaison with administrator and the provider on all technical requirements
- 12.1.2 Coordination with council members on updates
- 12.1.3 Coordination with committee chairpersons on updates
- 12.1.4 Postage of material approved by council to webpage only

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13 SOCIAL

Goals:

- a. Promotion of awareness and caring of the Association among Association members
- b. Creation of opportunities for Association service and involvement.
- c. Demonstration that the Association is concerned for its members' interests also outside of the arranged functions.

13.1 Chairperson

The chairperson-planning Social shall:

- 13.1.1 Manage Association Social Budget. Prepare and submit the Social budget to Association Treasurer
- 13.1.2 Arrange to send flowers or cards (e.g. congratulations, get-well, or sympathy) to Association members.
- 13.1.3 Track expenditure for accounting
- 13.1.4 Decide venues, dates and times for social events and organize events annually.
- 13.1.5 Arrange roster of persons responsible to assist with preparation and clearing, purchasing, storage & maintenance of supplies
- 13.1.6 Publicize the event to community to encourage participation
- 13.1.7 Coordinate arrangements & menus among helpers
- 13.1.8 Manage set-up and clean-up of site after an event Organize and publicize at least two major Association social activities (visits)
- 13.1.9 Inform the Association causes that shall deserve support.
- 13.1.10 Recruit ideas for Association service from Association members.
- 13.1.11 Recruit members of Social Committee

13.2 Youth Group

Goals:

- a. Creation of a forum for youth interaction, discussions and activities.
- b. Promotion of cultural values
- c. Promotion of a program for youth activities.

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The Youth Group Leader shall:

- 13.2.1 Publicize and recruit youth
- 13.2.2 Lead youth group discussions in different forums
- 13.2.3 Plan and coordinate all youth group activities

14 MEETINGS

14.1 Regular Meetings

14.1.1 Regular meetings of the Council shall be held at least eight (8) times each year, normally on a monthly basis. The Executive shall decide the date, time, and place of regular meetings.

14.2 Ad hoc Meetings

14.2.1 The President shall call ad hoc meetings of the Council at any time. The date for such a meeting shall be not less than three (3) business days following the call of the meeting.

14.3 Conduct of Meetings

14.3.1 All meetings of the Council shall be open to members of TAKS, who shall, at the discretion of the president, speak on any matter before the Council. These members shall, however, not have any vote in the deliberations of the Council. Nonbinding the foregoing, the Council shall discuss items of a confidential nature in closed session, and to that end, shall exclude members of the Association for those items only. In such event, the discussion and decision on these confidential items shall be appended to the Minutes of the Council as a confidential annex, and shall be withheld from general circulation.

14.4 Attendance

14.4.1 Councilors unable to attend a meeting shall inform either the Secretary or the President in advance of the meeting. Councilors absent without notification for three (3) consecutive meetings shall be deemed in non-attendance, and shall be subject to removal from office as provided for in Articles 5.8 and 15.2

14.5 Quorum

14.5.1 The Council shall transact no business unless a quorum is present. A quorum shall consist of the President or his delegate and three Council members.

14.6 Decisions

14.6.1 Decisions of the Council regarding the overall policies, goals, and objectives of the Association and proposed amendments to the Constitution, shall require a two-thirds majority vote. All other decisions not specifically stated in the bylaws

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shall be by simple majority vote.

15 CODE OF CONDUCT OF MEMBERS

- 15.1 It shall be a condition of membership that members at all times conduct themselves in a reasonable manner (whether present in person, or via electronic means) at meetings in premises or on facilities used by the Association. Any member shall have their membership withdrawn for breach of this condition.
- 15.2 A member whose conduct is detrimental to the progress, dignity, and welfare of the Association shall be suspended or dismissed by a two-thirds majority of the registered members. A member who has been dismissed shall surrender within five (5) working days all the monies and/or the property of the Association.
- 15.3 The registered membership has the power to impeach any member of the Executive Committee by a two-thirds majority vote. An officer shall be dismissed from office upon properly investigated evidence of incapability, partiality, and constant abuse of powers. An Executive Committee officer who has been dismissed shall surrender within five (5) working days all the monies and/or the property of the Association.
- 15.4 The Executive Committee shall be removed from office en bloc if two-thirds of the membership signs a petition for the removal of the Executive Committee for failure to execute its duties. In that case the membership shall choose an interim committee to organize new elections.
- 15.5 An Executive Committee officer shall resign by giving a two-week notice in writing to the Executive Committee providing that no resignation shall take effect until all the monies and/or property of the Association have been recovered.

16 ELECTIONS

16.1 Term of Office

- 16.1.1 The Association councilors shall hold office for a period of 1 Year, and retire on the fourth day after the AGM day of election.

16.2 Absentee Ballot

- 16.2.1 All members of T.A.K.S shall have the right to vote by Absentee Ballot. Ballots shall be secured by the Returning officer.
- 16.2.2 Ballots shall be returned to the Returning Officer, who shall sign and date the back of the ballot.
- 16.2.3 Ballots shall only be secured and returned within the seven calendar days preceding the election.

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16.3 **Nomination**

16.3.1 A nomination paper shall be delivered to the Election Returning Officer at the Association seat. It is important that nomination papers are completed correctly.

Candidate details:

16.3.2 Each candidate shall be nominated by a separate nomination paper.

16.3.3 The nomination paper shall show in full the names and home address of the candidate.

16.3.4 Two electors shall sign the nomination paper, one as a proposer and the other as a seconder. Both shall be members of the association and shall appear on the Register of Electors to be used at the election.

16.4 **Qualification to be a candidate**

16.4.1 To be qualified to stand for election the candidate shall be a full member of the T.A.K.S and on the day of nomination be aged 18 years or over. Candidates shall not have been disqualified by any Article or byelaw.

16.5 **Consent to nomination**

16.5.1 Each candidate shall give consent to be nominated using a special form which accompanies the nomination paper.

16.6 **Statement of Persons Nominated**

16.6.1 The Returning Officer shall publish a statement of intent for persons nominated, giving their names, addresses and descriptions. A copy of this statement shall be sent to the communication committee for publication.

16.6.2 The Nominating Committee shall set and publicise campaign procedures.

16.7 **Withdrawal of Candidates**

16.7.1 Candidates shall withdraw their candidature by notice of withdrawal, signed by them and by one witness. The notice shall be delivered to the Returning Officer by the date specified in the timetable for the election.

16.7.2 The Executive Committee shall, by majority vote, remove any candidate from the ballot for a significant violation of these procedures.

16.8 **Appointment of Polling and Counting Agents**

16.8.1 The Nomination Committee shall appoint polling and counting agents to conduct all T.A.K.S balloting. This includes passing out ballots, checking off names as votes are cast, counting ballots.

16.9 **Uncontested Elections**

16.9.1 If the number of people remaining validly nominated after any withdrawals does not exceed the number of councilors to be elected, they shall be declared to be

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elected as soon as practicable after the latest time for the delivery of withdrawals.

The Returning Officer shall give notice of their names to the Association President. A copy of the notice shall be issued to the Chairperson of the Communication to committee for publication.

16.10 If there are insufficient members contest the election shall be recalled within 30 days.

16.11 **Contested Elections – Declaration of Result**

16.11.1 When the result of the poll has been ascertained, the Returning Officer or his appointed Deputy shall: -

- a. Declare to be elected the candidate or candidates to whom more votes have been given than to the other candidates.
- b. Give public notice of the name of each candidate and of the total number of votes given for each (whether elected or not) together with the number of rejected ballot papers.

16.12 **Run Off Elections**

16.12.1 In the event of a tie, a run off election shall be held within 30 calendar days.

16.13 **Induction**

16.13.1 All newly elected Executive Committee members shall be inducted within 4 days of election (provided they have made their declarations of acceptance of office). Outgoing Executive Committee members shall assist incoming members to insure an efficient change of administration.

16.13.2 Elected councilors shall upon declaration of acceptance of office conduct an election during the first council meeting to fill specific executive positions. The candidates for these positions shall be proposed by any one elected member and voted for by secret ballot. The candidate with the majority votes and not less than 51% of the total votes cast shall be deemed to have been elected to the position. A runoff between front runners shall be conducted immediately to secure the 51% threshold.

16.14 **Declaration of Acceptance of Office – Councilor**

16.14.1 A person elected to be a councilor shall, before or at the first meeting of the Association, make in the presence of a member of the council, a declaration of acceptance of office. Failure to do so shall mean that the office shall become vacant. The councilor shall declare that they shall abide by the constitution and bylaws of the Association.

16.15 **Declaration of Acceptance of Office – Executive**

16.15.1 A person elected to an executive office of the association council shall also be required to make a declaration of acceptance of office at the meeting at which the election takes place.

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16.16 Polling Cards

16.16.1 Only official poll cards shall be used during elections

17 DISSOLUTION

17.1 If the Executive no longer exists, any thirty members of the Association decide by a simple majority that the Association should be dissolved; they shall give at least 14 days notice to all members of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the Association shall be dissolved by a two-thirds majority of those present. Any assets, financial or otherwise, donated by outside bodies, remaining when the Association has satisfied all its liabilities, shall be returned to the original donors, thereafter any remaining assets shall be applied for such purposes in accordance with the aim and objects of the association as the meeting shall decide.

18 These Bylaws shall be amended only through a two stage process, consisting of:

18.1 A simple majority vote in favour of a motion to change, of a minimum 75% quorum of the Association Council at a scheduled meeting; and followed by:

18.2 A simple majority vote of a minimum 25% quorum of the Association Members at an AGM or EM.

18.3 Legal issues which are not addressed by the present Statutes of T.A.K.S are subject to the following legislation:

- 18.3.1.1 Constitution of the Canton of Zurich
- 18.3.1.2 Laws regulating the Associations in the Canton of Zurich
- 18.3.1.3 Organization of Municipalities Law

V3 Revised on 4th August 2006

Approved on 7th October 2006