

**CONSTITUTION  
OF  
GEOSPATIAL SOCIETY OF KENYA (GeoSK)**

**1<sup>st</sup> October, 2015**

# The Constitution of Geospatial Society of Kenya

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## 1 NAME

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### a. Name

The name of this society shall be GEOSPATIAL SOCIETY OF KENYA and shall be abbreviated as [GeoSK]

## 2 OBJECTS

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### a. Main Object

The GEOSPATIAL SOCIETY OF KENYA is a not-for-profit professional organization dedicated to the advancement and/or dissemination of information relating to all aspects of the GEOSPATIAL INFORMATION & TECHNOLOGY AND ITS APPLICATIONS.

### b. Subsidiary Object(s):

In furtherance exclusively of the foregoing main object, the society shall have the following subsidiary objects:

- To disseminate information on advancements of GIS Technology.
- Promote GIS training in Kenya through seminars, conferences, exhibitions, career talks and other applicable platforms and avenues.
- To act as advisors to organizations and individuals using and/or planning to use GIS Technology.
- To standardize practice in the use and/or application of GIS technology in Kenya.
- To partner with corporate entities and learning institutions in order to tap and cultivate interest in GIS in students and other interested parties.
- Source for information relating to scholarships opportunities for members.
- To mentor its members through GIS training.
- To promote and disseminate research in the use, application and advancement of GIS technology in Kenya Enabling opportunities for geospatial education and training.

### 3 MEMBERSHIP

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#### a. Membership

All persons interested in Geospatial technology and its applications shall be eligible for membership subject to the approval of the Board of Advisers. Applicants must be willing to abide by the Constitution and By-Laws, and must maintain an interest in the activities of the GeoSK.

All prospective members must submit a written application accompanied by membership dues. Said application to be approved or rejected by the Board of Advisers. If rejected, the membership chairperson shall provide an explanation and a full refund will be made.

#### b. Types of Membership

##### *Students Membership:*

Consists of individuals in their Bachelor level of education pursuing courses related to spatial studies such as Geography, GIS, Remote Sensing, Geomatics, Cartography, Photogrammetry, and any Geospatial related courses, among others. (Secondary school student and college student may also be members if interested)

##### *Professionals Membership:*

Consist of individuals who are practicing their profession in any Geospatial related roles. They must have certificates or proof of their qualifications based on the set criteria.

##### *Corporate Membership:*

Consist of organization, both private and/or public that may enter into an affiliation with the society. Could be having part or whole of their work in any geospatial related field.

##### *Honorary Membership*

Consist of dignitaries, politicians, government officials among others who are interested in the society for its success and affiliation.

At the discretion of the executive board, it will have the final approval on classification of membership.

#### c. Expulsion

The Executive Board, by two thirds (2/3) majority vote, can expel any member of the society for the following reasons:

- a) Conduct unbecoming a member of the society.
- b) Malfeasance in office.

#### **d. Reinstatement**

In the event any member drops out or is expelled from the society for a period of one year or more and wishes to re-join, he/she may re-join the society. At the discretion of the Board of Advisers, full former membership rights and privileges may be reinstated. No cancellations or refund of dues shall be paid if a member resigns before the close of his membership year.

#### **e. Membership Benefits**

The privileges of membership are: those of voting, the use of the society name, and the participation in all functions of the society.

#### **f. Membership fee**

The rates of entrance and subscription fees for membership shall be as follows;

- 1) **Students' membership** entrance fee will be Kshs 500.
- 2) **Professionals membership** entrance fee shall be Kshs 2,000
- 3) **Honorary members** entrance fee shall be Ksh 10,000
- 4) **Corporate** entities shall pay entrance fee of Kshs, 20,000
- 5) **Annual subscription** fee shall be Kshs 300 for students, Ksh 1,000 for Professionals, Ksh 3,000 for Honorary members and Ksh 10, 000 for corporate entities

#### **g. Dues**

Dues are on a twelve (12) month basis from meeting date of application. The Executive Board will review the dues schedule each November. Their recommendations will be presented at the general meeting for approval.

#### **h. Non-Payment of Dues**

Non-payment of dues by a member shall be considered equivalent to a resignation. The name will be dropped from the membership rolls, unless extenuating circumstances are given or known.

## 4 OFFICE BEARERS

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### a. Officers

There shall be the following officers elected after every 5 years:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Executive Secretary
5. Deputy Executive Secretary

### b. Qualifications of Officers

Any candidate for office must be a member in good standing, must be eighteen (18) years of age or older, and must have been a member of the society for a minimum of six (6) months.

### c. Election of Officers

Candidates for each office shall be presented by the nominating committee at the regular meeting in May. Nominations from the floor will be taken before voting at the regular meeting in June. Candidates must have given their permission to run, verbally to three (3) members or in writing. Officers shall be elected by ballot and installed at the regular July meeting.

### d. Voting:

Eligibility to vote is limited to members in good standing 1 (one) votes per membership).

All voting is decided by simple majority except where specifically noted in the Constitution and By-Laws. The Responsibility of conducting the balloting rests with the executive secretary. He may appoint assistants. The ballots must be retained by the executive secretary for sixty (60) days, after which time the votes may no longer be challenged.

### e. Expulsion from office

Elected officers may be expelled from office for failing to attend three (3) consecutive board meetings without extenuating circumstances.

### f. Vacancy of an Elected Office

In the event of a vacancy of any elected office (as defined in the Constitution) for any reason, the Executive Board shall appoint a successor to serve the unexpired term within thirty (30) days of the vacancy.

## 5 EXECUTIVE MANAGEMENT BOARD

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### a. The Executive Board

The Executive Board shall consist of the duly elected officers, chairpersons of all standing committees and the last active Past Chairperson.

### b. Powers

To the extent that the same are essential or ancillary to the promotion of the main object of the society as heretofore set out, the executive board may exercise the following powers:

- a) Invite and receive contributions and raise funds where appropriate, to finance the work of the society, and to open a bank account to manage such funds.
- b) Publicize and promote the work of the society and organize meetings, training courses, events or seminars etc.
- c) Work with groups and societies of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organizations.
- d) Take any form of action that is lawful, which is necessary to achieve the objects of the society.

### c. Roles

Each member of the Executive Board will keep an accurate accounting of duties and records of yearly activities. These records will be forwarded to the incoming Executive Board successor in an orderly fashion at the July Executive Board meeting. It shall be the responsibility of the outgoing Chairperson and the incoming Chairperson to oversee these transmissions.

An accurate inventory of all physical assets (except society funds) and their location will be kept in duplicate. One copy to be retained with the Treasurer records and one copy to be retained with the Secretary General's records. This inventory will be reviewed at least once annually at the July Executive Board meeting and verified. It shall be the duty of the current Chairperson to delegate the locations of these properties with the approval of the Board of Advisers.

## 6 DUTIES OF THE OFFICE BEARERS

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### a. Chairperson

The Chairperson shall preside at all general meetings, Executive Board meetings, and other board meetings at which he is present, shall exercise general supervision over the affairs and activities of the society, and shall serve as a member ex-officio on all committees except the nominating committee.

In addition, the Chairperson appoints all committee chairpersons, subject to the approval of the Executive Board.

He/she also serves in any other capacity as required elsewhere in the Constitution and Bylaws.

### b. Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

### c. Treasurer

The Treasurer shall receive all society funds and keep them in a bank or repository selected or approved by the Executive Board. Accurate record of accounts must be kept of all monetary transactions. The Treasurer shall require a bill or signed voucher for all disbursements and will issue receipts for all incoming funds. The Treasurer must present a tri-monthly financial report at each Executive Board and general meeting.

All record of accounts shall be audited annually within sixty (60) days of the July regular meeting. The auditor(s) shall be individual(s) or firm competitively appointed by the Board of Advisers.

### d. Executive Secretary

The executive Secretary shall conduct the general correspondence of the society. He/she will see that all general meetings and other business functions, as directed by the Board of Advisers, are conducted in an orderly manner and to render assistance in any capacity for which he/she may be called upon

### e. Deputy Executive Secretary

The Deputy Executive Secretary will take minutes and shall keep the original minutes in duplicate of all Board of Advisers, Executive and general meetings of the society, which shall be an accurate and official record of all business transactions. One copy shall be retained by the Chairperson. The executive Secretary shall maintain a current membership list and all other records as directed by the Board of Advisers.



## 7 THE COMMITTEE

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### a. The standing committees

The standing committees are:

- Data Collection & Management
- Geospatial Standards
- Geospatial Analysis
- Geospatial Developers
- Data Visualization

The Chairperson, with the approval of the Board of Advisers shall appoint the chairpersons from the general membership. The chairpersons may establish their committees from the general membership, subject to approval of the Board of Advisers.

The Chairperson shall establish or dissolve such special committees, with the advice and consent of the Board of Advisers, as from time to time may be required, to sustain the functions of the society.

The nominating committee shall be composed of two (2) elected officers, one (1) appointed member of the Board of Advisers, and two (2) members from the general membership, all of whom shall be appointed by the Chairperson. The chairperson shall be selected by the committee from its membership. The committee shall meet at the chairperson's convenience prior to the May Executive Board meeting. Their report shall be presented as prescribed in the Constitution.

### b. Voting

Each standing committee will be allowed one (1) vote at Executive Board meetings, except as noted elsewhere. Nominating and ad hoc committees have no vote.

## **8 DUTIES OF THE COMMITTEE**

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The committee shall be responsible for the management of the society and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform duties. The committee upon which such action shall be taken as seems to the committee desirable.

All moneys disbursed on behalf of the society shall be authorised by the committee except for petty disbursement.

The quorum for meetings of the committee shall not be less than five (5) members.

## 9 MEETINGS

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### a. Meetings

The society shall hold regular meetings once every six months at a time and place designated by the Executive Board. The Executive Board shall meet at their discretion.

### b. Quorum

One fourth (1/4) of the membership, with a minimum of ten (10) shall constitute a quorum at the regular meetings of the society requiring a vote. At Executive Board meetings, two thirds (2/3) of the Executive Board of the society shall constitute a quorum. At the Executive Board meetings, two thirds (2/3) of the Executive Board and one half (1/2) of the standing committees shall constitute a quorum. Ad hoc committees and the nominating committee do not count for quorum.

### c. Order of Business

The order of business at all meetings of the society shall be as follows:

1. Call the meeting to order.
2. Reading of the minutes of the previous meeting, unless published.
3. Reading of the Treasurers' report.
  - a) At the Board of Advisers—full report.
  - b) At the general meetings—condensed report except for unusual transactions.
4. Old business.
5. New business.
6. Program.
7. Any other society functions.
8. Adjournment.

## 10 SIGNING OFFICIALS

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The only society members authorized to use their signature for society business are as follows (except as noted elsewhere in the Constitution):

- a) Checks drawn upon the funds of the society shall require the signature of the Treasurer and the Chairperson or the Vice-Chairperson.
- b) Withdrawal of any other society funds from repository shall require two (2) signatures: Treasurer and the Chairperson or Vice-Chairperson.
- c) Any document committing the society to, a plan of action requires two (2) signatures, a member of the society with temporary authorization of the Executive Board and the Chairperson or Vice-Chairperson.
- d) Signing society members shall not be related by marriage, blood or cohabitation.

## **11 AFFILIATIONS**

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The GeoSK may enter into any affiliation with any associations, societies, groups, and institutes with approval of the general membership.

## 12 AMMENDMENTS

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Any proposed amendments to this constitution must be submitted in writing to any elected officer. Such proposed amendments must be signed by five (5) active members of the society before being submitted. They will be referred to the Executive Board for investigation and recommendation. Proposed amendments will then be published within sixty (60) days and will be read and voted upon at the next regular meeting after publication. They shall become a part of this Constitution only if approved by a two thirds (2/3) majority of the members present and voting at said meeting.

Proposed amendments to the By-laws will be submitted in writing to the Board of Advisers, signed by three (3) active members. The board will investigate and make their recommendations at the next general meeting. Voting will proceed at said meeting with a simple majority of eligible members present and voting required for passage.

### **13 VOTING REGULATIONS**

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In order for a member to vote on any issue he/she must be present at the time the vote is taken, and meet all the qualifications of the Constitution. In cases where a member holds multiple positions on the Board of Advisers, the member will be allowed only one vote.

## 14 DISSOLUTION

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In the event of the dissolution of this society, any remaining funds and other assets will be donated to any noble course that will be decided by the Board of Advisers as at that time of event.



**15 BYLAWS**

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**a. Parliamentary Authority**

All business of the GeoSK shall abide by and conducted under the umbrella of THE SOCIETY ACT (CAP 108), LAWS OF KENYA.

**b. Charter**

The society shall maintain a charter in the country of [KENYA] as a not-for-profit professional organization.

**c. Seal**

The society seal shall be kept by the CHAIRPERSON, to be used as required

**d. Logo**

The GeoSK shall have the authority to establish a club logo.

**e. Publication**

The GeoSK shall have the authority to publish work/articles of members in a magazine or journal which shall be known as geospatial technology journal/magazine. It shall be distributed to all society members, exchange affiliate organization, and non-member donors.

This Constitution shall become effective on the date of the registration of the society.

**We, the several persons, whose signatures are subscribed, being the subscribers of the constitution of the society, hereby agree to the Constitution.**

S.No	Full names	Signature

NOTE: This page must be signed by all Pioneer Members when the association is fully registered and legally effective.