



CONSTITUTION & BYE-LAWS

(Amended 1959, 1963, 1973, 1975, 1977, 1983, 1984, 1985,
1988, 1999, 2007)

TRUSTEES OF THE LEAGUE:

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THE EAST AFRICA WOMEN'S LEAGUE

CONSTITUTION & BYE-LAWS

1) TITLE:

The League shall be known as "The East Africa Women's League" and is hereinafter referred to as "The League"

2) OBJECTS:

Its objects shall be:-

- a) To promote the physical, moral and mental welfare and happiness of all women and children.
- b) To co-operate with other leagues and societies having similar aims and objects.
- c) To stimulate the interest of women and children in the duties of citizenship and in public and voluntary service.
- d) To encourage goodwill and fellowship amongst all communities, and to assist in the relief of poverty and distress.
- e) To further international relations in every way consistent with the aims of the League.
- f) To bring to the notice of the responsible authorities immoral or undesirable features affecting public morality in films, plays, literature and advertisements.
- g) To hold land or acquire any interest in land or other property with a view to carrying out the objects of the League, and to manage, develop, sell, exchange, lease, mortgage, charge or otherwise deal with such land or other property.
- h) To borrow whether on bank overdraft or otherwise, to raise money by way of mortgage or charge or such other form of security in such other manner as may be thought fit.

3) HEADQUARTERS

The Headquarters of the League shall be in Kenya

4) MEMBERSHIP:

I) MEMBERS:

- a) Any woman who has been accepted for membership and who shall pay the current subscription as hereinafter provided shall be an Ordinary Member.
- b) Life membership may be granted to members who are leaving the country permanently, or in special circumstances, on application to the Executive Committee.
- c) All applications for membership shall be made in the first instance through the Branch Chairman of the Branch which the applicant wishes to join, duly proposed and seconded by members of the Branch in each case, or by any Officers of the League.
- d) The Branch Chairman, with the approval of her Committee or her Branch, shall forward such application (other than one for the annual renewal of membership) within one month of its receipt to the Executive Officer of the League.

e) Prospective new members must attend one and if possible two Branch Meetings before being proposed for election.

f) The application shall be placed before the National Chairman of the League (or her Deputy) one Vice-Chairman and Chairman of Executive Committee, who may accept or reject it without assigning any reason for such rejection. In the event of any rejection the applicant shall be notified and any subscription which she may have paid shall be returned forthwith.

g) The Executive Committee have the right to invite notable ladies to become Honorary Members for a limited period of time.

II) MEMBERS OF HONOUR:

That in recognition of long, continuous and outstanding service to the League, Council may on the recommendation of the Executive Committee confer the title of Member of Honour upon certain members, thereby granting them honorary membership of the League with the right to attend all General and Council meetings with the power to speak and vote. There shall not be more than twelve at any one time.

5) SUBSCRIPTIONS:

a) The subscription for a Life member shall be a single payment of ten times the annual subscription.

b) The annual subscription for an Ordinary Member shall be determined at a Council Meeting of the League and shall be due and payable on the first day of January of each year. Seventy five percent (75%) of such subscription shall be forwarded to Headquarters within one month of its receipt by the Branch.

c) Any member whose subscription for any year is not paid on or before the 31st March, shall cease to be a member of the League but may resume membership on payment of a full subscription for the year.

d) Any person who shall join the League as a new member of the League after the 30th June in any year shall pay a subscription of 75% of the annual subscription for that year only.

e) Any member may be an Associate Member of another Branch, her subscription to be at least 25% of the current annual subscription. A member may only represent the Branch of which she is a fully paid up member.

f) Members may transfer from one Branch to another. They should request their current Branch Chairman to write and inform the new Branch Chairman of the transfer, and an application for Membership Form shall be completed marked "transfer" and forwarded to Headquarters.

6) OFFICERS OF THE LEAGUE:

i) The Officers of the League shall be:-

a) The National Chairman of the League.

b) Up to four (4) Vice-Chairmen, of whom at least two (2) must reside in the Nairobi area.

c) The immediate Past National Chairman.

d) Up to fifty (50) Councillors.

e) Branch Chairmen.

f) The Editor of the Journal.

g) The Honorary Treasurer

h) Up to twelve (12) Members of Honour.

i) Senior Councillors, (all past National Chairmen)

ii) (a) and (b) of the above shall be elected annually by Secret Ballot as hereinafter provided; the result of the Ballot being announced at the Third Council Meeting of the League.

iii) All elections for the office of National Chairman and Vice-Chairmen and Councillors for the ensuing year must be carried out through the Branches under the direction of the Balloting Committee, which shall be governed by Clause 16(b) of the Constitution and the appropriate Bye-Laws.

iv) During temporary absence of the National Chairman from the country, one of the Vice-Chairman shall be nominated by the Executive Committee to act for the National Chairman until she returns. However, should an unforeseen absence or a vacancy occur in the office of National Chairman in any one year, one of the Vice-Chairmen shall be appointed by the Executive Committee to act as National Chairman until the next Council Meeting of the League, when Council will be asked to ratify this appointment or elect another National Chairman by Secret Ballot.

v) The Executive Committee shall be authorised to fill any other vacancies occurring amongst Officers of the League, (except for Branch Chairman), from members of the League, giving preference to the members of Council. Such appointments to be ratified at the following Council Meeting. The persons appointed to fill these vacancies shall hold office until the next Annual General Meeting of the League.

vi) Branch Chairmen shall be elected annually by their respective Branches in accordance with Clause 15 (a) and the Bye-Laws.

vii) The Editor of the Journal and the Honorary Treasurer shall be elected annually by Council.

7) TRUSTEES:

The League shall in General Meeting appoint five persons to be the Trustees of the League. Such trustees shall be registered as a Corporate Body under the Trustees (Perpetual Succession) Act.

There shall be vested in the Trustees all such funds and property of the League as shall be decided by the Executive Committee of the League from time to time.

In the event of a Trustee being unable to fulfil his duties by reason of continued illness, age, infirmity, continued absence from Kenya or other good and sufficient reason, such trustee may be removed from office by a resolution signed by all other Trustees.

The power to appoint a new Trustee to fill any vacancy shall be vested in the remaining Trustees but there shall be no obligation to fill a vacancy unless the number of remaining Trustees shall be less than three.

The Trustees shall not be concerned to see that the Council or any Officers thereof are properly appointed or as to the regularity of their meetings or proceedings and may act on any writing purporting to be a copy of a resolution passed by the Council and entered in to Council's Minute Book signed by the Chairman for the time being of the Council or by the person for the time being professing to act as such Chairman. The Trustees shall not incur any liability or responsibility for acting on such writing.

The Trustees may on demand by themselves or one or more of them require production of the Minutes of the Council and take extracts there from.

8) MANAGEMENT OF THE LEAGUE:

i) a) The Officers of the League as provided under Clause 6, and collectively known as the Council shall be under the Chairman of the National Chairman (or her Deputy) and shall be entrusted with the management of the League.

b) The National Chairman shall be an ex officio member of all meetings of the League. The Council shall meet not less than three times each year.

c) Written notices of not less than 21 days, calculated from the date of posting the notice, shall be given to all Officers of the League of every Council Meeting and the Agenda of such Meetings shall be circulated with such notice.

d) One Council Meeting in each year should be held outside Nairobi unless otherwise agreed by Council.

e) Thirty-three per cent (33%) of all voting council members shall form a quorum at all Meetings of Council.

ii) An emergency Meeting of the Council may be called on application to Executive Committee by the National Chairman and any two vice-Chairmen or ten (10) elected members of Council at any time upon 7 days notice of such Meeting being given.

iii) THE EXECUTIVE COMMITTEE:

The Executive Committee shall consist of eight members elected from Council at its first Meeting of the League year, and as ex officio members the National Chairman, the Immediate Past Chairman National Chairman, the Vice-Chairmen, the Editor of the journal, the Chairman of Harrison House Management Committee and the Honorary Treasurer, Chairman of Benevolence Committee, Secretary of Executive Committee, and, if they so wish, Chairman of Arts and Crafts Committee and Chairman of Balloting Committee all of whom are entitled to vote. The Committee shall appoint its Chairman, who may attend all Meetings of the League, from among the eight (8) elected members. The Term of Office of the Chairman shall not exceed five consecutive years. Senior Councillors may attend and speak at Executive Meetings, but may not vote. The quorum at an Executive Committee shall be seven (7) members.

iv) FINANCE COMMITTEE:

The Executive Committee may elect from amongst its members a Finance Committee who shall be responsible for the administration of the Funds of the League, under the instructions of the Council or the Executive Committee of the Council. The National Chairman, all Vice-Chairmen and the Honorary Treasurer are to be members ex officio of this Committee and may vote.

v) BENEVOLENCE COMMITTEE:

The Executive Committee shall appoint a Benevolence Committee of not less than six (6) members to deal with all applications for assistance. The National Chairman (or her Deputy) shall be ex officio a member of this Committee and may vote. The names of the Committee shall be announced at the Annual General Meeting. The Chairman shall be elected at their first meeting of the year and her term of office must be limited to three (3) consecutive Years. The Benevolence Committee may liaise with officials from other benevolent societies who may be invited to attend League Benevolence Meetings. The executive Committee shall be notified of such persons and

shall have the right to veto any liaisons if felt necessary. All work of this committee and its liaisons shall be strictly confidential. The quorum at a Benevolence Committee shall be five (5) Members.

vi) HARRISON HOUSE MANAGEMENT COMMITTEE:

The Executive Committee shall appoint a Management Committee of not less than six (6) members. The National Chairman and one other member of the Executive Committee, or their deputies, may attend all Harrison House Management Committee Meetings and may vote. The names of the Committee Members shall be announced at the Annual General Meeting. The Chairman shall be elected at their first meeting of the year and her term of office must be limited to three (3) consecutive years. The quorum at a Management Committee Meeting shall be five (5) members.

vii) BALLOTING COMMITTEE:

A Balloting Committee of not more than ten (10) persons, whose names shall be submitted by the Branches, shall be ratified at the Annual General Meeting of the League each year. From this Committee, Executive, at its second meeting of the year, shall appoint a Ballot Officer, or Officers, to supervise and organise the Election of Officers of the League.

viii) STANDING COMMITTEES:

a) The names of members wishing to sit on Standing Committees will be posted on the notice board prior to being presented by the Balloting Committee for ratification at the Annual General Meeting.

b) These Standing Committees shall elect their Chairmen and Secretaries at their first meeting of the League year after the A.G.M.

c) Reports from Standing Committee Chairmen (or their Deputies) may be called for by the National Chairman at the Annual General Meeting or any Council Meeting by prior arrangement.

d) The Chairman of all Standing and Sub-Committees shall have the right to attend all Council Meetings and receive their Agenda, and may speak, but cannot vote at these Meetings unless she is a member of the Council. With the permission of the Executive Chairman they may be invited to attend Executive Committee Meetings and may speak, but cannot vote, unless she is a member of the Executive Committee.

ix) The Council and/or Executive Committee may elect sub-committees to deal with any particular portion of their business at any time.

x) The Council shall cause Minutes of its proceedings to be kept and such minutes shall be circulated to all Officers of the League and may be shown by such Officers at their discretion, to any members. Such Minutes, records and correspondence of the League, shall not be removed from Headquarters Office without the consent of the Executive Committee. All such Minutes, records and correspondence shall be confidential to the Officers of the League, except where otherwise agreed by the Council or Executive Committee.

xi) League representatives and visitors to other bodies may be invited to attend any relevant Council Meeting in order to make a report of work done on such body. They shall have power to speak, but not to vote, at such Meetings unless they are members of the Council of the League.

xii) Representatives of kindred or other societies and organisations may be invited to the Annual general Meeting of the League or to Meetings of Council when deemed desirable by the Executive Committee.

9) ELECTION OF OFFICERS:

- a) The National Chairman and Vice Chairmen shall be elected by secret ballot.
- b) The Balloting Committee shall be responsible for the supervision of the Election of the League Officers. This includes compiling the lists of those eligible, the distribution of the voting papers, and scrutiny and counting of the votes by the tellers. They will advise those elected, and the Executive Committee, of the result, before the Third Council Meeting of the League.

The Balloting Committee shall conduct the Elections according to the rules laid out in Clause 16(b) of the Constitution and appropriate Bye-Laws.

- c) Eligibility of candidates to hold office in the League as National Chairman and Vice Chairmen and Councillors, shall be determined by the Balloting Committee according to the appropriate Bye-Laws.
- d) No member shall accept nomination for the office of National Chairman, Vice-Chairmen, Councillor or as a member of the Executive Committee, if she is to be absent from the Country for more than six months during that League year.
- e) Branches shall restrict nominations for the office of Councillor to members of their own Branches whose consent they have first obtained.

10) STAFF:

The Executive Committee shall have the power to engage, employ, discharge or dispense with the services of the Executive Officer, Treasurer and all other members of the staff of the League.

11) CHARITABLE TRUST:

- i) The League shall be empowered to create a Charitable Trust to be known as "The East Africa Women's League Charitable Trust." The objects of such Trust shall be the relief of poverty and distress.
- ii) In addition to the monies mentioned in Clause 12, the Executive Committee may from time to time transfer to the Trustees of the charitable trust such monies or other assets as may in the opinion of the Executive Committee of the League be surplus to the general requirements of the League.

12) BENEVOLENT & TRUST FUNDS:

- i) All monies paid or subscribed to the League for benevolent or charitable objects may be passed to the Trustees of the E.A.W.L. Charitable trust who will deal with such monies according to the wishes and the instruction, if any, of the donors.
- ii) Provided that should the object or purpose cease to exist before the monies so paid or subscribed have been expended, the balance may be used by the League for any other objects within the League's competence with the sanction of Executive Committee or by the Trustees of the Charitable Trust for any other object within their competence, and provided that the intention to utilise the balance of such monies is advertised once in a newspaper circulating through Kenya inviting the views of the subscribers of such monies.

13) ANNUAL GENERAL MEETING OF THE LEAGUE:

- i) The Annual General Meeting shall be held in the month of March in every year.
- ii) At least 21 days notice (with date, place and hour, of the Meeting) shall be given in a newspaper circulating throughout Kenya.
- iii) Any other business of an urgent nature may be added to the Agenda with the consent of two-thirds of the members present.
- iv) Notice of the Annual general Meeting shall be sent to each member of the Council at least 21 days in advance of such Meeting together with a copy of any motions which it is desired to bring forward to the Annual General Meeting.
- v) This Meeting shall be held under the Chairmanship of the National Chairman or of any person invited by the Executive Committee to take the Chair.
- vi) Notice of all motions or matters for discussion at the Annual general Meeting should be received from the Branches by the Executive Committee by 31st January.
- vii) The executive Committee shall not have the right to reject any motion or matter so submitted, unless it is of a political nature or contrary to the aims and objectives of the league. However, the Executive Committee may return to the proposers any matter or motion which it considers unsuitable to bring before the Annual General Meeting stating its reasons for doing so. Should the proposers (i.e. after two-thirds majority of the Branch) still wish, after reconsideration, to bring forward the motion or matter, it must first come before a meeting of the Council.
- viii) Sixty (60) full members of the League present in person shall constitute a quorum at any Annual General Meeting or other general Meeting of the League.

14) SPECIAL GENERAL METINGS OF THE LEAGUE:

A Special General Meeting of the League may be called any time by the Council or Executive Committee and shall be called upon the requisition of not less than 15 full members of the League, and the date and hour of such Meeting shall be fixed by the Council or Executive Committee. Resolutions to be submitted to the meeting must be received by the Executive Officer at least 21 days before the date of the Meeting, and notice of such Meeting must be sent to all Officers and Branch Secretaries at least 14 days prior to the Meeting, together with the Agenda and resolutions to be proposed. It shall be the duty of Branch Secretaries to communicate the Notice and Agenda forthwith to members in each Branch. A notice of the said Meeting shall also be inserted in the Press, which Notice need not, however, include the Resolutions to be proposed.

Fifty (50) full members shall form a quorum at any Special general Meeting of the League. This number must be present in person throughout the Meeting.

15) BRANCHES:

i) ELECTION OF BRANCH OFFICERS:

The Election of Branch Chairman, Secretary and Committee if any, shall be held by a Secret Ballot. Any Branch of more than 12 members shall elect by Secret Ballot a Committee of at least five (5) members. The National Chairman shall be ex officio on every branch Committee.

ii) FORMATION OF A BRANCH:

Only paid up members of the League may, subject to consent of the Council, or the Executive Committee, form a new Branch, or revive a former Branch, of the League.

iii) **CLOSURE OF A BRANCH:**

Should any Branch wish to close down or amalgamate with another Branch, permission to do so shall first be obtained from the Executive Committee and the National Chairman.

iv) **BRANCH PROCEDURE:**

Procedure for Branches shall follow the rules set out in Clause 16 and the appropriate Bye-Laws.

16) BRANCH MEETINGS:

i) Branch Meetings and Committee Meetings shall be held at least once a quarter. In the event of the Branch Chairman failing to hold such Meetings within the specified time the National Chairman may call a Meeting of the Branch at the written request of not less than five (5) members of the Branch. Special Meetings may be called by the Branch Chairman at any time after reasonable notice has been given to members of the Committee. The quorum for a Meeting of a Branch shall be such number as shall be fixed from time to time by the Branch concerned.

ii) All Branches at a Branch Meeting each year shall present to all their members the Ballot Papers sent out by the Balloting Committee for the purpose of the election of League Officers. For such members who are not present it is the responsibility of the Branch Chairman and Secretary to see that the Ballot Papers are posted to those absent members, to enable them to vote for the League Officers. (See Bye-Law 17b).

iii) Annual General Meetings of the Branches shall not be held later than the 15th February in every year. At least 14 days notice in writing of the place, date and hour of the Meeting shall be given to every member by the Honorary Secretary of the Branch.

iv) Minutes of all Branch Meetings and/or monthly newsletters shall be kept and two copies sent to Headquarters of the League.

v) Two copies of a Financial Statement shall be furnished by each Branch annually to the Honorary Treasurer of the League.

vi) Procedure for Branch Meetings shall follow Rules set out in the Bye-Laws.

17) EXTRA-TERRITORIAL BRANCHES:

These Branches being in a different category from Kenya Branches shall decide the amount of the subscriptions for Full Members and Associate Members and what percentage of those subscriptions shall be allocated to the Headquarters of the League. Membership of such Extra-Territorial Branches shall not carry membership of any other Branch of the League, application for which must be made through normal channels.

Should the Headquarters of the League be moved to a place outside Kenya, it shall not be in any way part of existing Extra-Territorial branches.

18) ALTERATIONS & AMENDMENTS OF BYE-LAWS:

The Council Shall have the power from time to time to make, alter, amend and repeal Bye-Laws for carrying out these Rules and regulating their own proceedings as they deem expedient, provided that such Bye-Laws shall not be inconsistent with the general aims and objects of the League.

19) ALTERATIONS IN THE CONSTITUTION:

No alterations to the Constitution of the League shall be made except at a Special or Annual general Meeting of which due notice has been given as prescribed, and by the vote of at least two-thirds of the members present at the General Meeting.

THE EAST AFRICA WOMEN'S LEAGUE

BYE-LAWS

(Amended 1959, 1963, 1973, 1975, 1977, 1983, 1984, 1985, 1988, 1999, 2007)

GENERAL

- 1) a) At all duly constituted meetings of the League the Chairman shall have a deliberative as well as a casting vote.
 - b) A motion without previous notice may be made with the consent of two-thirds of the meeting present at any duly constituted meeting.
 - c) No speech shall be of more than 5 minutes duration and no member shall speak twice upon the same subject except with consent of the Chairman, in explanation of some material point or matter in her speech in which she has been misunderstood. The mover of any motion shall be allowed to reply to critics of dissentients.
 - d) Amendments to resolutions must be handed to the Chairman in writing before any amendment is debated.
- 2) Resolutions for submission to Council must be in the hands of the Executive officers or Secretary at least 4 weeks before the date of the meeting for which they are intended. (For resolutions from Branches see Bye-Law 17(a)).
 - 3) The Immediate Past National Chairman of the League shall be an Officer of the League for the ensuing year and shall be a member of Executive Committee ex officio for that year and may vote.
 - 4) All Officers of the League shall take office at the same time, i.e., immediately after the Annual General Meeting of the League.
 - 5) The League shall be competent to appoint at its Annual General Meeting not more than four (4) Honorary Councillors who shall be members of Council for the ensuing year only and that this year of service shall not contribute to their eligibility as a National Chairman or Vice-Chairman of the League.
 - 6) a) The third Council in the year shall endeavour to incorporate an international feature in its Agenda. The third Council is also the closing date for the A.C.W.W "Pennies for Friendship" Fund.
 - b) Branches may be asked to contribute each year to the "Pennies for Friendship" Fund.

FINANCIAL

7) SUBSCRIPTIONS:

- a) The rate of the Annual Subscription (in accordance with Clause 5 of the Constitution) shall be published in the League's Journal.

b) Seventy-five per cent (75%) of all subscriptions must be forwarded to Headquarters within one month of collection with the list of members and addresses of such members. Twenty five per cent (25%) may be retained by Branches to cover secretarial and postal expenses etc.

c) On payment of her annual subscription, the Branch Chairman shall issue each member with a membership card, valid until 31st December in the year in which the subscription has been paid. This card must bear the name of the Branch, the signature of the Branch Chairman and the member's name and her signature. This card must be shown by the holder, on request at any League function. A membership card for the previous year shall only be considered valid proof of membership until the League's Annual General Meeting in March of each year.

8) PUBLIC APPEALS:

An audited statement of accounts shall be published in all cases where the League or its Branches has collected money through a public appeal for any cause.

9) CHEQUES:

Signatories to the Headquarters Bank Account shall be the National Chairman, Vice Chairmen, the Honorary Treasurer and the Chairman of Benevolence, any two of whom may sign cheques.

10) ELECTION & ELIGIBILITY OF CHAIRMAN & VICE CHAIRMAN: CHAIRMAN:

a) National Chairman:

No member of the League shall be eligible to take office as National Chairman unless she has been Vice Chairman or served for not less than two (2) years on Executive Committee and has been a member of Council for three out of the preceding five years, either as a Branch Chairman or Councillor.

b) Vice Chairman:

No member of the League shall be eligible to take office as a Vice Chairman unless she has been an active member of Council for three out of the preceding five (5) years, either as a Branch Chairman for a minimum of two years (2) or as a Member of Executive.

(NB: The executive considers "active" to mean that she must have attended at least two Council Meetings in each year).

c) National Chairman & Vice Chairmen:

Shall be written to, pointing out their eligibility and shall be asked to stand unless they have serious reasons which limit their availability. No Senior Councillor may stand for a second term as National Chairman unless invited by the Executive Committee under exceptional circumstances.

d) Tenure of Office:

The National Chairman and Vice Chairmen may not hold Office for a period longer than three (3) consecutive years.

11) ELIGIBILITY & NOMINATION OF COUNCILLORS:

- a) Any member is eligible to take office as Councillor if she has been a member of the League for not less than one year.
- b) A Councillor may not be eligible for re-election the following year if she has not attended two out of the first three Council meetings in the current League year, unless she has made written application for leave of absence and this has been granted by the Chairman or the Executive Committee.
- c) Very Branch of the League shall elect annually their allotted quota of Councillors, as notified by the Balloting Committee, from among their own Branch Members, whose consent they must have first obtained.

12) ATTENDANCE AT COUNCIL:

A Councillor who fails to attend two out of the first three Council Meetings of the League year automatically ceases to be a member of Council unless she has made written application for leave of absence and this has been granted by the Chairman of Executive Committee. When making a written application for leave of absence, the Councillor may nominate a person, who must be from her own Branch, to hold a proxy vote in her own name. The name of the proxy voter must be notified to the Chairman of the Executive Committee in writing 14 days prior to the Council Meeting.

13) GENERAL PROCEDURE REGARDING ELECTIONS:

a) National Chairman & Vice Chairmen:

The Balloting Committee shall compile a Voting Paper of members eligible and willing to hold office as National Chairman and Vice-Chairmen and send this to Branches by 15th August for distribution to members.

b) Voting & Voting Papers:

Branches must ensure that every member receives a copy of the above Voting Papers. Voting should be done preferably at Branch Meetings during September and October, otherwise members should have their Voting Paper sent to them by their Branch.

c) Record of Ballot:

Voting Papers to be completed and returned to Balloting Committee at Headquarters by 31st October. The Balloting Committee will then count and record the results of the Ballot and advise Executive Committee and the persons concerned before the Third Council Meeting of the League.

d) No salaried member of staff shall be eligible to stand for election as an Officer of the League.

e) Standing Committees:

When the Voting Papers, as above, are sent out there will also be distributed the Nomination Paper for those branch members wishing to be appointed to Standing Committees. This to be returned by 15th February or any other date that the Balloting Committee shall find convenient.

f) Of the candidates listed by the Balloting Committee under Bye Law 13(a) as eligible to hold office as Vice Chairmen Firstly the two (2) candidates that reside in

Nairobi with the highest number of votes shall be Vice Chairmen (subject to their agreement) and then the next two (2) candidates (irrespective of where they reside) with the highest number of votes shall be Vice Chairmen (subject to their agreement) and then the next four (4) candidates with the highest number of votes shall automatically become Councillors.

g) The record of attendance of all members of Council at Council Meetings held during the League year shall be kept by the balloting committee.

14) STANDING COMMITTEES:

a) All nominations for Standing Committees must be made through the Branches of the League to the Balloting Committee at the time of the Election of League Officers. Consent to such nomination must have been obtained from the person nominated.

b) Terms of reference and the number of members to serve on each Committee shall be determined from time to time by Council.

c) Each Committee shall have the power to co-opt members up to the number allowed for co option by Council.

d) Each Committee shall meet at least three (3) times a year

e) Each Committee shall circulate copies of the Minutes to all its members and to Headquarters

15) BUSINESS OF THE ANNUAL GENERAL MEETING OF THE LEAGUE:

The business of the Annual General Meeting shall be conducted in the following order.

- a) Minutes of the previous Annual General Meeting shall be read, unless they have already been made available to all members, through their Branches, and if approved signed by the National Chairman.
- b) The National Chairman's Annual Report.
- c) The Annual Financial Statement.
- d) Declaration of Officers.
- e) Appointment of four Honorary Councillors.
- f) Declaration of Standing Committees.
- g) Branch Chairmen's Reports. (see Bye Law 16 (f))
- h) Any matter for consideration at the Annual General Meeting passed by Council or Executive Committee of which due notice has been given.
- i) Any other business of an urgent nature admitted to the Agenda with the consent of two-thirds of the members present.

16) BRANCHES:

a) Any member of the Branch is eligible for the office of Branch Chairman of that Branch. No member may hold the office of Branch Chairman for a period of more than three (3) consecutive years.

b) The office of the Branch Chairman and/or Hon. Secretary and/or Hon. Treasurer may be combined.

c) Each Branch Hon. Secretary and/or Hon. Treasurer will be responsible for the collection of the annual subscriptions from the members of her branch, for the issuing of receipts therefore and for issuing membership cards. (See Bye Law 7(c)).

d) In order to ensure co ordination of the work of the League, all correspondence to Ministries or Government Departments and other statutory bodies and the National Council of Women, must be forwarded through Executive Committee.

e) No reports of Branch Meetings or Minutes may be sent to the Press or made public outside the League without the prior permission of the Executive Committee.

f) Branch Annual Reports from Branch Chairmen, which shall be limited to three minutes, may be given in person at the Annual General Meeting of the League. Items of interest from Branches at other times in the year should be forwarded to the Editor of the journal.

g) TWO copies of all Branch Annual Reports should be sent to League Headquarters for the information of the Executive Committee and of the Zone Vice Chairman.

h) LONE BRANCH:

Membership of Lone Branch shall be subject to permission of the Executive Committee and restricted to people who live in an area where there is not a branch of the League.

17) BRANCH MEETINGS:

a) Only resolutions which have been passed by a two thirds majority of the members present at a Branch meeting may be forwarded to the Council or Executive Committee. (See Bye Law 2). For a resolution of which no notice has been given, see Bye Law 1(b).

b) For procedure for the election of officers of the League, see Clause 16.

c) For procedure at all duly constituted meeting of thee League, see Bye Law 1 (a), (b), (c) & (d).

d) For procedure re: Minutes of Meetings, see Clause 16 (d) of the Constitution.

18) BRANCHES' ANNUAL GENERAL MEETINGS:

a) Minutes of the previous Annual General Meeting to be read (if not already circulated to all members of the Branch) confirmed and signed by the Branch Chairman.

b) The Branch Chairman's Annual report to be read and adopted.

c) The Annual Financial Report to be submitted and adopted.

d) The election of Officers and Committee for the ensuing year, who shall assume office immediately after the Annual General Meeting of the League.

e) The consideration and debate of motions which shall have been forwarded to the Hon. Secretary of the Branch at least 7 days before the meeting.