

THE SOCIETY OF RADIOGRAPHY IN KENYA (SORK)
Formerly Association of Radiographers, Kenya (ARK) Founded 1961

**REVISED BY 2018 ANNUAL GENERAL MEETING
ON SATURDAY 17TH MARCH 2018**

CONSTITUTION

**SOCIETY OF RADIOGRAPHY IN KENYA
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1. NAME AND INTERPRETATION

1.1 Name

The name of the Society hereinafter referred to as the Society shall be the SOCIETY OF RADIOGRAPHY IN KENYA [abbreviated as SORK]. The Constitution shall be cited as the Society of Radiography in Kenya Constitution.

1.2 Interpretation

These Statutes shall be construed according to the laws of the Sovereign Republic of Kenya for the time being in force which shall govern the conduct of the Society's affairs

“Annual General Meeting” Means the annual meeting of the members of the Society convened according to the by-laws of the Society and in compliance with the law.

“Associate Member” means an associate member of the Society and Associate Membership shall be construed accordingly.

“Branch” means a branch of the Society created under the by-laws of the Society to cater and promote the interests of the Society in a country or region away from the headquarters of the Society.

“By-Laws” means the rules and procedures created under this constitution of the Society to regulate the stated aspects of the Society.

“Committee” means committee set up by the Council to advise and assist it in carrying out its functions.

“Corporate Member” means a suitably qualified Radiographer registered as a member of the Society according to the relevant regulation which has been admitted by the Council as a member of the Society.

“Council” means the Council of the Society elected in terms of this constitution.

“Funds of the Society” means subscriptions and other dues paid by members, grants, donations and any other funds received from any authorized sources for the benefit of the Society.

“General Meeting” means a meeting of members either annual or special convened in accordance with this constitution and the by-laws.

“Notice or Notification” means the duration within which notices of general and Council meetings must be communicated to the members as stipulated in the bylaws of the Society.

“Officers” means the President, Hon. Secretary and the Hon. Treasurer of the Society.

“Patron” means individual of distinguished standing supportive of the objects of the Society, progression and development of Radiography as a profession in the country and the region at large.

“Special General Meeting” Means a general meeting apart from the Annual General Meeting (AGM) called by either the Council or requested by members to conduct special business.

“Temporary Vacancy” also casual vacancy means a vacancy that occur in the membership of the Council due to illness, death, resignation, absence from Kenya or any other cause that may incapacitate a member leading to him/her missing meetings of the Council for more than three consequent months.

“The Society” means the Society of Radiography in Kenya (abbreviated as SORK)

2. OBJECTS

The Society of Radiography in Kenya shall operate as a non-profit making and non-political organization. The object of the Society shall be the advancement of medical imaging, radiation therapy and allied practices for both professional and public interest, whose objectives shall be:

- 2.1 To advance and maintain the highest professional standards among members through education and research.
- 2.2 To promote the interests of and motivate the members professionally.
- 2.3 To organize and carry out education programmes for its members.
- 2.4 To act as a registrar for radiographers within Kenya.
- 2.5 To act as a representative body on behalf of members when dealing with any professional body.
- 2.6 To create and hold funds which shall be available for furthering the objects of the Society whilst at the same time being a charitable organization
- 2.7 To do all such acts and things as may be expedient for the attainment of the above objectives or any of them.

3. MEMBERSHIP

Membership to the Society shall be in the following categories; Full Member, Associate Member, Life Member and Honorary Member.

3.1 Full Member

- 3.1.1 Shall be ordinary membership open to all radiographers who possess a minimum qualification of Diploma in Radiography or its equivalent and are of majority age.
- 3.1.2 Shall be through application to Council on prescribed application forms.
- 3.1.3 Shall upon approval and acceptance of membership eligibility by Council;
 - 3.1.3.1 Be registered as an ordinary member of the Society and issued with a membership certificate upon remittance of such sum or sums of money as stipulated by the by-laws of this Constitution,
 - 3.1.3.2 Has voting rights during the Society's proceedings subject to proof of paid up annual subscription of the ensuing year.

3.2 Associate Member

- 3.2.1 Shall be open to any person undergoing a course of training in radiography at a recognized institution upon payment of such sums of money as described in the bylaws of this Constitution.
- 3.2.2 Shall be open or reciprocate to member societies and, individual members affiliate to ISRRT and other organizations wishing to support the objects of the Society and who support the use of improved diagnostic and therapeutic techniques in medical imaging, radiation therapy, and associated sciences
- 3.2.3 Application for associate membership shall be done using the approved associate membership application forms.

3.3 Life Member

- 3.3.1 Shall be open to persons whose contribution has been outstanding in the progression of the Society objects for a continuous period of not less than 5 years preceding their registration as full members, through an application to the council on prescribed official application forms and upon payment of prescribed sums of money.

- 3.3.2 A select or standing committee whose terms of reference shall be set by the Consultative Forum shall bestow life membership upon such personalities on recommendation to the council.

3.4 Honorary Membership

- 3.4.1 Shall be conferred upon persons who have shown continued and consistent interest in the propagation of the objectives of the Society of Radiography in Kenya.

- 3.4.2 Honorary members shall be proposed, seconded and elected unanimously by members at an ordinary general meeting.

4. MANAGEMENT OF THE SOCIETY

4.1 Council

- 4.1.1 The management and policy formulation of the Society shall be vested in an **Executive Management Board** to be known as the Council.

- 4.1.2 The Council shall comprise of Officers of the Society for the time being of the Society, a vice President and not less than two (2) or more than three (3) additional members all elected at the general election AGM.

- 4.1.3 The immediate Past President and Past Secretary of the Society in the discretion of the Council may be co-opted as ex-officio members of the council.

- 4.1.4 Members of the council shall take office immediately and not later than thirty (30) days after a General Meeting, and shall continue in office until the next general elections.

- 4.1.5 Notwithstanding paragraph 4.2.4, Council members can be suspended from office if:
- a) S/He ceases to be a member of the Society.
 - b) According to the Council's discretion, the member shows no dedication to the duties entrusted to his/her office. In this case the suspended member shall cease to participate in any council deliberations upon receipt of written communication from the council.
 - c) S/He misses three consecutive council meetings without valid reasons.

4.2 Consultative Forum

- 4.2.1 The Consultative Forum (abbreviated as CF) shall be the national governing council of the Society. It shall comprise:

4.2.1.1 The Council

4.2.1.2 Branch Chairpersons

4.2.1.3 Regional Representatives where there are no established branches

4.2.1.4 **Ex Officio Members:** Chief Radiographer Ministry of Health or appointee, Chief Radiographer(s) for Teaching Hospitals in the country or their representatives, and the Director of public radiography training.

4.2.1.5 Other prominent members in the industry on invitation by the Council.

- 4.2.2. The CF shall meet biannually and regulate its affairs at such times or in such manner as it shall think fit. These meetings shall be referred to as Consultative Meetings. The quorum for any meeting of the CF shall be a half of its membership excluding ex officio members.

- 4.2.3. The CF shall ratify all decisions and propositions taken by the COUNCIL during its tenure prior to the AGM. Such decisions shall be binding to all membership of the Society.

- 4.2.4. Any member of the COUNCIL or CF may be removed from office by a resolution passed by not less than three quarters of the votes for the time being of the CF (excluding the member concerned), if in the opinion of the CF such a member is no longer able by reason of illness or other incapacity to fulfill, or is not adequately fulfilling his or her duties as mandated provided that no member may be removed from office without first being afforded an opportunity to explain his or her conduct or incapacity to the Council or CF. Such decisions shall be ratified and endorsed by a simple majority at the subsequent AGM.

5. OFFICES AND OFFICERS OF THE SOCIETY

- 5.1 The principal office of the Society shall be situated in Nairobi, Kenya. In addition, the Society may establish Regional offices as the Council may deem necessary.
- 5.2 The officers of the Society shall be the President, the Honorary Secretary and the Honorary Treasurer.
- 5.3 The Council may at its sole discretion employ such persons on such terms and conditions as it may deem fit to constitute the Secretariat of the Society and upon whom it may delegate any duties and responsibilities as it may consider appropriate.

6. DUTIES OF OFFICERS

6.1 THE PRESIDENT

Unless prevented by illness or other sufficient cause:-

- 6.1.1 Shall preside over all meetings of the Society.
- 6.1.2 Shall preside over all meetings of the Council and the National Governing Council
- 6.1.3 Shall be an ex-officio member of all Committees established by the Society save for the General Purpose Committee.
- 6.1.4 Shall represent the Society and the Council in related Society.
- 6.1.5 Shall be the Society's representative in the Association of Professional Societies in East Africa (APSEA) and the Kenya Health Professionals Society (KHPS)
- 6.1.6 Shall be the overall caretaker of all the Society affairs.
- 6.1.7 Shall delegate to the First Vice President, the Second Vice President or any appointee to attend to matters that s/he may not be able to in person.

6.2 THE FIRST (1ST) VICE PRESIDENT

- 6.2.1 Shall assist and/or deputize the President when and where possible.
- 6.2.2 Shall have the duties and exercise the powers of the President in case of the President's death, absence, resignation or incapacity.
- 6.2.3 Shall assume the position of the President until the next general meeting of the society where election of Officers shall take place in the incumbent's resignation, death or permanent absence or incapacity.
- 6.2.4 Shall carry out any other duties assigned to him or her by the Council.

6.3 THE SECOND (2ND) VICE PRESIDENT

- 6.3.1 Shall deputize the 1st Vice President when and where necessary or upon delegation by the President or Council.

- 6.3.2 Shall have the duties and exercise the powers of the President in case of the President's death, absence, resignation or incapacity should the 1st Vice President not be in a position to do so.
- 6.3.3 Shall carry out any other duties assigned to him or her by the Council.

6.4 THE HONORARY SECRETARY

- 6.4.1 Shall be responsible for all the correspondence of the Council.
- 6.4.2 Shall issue notices convening all meetings of the Councils and the Society.
- 6.4.3 Shall take and keep record or proceedings of all the Councils and Society meetings.
- 6.4.4 Shall be the representative of the Society in the Council of International Society of Radiographers and Radiological Technologists (ISRRT).
- 6.4.5 Shall carry out any other duties assigned to him/her by the Council.

6.5 THE HON. TREASURER

- 6.5.1 Shall receive and keep proper records of all monies, gifts and donations to the Society.
- 6.5.2 Shall execute and keep proper records of the expenditure of the Society.
- 6.5.3 Shall account for all the expenditure incurred by the Society at the time of the Council and Consultative Meeting.
- 6.5.4 Shall prepare and present an audited annual statement of account to the A.G.M.
- 6.5.5 Shall carry out any other duties assigned to him or her by the Council.

7. TEMPORARY VACANCIES

- 7.1 In the event of an office vacant as a result of resignation, suspension, death or any other unavoidable circumstances, a COUNCIL additional member appointed by the COUNCIL shall fill the vacancy.
- 7.2 Any member of COUNCIL or CF may resign at any time by giving notice in writing to the Hon. Secretary.
- 7.3 The appointee shall in the discretion of the COUNCIL and ratification of the CF act in that position until the next General Meeting is held where an election will be done to fill the vacancy.
- 7.4 Such an appointment shall be communicated to all members of the Society.

8. EXECUTIVE COMMITTEE

- 8.1 The Council shall have an executive committee consisting of the Officers of the Society
- 8.2 The purpose of this committee shall be to make decisions on urgent matters which may not wait until the COUNCIL is convened. The decision(s) so made shall be implemented immediately but shall be ratified at the next COUNCIL meeting.

9. STANDING COMMITTEES

The COUNCIL may at any time appoint committees to assist it (the council) in carrying out its functions.

- 9.1 The Committee so appointed shall consist of council members and non- council members but who must be members of the Society.
- 9.2 The tasks for which the committees are appointed shall be clearly stated and communicated to all the members of that committee.
- 9.3 The membership of all such committees may be varied from time to time by the COUNCIL
- 9.4 Committee membership stands dissolved by resolution of CF and if/when they have accomplished their assignment. However if not dissolved by the CF until the ensuing AGM or until such a time as may be recommend by the COUNCIL.
- 9.5 The following Standing Committees shall however be permanently incorporated in the running of the Society affairs:-

9.5.1 General Purpose Committee

Convener: President SORK or COUNCIL appointee

Composition: President SORK, Hon. Secretary SORK, Director of Radiography Training, Chief Radiographer Ministry of Health, Chief Radiographers from Teaching Hospitals, Representative from Private Sector and a Senior Radiographer of eminent standing in the profession.

Purpose:

- 9.5.1.1 Shall facilitate the formulation and implementation policies of developmental issues as directed by the Council.
- 9.5.1.2 Shall take over the running of the Society affairs in case of any unforeseeable eventuality.
- 9.5.1.3 Shall carry out any other duties assigned by the Council.

9.5.2 Publicity and Organizing Committee

Convener: COUNCIL Member or appointee, as may deem the council.

Composition: President, Council member(s), and as may deem the Council

Purpose:

- 9.5.2.1 Shall co-ordinate membership drive under the general supervision of the Council.
- 9.5.2.2 Shall organize and arrange for general meetings.
- 9.5.2.3 Shall be responsible for the arrangement of venues for all general meetings.
- 9.5.2.4 Shall organize and publicize events
- 9.5.2.5 Shall carry out any other duties assigned by the Council.

9.5.3 Fundraising and Finance Committee

Convener: COUNCIL Member or appointee, as may deem the Council.

Composition: Treasurer, Council member, and as may deem the Council

Purpose:

- 9.5.3.1 Shall seek for potential sponsors for SORK events
- 9.5.3.2 Shall circulate the calendar of events in conjunction with the Hon. Secretary to potential sponsors
- 9.5.3.3 Shall propose income-generating ventures for the Society
- 9.5.3.4 Shall carry out any other duties assigned by the Council.

9.5.4 Professional Ethics, Integrity and Legal Affairs Committee Convener: Council Member or appointee, as may deem the Council. Composition: Hon. Secretary, COUNCIL Member or as may deem the Council Purpose:

- 9.5.4.1 Shall periodically review matters of professional ethics, integrity and legal aspects of the Society.

- 9.5.4.2 Shall recommend measures that would improve professional standing of membership.
- 9.5.4.3 Shall develop and evaluate legal documents for the Society.
- 9.5.4.4 Shall carry out any other duties assigned by the Council.

9.5.5 Professional Development, Education and Research Committee

Convener: COUNCIL Member or appointee

Composition: Council Member, Director of public radiography training or appointee and as Council may deem fit.

Purpose:

- 9.5.5.1 Shall develop and encourage research schemes and programmes.
- 9.5.5.2 Shall prepare and develop project proposals and themes for various undertakings by the Council or Executive Committee
- 9.5.5.3 Shall keep a list of professional resource centres and persons,
- 9.5.5.4 Shall develop continuous professional development (CPD) programmes
- 9.5.5.5 Shall carry out any other duties assigned to him/her by the council

10. PATRON

The COUNCIL shall at its discretion appoint a patron of the Society. Such a personality shall hold the office at the pleasure of the existing COUNCIL and his/her responsibility shall be purely advisory.

11. ELECTIONS

- 11.1 Elections of the COUNCIL shall be carried out during the general election Annual General Meeting (AGM).

11.2 Electoral Board

- 11.2.1 There shall be an Electoral Board of the Society.

- 11.2.2 The Board shall comprise of not less than five (5) members and not more than seven (7) members of the Society elected during an AGM prior to scheduled Elections.

- 11.2.3 Electoral Board members shall be persons of not less than (10) consecutive years of membership into the Society; and shall not be eligible to vie for any elective positions in the Society during their tenure. One shall be only eligible for such positions after three (3) years of vacating office.

- 11.2.4 After confirmation by the AGM, the Board shall nominate a Chairperson and Secretary; the Board is directly answerable to the AGM

- 11.2.5 The Electoral Board will circulate a list of names of contestants indicating whether or not they are eligible for election or re-election on the official SORK website at least twenty eight (28) days to Election date.

11.3 Election Rules

11.3.1 Nominations

11.3.1.1 Any member wishing to be nominated for any position of the Society shall obtain Nomination papers from the official SORK website or SORK Headquarters.

11.3.1.2 To qualify for nomination to the post of President, Honorary Secretary and Honorary Treasurer one must be a paid up member for at least five (5) consecutive years, while for other elective posts will be three (3) years. Those who do not qualify shall be deemed as null and void without further reference.

Nominee's consent to serve, including all requirements by the Electoral Board shall be received at a physical address the Electoral Board shall deem fit, forty two (42) days prior to Election Day. If no such address is provided, the SORK Headquarters shall suffice.

11.3.1.3 Names and details of candidates shall be printed and posted on the official SORK website three (3) weeks to the Elections.

11.3.1.4 No person shall vie for more than one position.

11.3.1.5 Nominations forms shall be signed by the contestant's;

11.3.1.5.1 Two branch officials of which one of them shall be the Chairman/Secretary, or

11.3.1.5.2 Two bona fide members of good standing with SORK.

The nomination forms shall be sealed and addressed to the SORK Electoral Board in a plain envelope which shall be inscribed NOMINATIONS on the left top corner of the envelope.

It shall be the responsibility of the potential candidate to transmit the nomination forms to a physical address the Electoral Board shall deem fit. If no such address is provided, the SORK Headquarters shall suffice.

11.3.1.6 No nominations shall be made on the floor.

11.3.1.7 If no formal nominations are received for any of the elective posts, the incumbent shall act in the same capacity until the next consultative forum meeting to either fill the position or ratify his appointment, or the next general meeting where an election of the same shall be carried.

11.3.2 Voting Procedures

11.3.2.1 Electoral Board shall appoint a Returning Officer who shall appoint his/her assistants and both shall be non-SORK members.

11.3.2.2 The physical counting and security of the ballots shall be the responsibility of the Returning Officer and the Electoral Board.

11.3.2.3 Voters shall be bonafide paid up full members or delegates of good standing in each branch as of 31st December of the ensuing elections date.

11.3.2.4 Voting shall be conducted during an Annual General Meeting through secret ballot as shall be directed by the Electoral Board.

11.3.2.5 The Returning Officer shall announce the election results of the Society at the Annual General Meeting.

- 11.3.2.6 In the event of any tie, a second ballot shall be taken at the same Annual General Meeting restricted to those nominees who tied. If any tie re-occurs on the second ballot, the decision shall be decided by lot. All tie votes shall be decided before the Annual General Meeting adjourns.
- 11.3.2.7 In the event of any person raising an objection to the results announced by the Returning Officer, he/she shall have the right to request for a recount. The recount shall be carried out in the presence of the Returning Officer, his/her Assistants, each candidate's agents and the Electoral Board at the same General Meeting.
- 11.3.2.8 No petitions shall be accepted after the adjournment of the Annual General Meeting.
- 11.3.2.9 The Electoral Board may be required to oversee the Society's branch elections and shall ensure all the branches hold their elections.

12. CHANGE OF OFFICES

- 12.1 The newly-elected Council shall take office within three (3) months of election so as to ensure smooth transition. The tenure of office shall be three (3) years from the date of election.

Before taking over office, there shall at least one (1) joint Council meeting with outgoing office bearers. Such meetings shall be presided over by the incoming President.
- 12.2 There shall be an official hand over of offices within (3) months following elections which shall coincide with convening of the Consultative Forum.
- 12.3 The Election Board shall act as the Transition Committee within the three (3) months envisioned in Section 12.1.
- 12.4 During the official handing over, all the members of both the outgoing council shall be present for purposes of clarification on issues that may arise.

13. FUNDS OF THE SOCIETY

- 13.1 The Society is a non-profit making institution and so it shall not engage in profit making activities.
- 13.2 Though non-profit making the Society shall create and hold funds which shall be available for furthering its objectives.
- 13.3 The sources of revenue for the Society shall be membership fee, annual subscriptions by members and gifts and donations from well wishers.
- 13.4 Membership fee and annual subscription of each member shall be such sum or sums as may from time to time be fixed in the by-laws.
- 13.5 The methods of payment of membership fee and annual subscription shall be as may be laid down from time to time in the by-laws.
- 13.6 All the monies payable to the Society shall be deposited in the Society's bank account(s) in an approved bank. The account(s) shall have three (3) signatories namely the President, Secretary, Treasurer. Two (2) of the three (3) signatories must sign all the withdrawal cheques/vouchers before such withdrawals are made.

- 13.7 The council except in urgent matters shall authorize all the expenditure when the decision to incur expenditure shall be made by the executive committee in accordance with Article 8 of the constitution.
- 13.8 At the Annual General Meeting in every year, the Council shall lay before the members present a proper income and expenditure account for the period since the last proceeding account. A proper Balance Sheet as at the date on which the income and expenditure account is made up shall be prepared every year, and laid before the members present at the Annual General Meeting. Every such balance sheet shall be accompanied by proper reports of the Council and the Auditors.
- 13.9 Copies of the income and expenditure account, balance sheet and reports, all of which shall be framed in accordance with any statutory requirements for the time being in force, and of any other documents required by law to be annexed or attached thereto or to accompany the same shall, not less than twenty one (21) clear days before the date of the Annual General Meeting, be sent to the auditors and to all other persons entitled to receive notices of such meetings in the prescribed manner.
- 13.10 Paragraph 13.6 notwithstanding the Treasurer and Secretary shall be allowed to keep a petty cash not exceeding KES 5,000.00 (Five thousand) for current expenditure. The expenditure for such monies shall be well accounted for.

14. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS.

The books of accounts and all documents relating thereto and list of members of the Society shall be available for inspection at the office by any member of the Society on giving not less than seven (7) days notice in writing to the Society, provided that the books of account and all documents relating thereto and list of members shall always be open for inspection by the Officers during business hours.

15. TRUSTEES

15.1 All land, buildings and other immovable property and all investments and securities which shall be acquired by the society shall be vested in the names of not less than three (3) trustees who shall be members of the society and shall be appointed at an annual general meeting for a period of three years. On retirement such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.

15.2 The trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in opinion of trustees is necessary or desirable shall be reported by the trustees to the committee which shall authorize expenditure of such moneys as it thinks is fit.

16. AUDITOR'S CLAUSE

16.1 An auditor shall be appointed for the following year by the annual General Meeting. All the Society's accounts, records and documents shall be opened to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six (6) weeks and not more than three (3) months before the date of the annual general meeting .

The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the society in what respect they are found to be incorrect, unvouched or not in accordance with the law.

16.2 A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the Annual General Meeting appointing him.

16.3 No auditor shall be an office bearer or a member of the committee of the society.

17. MEETINGS

17.1 Meetings of the Society shall be classified into four (4) categories.

17.1.1 Annual General Meetings

17.1.2 Special General Meetings

17.1.3 Council Meetings

17.1.4 Consultative Meetings

17.2 All members shall be entitled to attend and participate in the discussion at every general meeting of the Society.

17.3 Annual General Meetings

17.3.1 These shall be held not later than 31st March in each year.

17.3.2 Notice for this type of meeting together with a copy of the agenda, venue and commencement time shall be sent to the members of the Society at least forty two (42) days before the date of the meeting.

17.3.3 Quorum for the annual general meeting shall not be less than two thirds (2/3) of the registered members of the Society.

17.3.4 During the AGM the business shall be:-

17.3.4.1 The report of the council on the past year's activities.

17.3.4.2 The receiving and adopting of the annual statement of account and the auditor's report thereon.

17.3.4.3 The appointment of the auditor for the ensuing year and the fixing of his/her remuneration (if any). Provided that a member of the Council or other Officer of the Society shall not qualify to be appointed Auditor of the Society, the Council may fill any casual vacancy in the office of the Auditor, but while any such vacancy continues, the surviving or continuing Auditor or Auditors, if any, may act.

17.3.4.4 The election of the Council during a general election AGM.

17.3.4.5 The consideration of any other business of which not less than fourteen (14) days notice in writing shall have been given to the Secretary.

17.4 Special General Meetings

17.4.1 These shall be held upon the discretion of the council or upon receipt of a written request from not less than a third (1/3) of the registered members of the Society.

17.4.2 The purpose(s) of special general meetings shall be to resolve urgent and/or controversial issues requiring the attention of the members, and so no other business shall be transacted during such a meeting.

17.4.3 Notice for special general meeting together with a copy of the agenda shall be sent to the members of the Society at least twenty one (21) days before the date of the meeting.

17.4.4 Quorum for special general meeting(s) shall be not less than two thirds (2/3) of registered members of the Society.

17.5 Council Meetings

17.5.1 The COUNCIL shall hold its meetings at least once every month.

17.5.2 Notice for council meetings together with a copy of the agenda shall be sent to the members at least fourteen (14) days before the date of the meeting.

17.5.3 Quorum for council meetings shall be not less than two thirds (2/3) of council.

17.5.4 Business for council meetings shall include:-

17.5.4.1 Confirmation of minutes of previous council meeting.

17.5.4.2 Matters arising from previous meeting.

17.5.4.3 Correspondences

17.5.4.4 Financial statement

17.5.4.5 Any other business (AOB)

17.6 Consultative Meetings

17.6.1 The consultative meetings shall be held at least twice every year.

17.6.2 Such meetings shall be according to the calendar of events of the SORK or on notice together with a copy of the agenda shall be sent to the members at least fourteen (14) days before the date of the meeting.

17.6.3 Quorum for council meetings shall be not less than fifty percent (50%) national governing council members.

17.6.4 Business for council meetings shall include:-

17.6.4.1 Confirmation of minutes of previous council meeting

17.6.4.2 Matters arising from previous meeting.

17.6.4.3 Ratification of COUNCIL activities

17.6.4.4 Any other business (AOB)

17.7 Presiding Over Meetings

17.7.1 As stated in Section 6.1.1 the President shall preside over all the meetings of the Society or Council and in his/her absence any of the Vice Chairmen or an appointee shall take the chair.

17.7.2 If neither the President nor the 1st Vice President or 2nd Vice President is present within fifteen (15) minutes at any meeting after the time appointed for holding the meeting, the members present shall designate one of them to chair the meeting.

17.7.3 The President shall not have a substantive vote but in the event of any tying in votes he may exercise a casting vote.

17.7.4 Lack of quorum shall not invalidate the proceedings so long as adequate notice is deemed to have been observed. Exceptions to this statute are council meetings and those that would result in the dissolution of the Society.

18. HONORARIUM FOR THE COUNCIL MEMBERS

18.1 Subject to confirmation of regular attendance and availability of funds; Council members shall receive an honorarium which shall be such or sums of money as shall from time to time be fixed in the by-laws.

- 18.2 Provided also that no elected Officer of the Society shall be appointed to any salaried office of the Society or any office of the Society paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Society to any such Officer except repayment of out-of pocket expenses and interest at the rate aforesaid on money lent, or reasonable and proper rent for premises demised or let to the Society.

19. DISCIPLINE

- 19.1. Disciplinary Committee
- 19.1.1 The Council shall constitute the Disciplinary Committee to deal with all aspects that pertain to Discipline;
- 19.1.2 The Committee shall consist of Eminent Persons in the radiography profession within the Republic of Kenya who shall be determined from time to time by Council.
- 19.1.3 The Committee shall be composed of not less than seven (7) and not more than eleven (11) members.
- 19.1.4 No sitting member of Council shall be appointed to the Disciplinary Committee.
- 19.1.5 Council shall reserve the right to appoint an Observer to the proceedings of the Committee
- 19.1.6 The functions of the Committee shall be to enquire into any matter referred to it by the Society.
- 19.1.7 Notwithstanding provisions of Article 16.1.4 the Committee;
- 16.1.7.1 May look into the professional conduct of radiography professionals registered by SORK;
- 16.1.7.2 May inquire into any conduct upon receipt of complaints on any member of SORK and henceforth institute formal proceedings on the professional conduct of the said member.
- 19.1.8 The Committee shall subject to any regulations of the Society have powers to regulate its own procedure in any disciplinary proceedings
- 19.1.9 On inauguration, the Committee shall be elect a President and the Secretary
- 19.1.10 Where on the recommendations of the committee the Society is satisfied that a member is in breach of any of the terms or conditions prescribed by the Society, the Council may admonish, suspend, impose a fine or terminate the membership as it may deem necessary.

20. AFFILIATE INSTITUTIONS

- 20.1 The Society of Radiography in Kenya is a member of International Society of Radiographers and Radiological Technologists (ISRRT), the Association of Professional Societies of East Africa (APSEA) and the Kenya Health Professions Society (KHPS).
- 20.2 The council member to ISRRT shall be the Honorary Secretary of the Society.
- 20.3 The President and any other one member of the executive committee shall be the representative and alternate representative respectively to the APSEA and the KHPS.

21. BRANCHES

21.1 Regional branches of the Society may be formed following application to and approval by the council and will be run under the supervision of the council and in accordance with the rules laid down in the by-laws.

21.2 The council shall have the power to dissolve any regional branch if the activities of that branch are not in line with the objectives of the Society.

22. AMENDMENT OF THE CONSTITUTION

Amendments to the constitution of the society must be approved by at least two-thirds majority of members at a general meeting of the society. They cannot; however be at least a two-thirds majority of members at a general meeting of the society. They cannot, however, be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

23. BY-LAWS

The Council may from time to time make by-laws for the Society within the framework of this Constitution. Such by-laws may be amended or revised by the Council or the National Governing Council or by the Society in a General Meeting.

24. DISSOLUTION AND DISPOSAL OF SOCIETY

24.1.1 The Society shall not be dissolved or wound up except by a resolution passed at a general meeting of the members by votes of three quarters of the members present.

24.1.2 A written petition for such above action must be presented to the Honorary Secretary supported by an affidavit. This petition shall be immediately circulated by the Honorary Secretary to all interested parties and a general meeting called not later than sixty (60) days from the date of receipt of the petition. The quorum at the meeting shall be one half of all the members of the Society.

24.1.3 All proceeding of such a meeting shall be guided only by this constitution provided no dissolution shall take effect before the endorsement of the Registrar of Societies.

24.1.4 If no quorum is obtained, the proposal to dissolve or wind up the Society shall be submitted to a further general meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Society at least fourteen (14) days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

24.1.5 If upon the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Society, but shall be given or transferred to some other Societies or institutions on the advice of the Registrar of Societies or Attorney General, having objects similar to the objects of the Society, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Society.