



MATERIALS RESEARCH SOCIETY OF KENYA

CONSTITUTION AND RULES

CHAPTER 1: NAME OF THE ASSOCIATION

The Name of the association shall be "MATERIALS RESEARCH SOCIETY OF KENYA" (In this constitution referred to as "Materials Research Society").

CHAPTER 2: THE OBJECTIVES OF THE ASSOCIATION

a) The objectives of the association shall be:

- i) To promote the advancement of materials sciences and technology in Kenya
- ii) To promote communication and co-ordination between and among materials scientists and allied professionals in Kenya.
- iii) To provide a forum for discussion and a medium for dissemination of knowledge on materials science among the members of the materials research society and the public at large.
- iv) To encourage advanced training and research in materials science within Kenya and to find ways and means for such training elsewhere.
- v) To co-operate with the Government of Kenya and other public bodies or institutions in national development.
- vi) To co-operate with other national and international materials science organizations in organizing meetings, exchanging of information etc.
- vii) To institute and maintain professional standards amongst its members.

b) In pursuance of the aforementioned aims and objectives the Materials Research Society shall endeavor.

- i) To promote communication and co-ordination amongst its members.

- ii) To provide a forum for discussion and a medium for the dissemination of knowledge amongst its members by organizing symposia, seminars, workshops and conferences.
- iii) To create a familiarity with materials science knowledge and application amongst members of the public, through the mass media.
- iv) To co-operate with the appropriate Government institutions in formulating scientific and educational policies in planning and in exploring the results of research.
- v) To act as a medium for advancement of materials science knowledge in Kenya and to promote international goodwill and understanding through the exchange of research work and scholars.
- vi) To develop and co-ordinate creative abilities of young materials scientists by encouraging formation of materials science clubs, associations and organizing competitions and such other activities as the Materials Research Society may deem fit.
- vii) To establish, publish and distribute a peer reviewed journal of the Materials Research Society.
- viii) To encourage advanced training in materials research by organizing short-term courses and scholarships.
- ix) To develop and maintain a code of conduct for materials scientists registered with the society.
- x) To undertake such other activities as may be consistent with the aims and objectives of the Materials Research Society.

CHAPTER 3: MEMBERSHIP

A. Categories of Membership

There shall be the following categories of membership:

- a) Honorary membership
- b) Life membership
- c) Corporate membership
- d) Institutional membership
- e) Ordinary membership
- f) Associate/Affiliate membership
- g) Student membership

a) Honorary Membership:

This will be awarded to scientists or persons who in the opinion of the Committee have made distinguished eminent contribution to the materials science profession and other related disciplines. Such an Honorary Fellow shall not vote or to be voted for and shall not pay dues but shall receive the official publication of the MRS-K proceedings and Journal.

b) Life membership

Any active member of ten years financial standing consecutively, may become a life member by payment in one lump sum of Kenya Shillings 75,000/=. By this payment, the member will be exempted from the payment of future annual dues during his life time. Each life member shall continue to exercise all rights and privileges of an active member.

c) Corporate membership/ Institutional membership

- i) Any organization or institution or industry involved in Physics, Chemistry, Nanoscience and Nanotechnology, Geochemistry, Engineering, Metallurgy, Nuclear physics, Mineralogy and Photovoltaics, shall be eligible to become a corporate member. On application for Institutional membership such bodies shall submit a copy of their constitution and an up-date report on their activities.
- ii) On admission such documents as referred to in sub clause (i), shall be filed by the secretary and kept up-to -date and a register of institutional members shall also be maintained by the secretary.
- iii) Members of institutional bodies, unless holding individual membership of the Materials Research society, shall not necessarily become members or exercise any right or discharge any obligation pertaining to members of the Materials Research Society other that at the absolute discretion of the Committee.
- iv) The corporate/institutional entities shall be considered as national members while the individual nominated members from such entities shall belong to respective chapters.
- v) Each Institutional member shall be represented by its chief executive or his designated nominee at business meetings or social functions of the Materials Research Society but such as representative shall not be *ipso facto* hold elective office in the Materials Research Society, unless such representative also holds individual membership in the society.
- vi) Corporate annual subscription fees shall be Kenya Shillings 70,000/= . Corporates may nominate up to six (6) members to represent the organization.

d) Ordinary Member:

- i) Must have obtained at least a Bachelor's of Science in Physical sciences or Bachelor of Technology or a Bachelor's degree in any Materials Science related fields recognized by MRS-K Committee.
- ii) Or have obtained a Diploma or equivalent qualification with specialization in any of the Materials Science branches from recognized and accredited higher institution in addition to having at least 2 years post qualification experience in any of the related fields.
- iii) Or have an equivalent professional qualifications and research experience in materials science or related field deemed by the Committee to be equivalent to above (I and ii)
- iv) Ordinary members shall be provided with a membership certificate, a copy of the constitution and any other publication, at the discretion of Committee.

e) Associate membership or Affiliate membership:

Membership is open to individuals who may not meet other prescribed requirements but are working within the materials science industry and must satisfy the following conditions:

- i) Have obtained a certificate or equivalent qualification with specialization in Materials science related discipline or technology recognized or accredited higher institution
- ii) shall have at least 3 years post-qualification experience in any of the related materials science fields
- iii) An affiliated member may be upgraded to full membership upon acquisition of appropriate higher qualification and/or cognate experience.

f) Student membership:

- i) Student membership shall be open to bona fide full time students (undergraduate and/or diploma levels) who are currently studying materials science or allied subjects in a university or other accredited tertiary institutions,
- ii) Student members shall have all the rights and privileges of an active member EXCEPT right to vote and hold any national offices. Never the less a student member may be co-opted to any committee of the MRS-K.
- iii) Student must be certified by the student's Head of Department or Senior Staff of the institution who is an active member of the society.

B. Qualification for membership

- i) All categories of membership shall be attained by filling a prescribed MRS-K application form obtainable from the Secretary, the Secretariats or on-line from MRS-K's website. The completed forms must be endorsed by the Chairman and one active member of MRS-K.
- ii) Up on submission the Committee will consider the application and clear the applicant within a period of two weeks from the date of submission.
- iii) MRS-K shall certify the members based on the performance, contributions and qualifications
- iv) Each successful candidate shall be bounded by the rules and regulations of the Society and shall be required to pay the prevailing prescribed dues.
- v) Every member shall be entitled to a copy of the constitution of the MRS-K and any amendments and alterations thereto free of charge and shall be expected to comply with all the rules and regulations and code of conduct of the Materials Research Society.

C. Membership fees

There shall be an entry fee and an annual membership subscription. The entry fee is payable on application for membership and is refundable in full case of unsuccessful application. The first annual membership fee is payable on admission to membership and thereafter on the first day of January in each year. The fee rates for each category of membership will be as determined by the Committee from time to time and ratified by a simple majority thereof at the Annual General Meeting and upon such ratification the decision shall become a by-law under the constitution.

D. Membership subscription:

In accordance with Chapter 3C of the constitution, the committee has approved the following annual membership subscription: -

Membership Category	Registration Entry Fee (Kshs.)	Annual Subscription (Kshs.)
Corporate/Institutional	5,000	70,000
Ordinary	500	2,000
Student	100	500 (Y1 FREE)
Associate	500	2,000
Life Member	75,000	

Membership certificate will be issued upon completion of payment

E. Termination of membership

A person ceases to be a member the MRS-K when:

- i) Have proven professional misconduct
- ii) Convicted for criminal offences by a court of law of competent jurisdiction
- iii) The Committee may in its absolute and sole discretion terminate the membership of any member whose conduct is in the opinion of the Committee prejudicial to the good name of the Society.
- iv) Membership shall be deemed to have terminated if a member shall have fallen in arrears with his annual subscription for a period of one year.
- v) Membership certificate becomes invalid upon the expiry of the date indicated on the certificate and any member found to be using an invalid certificate shall be considered to have violated the MRS-K code of conduct.
- vi) Membership terminates upon demise of a member.

Any person or institution who ceases to be a member by termination or resignation shall not be entitled to a refund of his subscriptions or any other contributions that may have been made to the Society

Membership certificate becomes invalid upon the expiry of the date indicated on the certificate and any member found to be using an invalid certificate shall be considered to have violated the MRS-K code of conduct

F. Readmission to the Society

One whose membership is terminated under this clause (Chapter 3E) shall have the opportunity to submit to the Committee a written appeal within one month of the termination of one's membership.

CHAPTER 4: OFFICE BEARERS

- a) The office bearers of the society shall be:
 - i) Chairman –Chairman
 - ii) Vice-Chairman-Vice-Chairman
 - iii) Secretary-member
 - iv) Treasurer –member
 - v) Assistant secretary-member
 - vi) Editor-in-Chief
 - vii) Assistant Editor-in-Chief

All of whom shall be fully paid-up members of the society and shall be elected at the annual general meeting after a five-year term.

- b) Any office bearer who ceases to be a member of the society shall automatically cease to be an office bearer thereof.

- c) Office bearers may be removed from office in the same way as it is laid down for the expulsion of members in Chapter 3E and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

CHAPTER 5: DUTIES OF OFFICE BEARERS

a) Duties of the Chairman

- i) The overall general organization, supervision and control of the Society.
- ii) Shall preside over the Executive Committee and Annual General Meetings.
- iii) Shall give the Chairman's address on a topical subject during the Annual functions of the Society.
- iv) Shall maintain inter-regional and international relationships by correspondence and travel including relations with the United Nations and its agencies
- v) Shall take vital policy decisions in the matter of good administration and efficient management of the Society.
- vi) Shall perform any other specialized function as directed by the Committee.

b) Duties of the Vice-chairman

- i) While absent for a short time, the Chairman may assign his duties to the Vice-chairman.
- ii) Liason and Co-ordination with Government, Ministries, Research Institutes and the Universities.
- iii) Any other duties assigned by the Committee.

c) Duties of the Secretary

- i) Overall administration of the office and Research Information and publication services.
- ii) General organization of the Society and any of the sub-units of the Committee and the Annual General Meeting.
- iii) Inter-regional, national and international relations.
- iv) Any other duties assigned to him by the Executive Committee. He shall present an Annual Report to the Annual General Meeting and shall be responsible to the Executive Committee. The Secretary shall be assisted by an Executive Officer in the organization, management and administration of the office. The Executive Officer shall be responsible to the Secretary and the Executive Committee.

d) Duties of the Assistant Secretary

The duties of the Assistant Secretary are to assist the Secretary in all matters pertaining to educational, Scientific and academic activities. This will include the preparation of papers, correspondence, news writing for the Society, and public relations.

e) Duties of the Treasurer

- i) The Administration of funds of the Society including the following:
 - 1. Salaries of staff
 - 2. Purchases and
 - 3. Other expenses
- ii) Bank transactions including deposits, withdrawals and accounts.
- iii) All office accounts including cash book and ledger (he shall regularly sign all books as a token of the correctness of the accounts.
- iv) Preparation of the budget
- v) Arrangement for auditing
- vi) Following up for contributions anonymous donations and other receipts
- vii) Preparation of an annual report pertaining to income and expenditure of the Society.

f) Duties of the Editor-in-Chief

- i) Providing guidelines to authors for preparing and submitting manuscripts
- ii) Providing a clear statement of the Journal's policies on authorship criteria
- iii) Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers
- iv) Establishing a system for effective and rapid peer review
- v) Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
- vi) Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication
- vii) Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process
- viii) Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts
- ix) Clearly communicating all other editorial policies and standards

g) Duties of the Assistant Editor-in-Chief

The duties of the Assistant Editor-in-Chief are to assist the Editor-in-Chief in all matters pertaining to the editorial committee. educational. Scientific and academic activities. This will include handling of manuscripts and publishing of scientific papers.

CHAPTER 6: THE COMMITTEE

- a) The committee shall consist of all the office bearers of the society and three (3) to five (5) elected members in the annual general meeting.

Other members elected at the annual general meeting in each year; such committee members shall hold office until the following annual general meeting.

- b) Any casual vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of the society. Vacancies caused by members of the committee removed from office will be dealt with as shown in Chapter 8f(v).

CHAPTER 7: DUTIES OF THE COMMITTEE

a) Roles and Responsibilities of the committee

- i) 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 their duties. The committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.
- ii) The committee shall seek and/or approve affiliations of MRS-K to other societies and institutions that will be of benefit to MRS-K.
- iii) The committee may seek for collaborations and funding from external sources that will only be used to in achieving the objectives of the society.
- iv) All moneys disbursed on behalf of the society shall be authorized by the committee.

b) Meeting of the Committee

- i) The Committee shall meet at least four times between any two Annual General meetings of the Materials Research Society.
- ii) The Chairman shall be empowered to convene special or additional meetings of the Committee.
- iii) The Chairman shall be responsible for directing and convening Committee meeting and shall be the Chairman thereafter. In the absence of the Chairman, the Secretary shall convene the meetings and the Vice-Chairman shall be the Chairman thereat.
- iv) Two third of all voting members of the Committee shall form a quorum and decisions shall be made by a simple majority of the fully paid up members present and voting thereat.
- v) Except for the Chairman who shall have both an original and a casting vote each Committee member shall have one vote.
- vi) Voting shall be by show of hands, but in ease of a dispute it shall be by secret ballot.

- vii) The Chairman may at his own initiative or at the request of the Committee invite any other person or official to attend any meeting of the Committee for deliberations but not for voting purposes.

c) Functions of the Committee

- i) The Committee shall be responsible for the proper running of the Materials Research Society. To the end it shall appoint, as it may deem fit, sub-committees or individuals to make reports to it or carry out specific tasks on any matters concerning the activities of the Materials Research Society.
- ii) The Committee shall be responsible for the proper management and application of the Materials Research Society's funds as well as other resources. For this purpose, it shall appoint an independent Auditor to review the accounts and financial position of the Materials Research Society and submit a written report to the Annual General Meeting.
- iii) If the posts of Chairman, Secretary or Treasurer fall vacant from whatever causes before the expiry of their terms of office, the committee shall fill them immediately by nomination on acting capacity and there after report to the Annual General Meeting.
- iv) Tenure of Honorary Office-bearers of the Materials Research Society. All officers of the Materials Research Society and committee members shall hold office for a term of five years and one year respectively but shall be eligible for re-election.

CHAPTER 8: GENERAL MEETINGS

a) Annual General Meeting

- i) There shall be an Annual General Meeting of the Materials Research Society any day before the second Saturday of November.
- ii) The Secretary or under his Direction the Executive Office, shall give at least three months' notice of the meeting and agenda shall be circulated at least 30 days before the day of the proposed meeting.

b) Functions of the Annual General Meeting

Functions of the Annual General Meeting shall be:-

- i) To receive and consider the annual reports of the Chairman, Secretary and the Treasurer.
- ii) To elect office bearers i.e The Committee
- iii) To discuss any other matters concerning the Materials Research Society
- iv) To perform such other functions as may be provided in the constitution.

c) Extraordinary General Meetings

- i) An Extraordinary General Meeting shall be called at the request of either the Committee, or one third of members who are entitled to vote in writing addressed to the Chairman, except that members or their representatives,

- ii) Such a meeting shall be held within three months of the request and the notice and agenda for the meeting shall be circulated by the Secretary to all the members at least thirty days before the proposed date of the meeting,
- iii) The venue of the Extraordinary General Meeting shall be determined by the Chairman in conformity as far as possible with any suggestions by the body requesting the meeting.

d) Quorum

Two third of all the registered members who are entitled to vote shall constitute a quorum

e) Chairman of the meeting

The Chairman shall take the chair at all Annual or Extraordinary Meetings. In his absence the Vice-chairman shall take the chair subject to the provisions of Chapter 5(b).

f) Elections

- i) Election of office bearers shall be done by secret ballot
- ii) Office bearers will serve for two continuous terms of five years each, after which he/she will not seek re-election unless approved by two-thirds of the members present that the service of the office bearer(s) may still be required.
- iii) The election shall be conducted for each post from amongst those members nominated by Members. Nominations together with signed declarations by the nominees shall be submitted to the Secretary two weeks in advance of the meeting at which the elections are being held.
- iv) Subject to sub-section 8f(ii), any of the office bearers who have been out of election for at least four years may stand for re-election.
- v) Any vacant position of the office bearer or Committees caused by death, expulsion or resignation shall be filled by an ordinary meeting of the society.

CHAPTER 9: PROCEDURE AT MEETINGS

- a) At all meetings of the society the Chairman, or in his absence, the Vice-Chairperson, or in absence of both these offices, a member selected by the meeting shall take the chair.
- b) The chairman may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- c) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairman shall have a second or casting vote.

CHAPTER 10: TRUSTEES

- a) The Committee shall elect at least three (3) and a maximum of five (5) members of the Board of Trustees of the Materials Research Society.
- b) The term of office of the Trustees shall be 3 years but any Trustee could be reappointed by the Committee of the Materials Research Society to serve for a further term.
- c) An Annual General Meeting by a simple majority vote shall have power to discontinue the tenure of any of the Trustees.
- d) All movable and immovable property investments and securities acquired or entrusted to the Materials Research Society shall be vested in the names of the Trustees of the Materials Research Society.
- e) The trustees shall pay all income received from property vested in them to the Treasurer of the Materials Research Society and any expenditure in respect to such property which in the opinion of the trustees is necessary or desirable shall be reported to the Annual General Meeting.
- f) The Committee of the Materials Research Society shall have the power to appoint new Trustees after the expiry of term of office for any or all of the Trustees or in the event of the death or resignation of a Trustee, or to replace a Trustee removed by resolution of the Committee of the Materials Research Society or of the Annual General Meeting. The Chairman and Secretary of the Materials Research Society shall be ex-official trustees by virtue of their offices.

CHAPTER 11: AUDITOR

- a) All the Materials Research Society accounts, records and documents of finances shall be open to inspection at any time by an Auditor appointed as in Chapter 7c(ii) above.
- b) The treasurer shall produce an Annual Statement of Accounts of receipts, payments assets and liabilities. The Auditor shall examine such accounts and certify his considered opinion concerning the correctness of the Accounts and the financial state of the Society.
- c) A copy of the audited report and balance sheet (if any) shall accompany the Treasurer's Statement of Accounts which shall be presented for the approval of the Committee and Annual General Meeting.
- d) No office bearer or member of the Committee or any sub-committee concerned with the finance of the Materials Research Society may be appointed as an Auditor.
- e) The Auditor may be paid an honorarium by resolution of the Committee of the Materials Research Society.

CHAPTER 12: FUNDS

- a) The funds of the society may only be used for carrying out the objectives and functions as stipulated in Chapter 2 and Chapter 5e(i).
- b) All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of the society in any bank approved by the committee.
- c) No payments shall be made out of the bank account without a resolution of the committee

authorizing such payment and all cheques on such bank account shall be signed by the Treasurer and two other office bearers of the society who shall be appointed by the committee.

- d) A sum not exceeding Sh. 10,000 may be kept by the Treasurer for petty disbursements of which proper account shall be kept.
- e) The committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the society and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- f) The financial year of the society shall be from 1st January to 31st December.
- g) The society's source of funds shall be membership fees and sponsorships from affiliated institutions and societies. Materials Research society will not accept funding for political and business ventures.

CHAPTER 13: STANDING ORDERS AND AMMENDMENTS TO THE CONSTITUTION

- a) The Committee shall have power to make standing orders subject to the approval of the Annual or Extraordinary General Meeting by a simple majority of votes to cover any matters covered by the constitution only partially or not at all and which do not require a constitutional amendment. Such standing orders shall operate from the date of approval by an Annual or Extraordinary General Meeting.
- b) This constitution of the Materials Research Society may only be amended by a two thirds majority vote of all the members present and voting at an Annual General Meeting. 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.
- c) All proposed amendments shall be circulated to the members with the agenda of the meeting and members may send a postal opinion which shall be read at the meeting before voting.

CHAPTER 14: DISSOLUTION

- a) The Materials Research Society shall not be dissolved except by a resolution passed at a General Meeting by a vote of two thirds of all registered membership of the Materials Research Society entitled to vote. Those unable to attend the meeting shall be entitled to a postal vote. If no quorum is obtained, the proposal to dissolve 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 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- b) Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

- c) When dissolution of the society has been approved by the Registrar no further action should be taken by the committee or any office bearer of the society in connection with the aims of the society
- d) Should the motion for dissolution be passed the Board of Trustees shall take charge of all the assets of the Materials Research Society and, subject to the payment of all the debts and liabilities of the Materials Research Society, the balance thereof shall be distributed in accordance with a resolution passed at the General Meeting called to dissolve the Materials Research Society.

CHAPTER 15: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of account and all documents relating thereto and a list of members of the society shall be available for inspection at the registered office of the society by any officer or member of the society on giving not less than seven days' notice in writing to the society.

CHAPTER 16: AFFILIATION

Any organizations, societies or institutions with kindred objectives may be affiliated to the Materials Research Society. In such case the terms of affiliation shall be decided by the Committee.

SOC/GEN/2

DEPARTMENT OF THE REGISTRAR GENERAL

31st January, 2018

P.O. Box 30031, Nairobi