



Kenya
Red Cross

MEMBERSHIP POLICY AND REGULATIONS

1) Scope

This policy is made by the National Executive Committee (NEC) pursuant to Articles 8 and 9 of the Constitution of the Kenya Red Cross Society, hereinafter the Society.

This policy and guidelines developed pursuant to the policy shall apply to all Members of the Society. By applying for membership and signing the membership form, all Members agree to be bound by this policy, code of conduct and all rulings, decisions and instructions pursuant to the policy. Membership to the Society is conditional upon the Member accepting and abiding by these Rules and the Member acknowledges that all rules concerning membership are binding upon and enforceable against the Member.

2) Interpretation

This policy and guidelines developed pursuant to the policy must be applied in a fair and equitable manner and must be interpreted in a manner, which is fair and reasonable, having regard to all circumstances, and in the best interests of the Society.

Nothing in this policy shall be construed so as to limit the ability of the NEC and National Council to make such other rules and directives regarding membership to the Society,

3) Membership Categories

The Membership categories of the Society are Youth Members, Subscribing Members, Corporate Members, Life Members and Honorary Members. In addition, it shall include any other category as may be approved from time to time by the National Executive Committee.

- i. **Subscribing members** shall be individuals who pay annual fees as determined by the NEC;
- ii. **Life Members** shall be individuals who pay a life membership fees as determined by the NEC;
- iii. **Honorary members** shall be those persons who have been designated by the Council for having performed exceptional service to the Society;
- iv. **Corporate members** shall be companies, societies, associations, or groups who shall pay the annual subscription as determined by the National Executive Committee;
- v. **Youth Members** shall be those young persons who are between 7 and 30 years and have paid subscription fees to be a Youth Member.

The NEC shall have the power to vary or waive the requirements for each category of membership where necessary.

4) Terms of Membership

- 4.1. All Membership shall be to a County Branch of the Society.
- 4.2. Membership to the Society is open to everyone without any discrimination based on race, sex, religion, class, political opinions or nationality.
- 4.3. Membership to the Society shall subsist for a period of 12 months beginning at the payment of the last instalment of membership fees to the Society.
- 4.4. Once an application for membership has been made, the Society shall review it and contact the applicant within 15 days of receiving the application on whether the application has been approved or rejected.
- 4.5. The NEC shall establish annual membership fees for all membership categories. In case of dismissal or expulsion of a member the fee paid by this member will not be reimbursed, not even partially.
- 4.6. All applications for membership must be made on an original of the National Membership Application form approved by the NEC and all applications for renewal of membership must be made on the original of the National Membership Renewal form approved by the NEC. The content of the forms shall be determined from time to time.
- 4.7. Applications for membership and for renewal of membership may be submitted electronically through the public website of the Society in a form approved by the NEC. If the method of submission provides for the online payment of the full amount of the current membership fees by charge to the applicant's credit card/debit card or by direct debit to the applicant's bank account or any other means of electronic payment.
- 4.8. A Membership Application is valid only as an application for membership to a Specific County Branch. Where an existing Member of a Branch finds it more convenient to engage in membership in another County Branch, a fresh application must be made to the new Branch except where the Member is a life Member in which case transfer of membership is possible on request.
- 4.9. Membership to the Society shall not be transferable or assignable. Membership shall only be a member for a class of membership.
- 4.10. There shall be a register of members at each branch. Details of such register shall be updated on a quarterly basis and updates provided to the Headquarters. The Branch shall publish, or cause to be published, annually a list of members, which shall include the members' full names, registered addresses, contacts and date of admission to membership, together with such other particulars concerning its members. All persons appointed to update the membership register shall handle it with integrity.

5) Membership Renewal

- 5.1. Each membership will be valid for a period of 12 months.
- 5.2. Membership subscription applicable to a member shall be determined by reference to the status of the member on the first day of January in that year or on the date of his admission if later than the first day of January.
- 5.3. For categories of members where annual membership fee is required, it shall be paid within 30 calendar days after receipt of the demand from the Branch. If no payment has been received one reminder will be sent. Members who fail to pay their fee within 15 calendar days after receipt of the reminder will be considered to have left membership to the Society. If such members renew their membership afterwards it will not be considered as the entry of a new membership.

- 5.4. If an application for membership or an application for renewal of membership contains an election for automatic renewal of membership by charge to the member's credit card or by preauthorized debit to the member's bank account, then no further application for renewal of membership is required and their membership will be automatically renewed if a valid charge for the renewal fee is processed.
- 5.5. A member can top up membership for a life member within six months of date of membership to the first category.

6) Rights and Duties of Members

- 6.1. All membership categories shall include specific membership benefits delineated for different categories and levels as approved by the NEC.
- 6.2. In General, all members shall have the following rights except where expressly stated otherwise:
 - a) All members shall be entitled to a certificate of membership. All life members shall be entitled to a life membership badge;
 - b) All members shall be entitled to one vote on each matter submitted to a vote of the general membership. At the Annual General Meeting of the Branch, all members shall be entitled to attend and vote on matters requiring voting. However, for a member to elect an official, such a member should have held the membership for a period of one year preceding the election date.
 - c) All members shall have the right to present themselves for candidature for the positions within the Society as provided for in the relevant rules and regulations on elections;
 - d) All members shall have the right to present proposals and raise issues with any authority or official in the Society;
 - e) On a written request, a member is entitled to receive from their Branch such information regarding their membership to the Society, work of the Society and progress of the Society. Members are entitled, on a written request, to receive from the Headquarters within reasonable time information regarding the work of the Society and the work of his/her Branch;
 - f) Members have a right to participate in various programme / campaigns / activities of the Society and undertake voluntary services from time to time;
 - g) A member shall have right to inspect free of cost, books, registers and documents of the Society with due regard to existing legislation, regulations and policies on disclosure of information to third parties;
- 6.3. All members have the following duties and obligations:
 - a) The duty to serve and assist in delivering on the objects of the Society;
 - b) The duty to recognize and comply with the rules and regulations of the Society and pay their subscription fees regularly;
 - c) The duty to adhere and disseminate the Fundamental Principles of the Movement, The International Humanitarian Law and the protection of the Red Cross emblems;
 - d) All members must keep strictly confidential all information, and may not disclose to any person any information, concerning the work of the Society except as provided for in the

Communication policy of the Society.

7) Conduct and Behavior of Members

- 7.1. All members must remain committed in spirit and in letter to the ideals, values and fundamental principles of the Red Cross Red Crescent Movement.
- 7.2. All Members must be fair, equitable, considerate and honest in dealings with other members of the Society, officials and stakeholders including the general public.
- 7.3. Members must strive to carry themselves with decorum and respect. In particular, Members must refrain from abuse, intimidation and/or harassment of others.
- 7.4. Members must refrain from character or conduct that brings disrepute to the Society, its ideals and objectives. In particular Members shall desist from conduct that harms the reputation of the Society as a neutral and impartial organization.
- 7.5. Members shall not engage in criminal and questionable conduct. This conduct applies in action committed on behalf of the Society and also in their private capacities.

8) Loss of Membership

- 8.1. *Voluntary loss of membership:* Membership will be revoked and a Member's name will be removed from the Membership list when he or she provides written notice and satisfactory proof to the Branch that he or she wishes to give up his or her Membership. A member who voluntarily loses his membership may reapply to be a member.
- 8.2. *Non-Voluntary Loss of Membership:* Membership can be revoked and a Member's name can be removed from the Membership list when:
 - a) The Branch makes a determination that the person became a Member as a result of an error, or on the basis of false or inaccurate information;
 - b) The NEC determines that such a Member loses membership as a result of the outcome of a disciplinary measure as provided below;
 - c) The member is convicted of a criminal offence and has exhausted all available avenues for appeal;

9) Disciplinary Measures

- 9.1. A member may be suspended or expelled or face such other disciplinary measures from the Society for a cause after due process has been followed. A decision to take disciplinary action against a member shall rest with the NEC on the basis of advice and recommendation from the Branch Committee, the Regional Committee or the Development Committee. The NEC might on its own motion decide to take such disciplinary measure against a Member for cause.
- 9.2. A Branch Committee, the Regional Committee, Development Committee may only take disciplinary action on the basis of a written petition from a Branch, Regional or National Officials or petition from at least five members of the Society or on its own motion on the basis of just cause.
- 9.3. Before any disciplinary action is taken, the affected member shall be given a written statement of the charges against him or her at least 15 days prior to the meeting which the member is to

appear and shall be given an opportunity to answer any and all charges at the designated meeting.

- 9.4. Each member shall be given opportunity to appear in person before the committee taking disciplinary action. Non-appearance of the person shall not invalidate the decision of the Committee where evidence exists regarding an invitation to appear before the Committee.
- 9.5. The NEC shall constitute a Membership Appeals Committee consisting of persons of integrity and high standing in the Society to serve as a Membership Grievances Committee with a mandate to determine appeals from disciplinary action. All appeals should be lodged within 15 days of the date of decision of the NEC to take disciplinary action against a member. If an appeal is not submitted, the disciplinary action shall commence on the date following the expiry of the relevant appeal period.
- 9.6. A Member disputing the decision of the Membership Appeals Committee will submit their grievance to a mediation and arbitration process as provided for in the Mediation and Arbitration Rules.

10) Disciplinary Action

The following disciplinary action shall be open to the NEC against a member:

- a) Suspension
- b) Expulsion
- c) Monetary compensation.
- d) Withholding such privileges as may accrue to a member including the right to vote or to be elected.

11) Policy Review

- 11.1. The NEC shall review this policy from time to time. Any review shall be brought to the attention of all Members through their County Branch by way of communication to the Member in person or through display at a prominent location at the Branch for a period of one month.

Document Management

<i>Author Department:</i>	ORGANIZATION DEVELOPMENT
<i>Date Approved:</i>	JUNE 2015
<i>Name of Approver:</i>	KRCS NEC
<i>Proposed revision date:</i>	JUNE 2017
<i>Date of Revision</i>	DECEMBER, 2017
<i>Proposed revision date:</i>	DECEMBER, 2019