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1. Name

The Kenya Critical Care Nurses chapter is a specialty association under the umbrella on the national nurses association of Kenya.

The official name of the chapter will be: **Kenya Critical Care Nurses Chapter**

Official abbreviation; **KCCNC**

This will be the name portrayed on the logo.
2. **Vision**

To be the leading professional body of critical care providers that contributes to international standardized nursing care regionally and beyond.

3. **Mission**

To promote excellence in Critical Care Nursing practice and leadership through education, research and collaboration with other critical care providers by benchmarking against best practices.

4. **Values**
   - Quality
   - Evidenced based practice
   - Team work
   - Holistic care
   - Mentorship
   - Impact.

5. **Objectives**

The chapter's objectives are

1. Promote education and develop education in Critical Care nursing in Kenya.
2. Initiate, improve and enhance through its membership high standards of excellence, efficiency and cooperation between all personnel involved in Critical Care.
3. Encourage research relating to critical care nursing.
4. Maintain the register of all its members.
5. Represent the interest of Critical Care nursing in Kenya and beyond.
6. Promote the standards of care of the critically ill.
7. Represent critical care nurses in professional bodies like the National Nurses Association of Kenya (NNAK).
8. Produce a scientific journal of Kenya Critical Care nursing.
9. Keep the membership of the chapter informed of the activities and representations on their behalf.
10. Maintain an audit as to the status of the critical care chapter resources in Kenya.
6. Membership

Any person involved in any aspect of Critical Care Nursing in Kenya may apply for membership of the chapter. This includes persons involved in patient care, teaching and research in the context of critical care nursing.

Candidates for membership must complete a written application seconded by the institutional representative or an executive member.

These application requires perusal and approval from the executive chapter officials.

There shall be an annual membership fee of Ksh 1000 and Ksh 500 for affiliate members which shall be paid before the 6th month of every year.

Full members

Any person involved in the aspect of Critical Care Nursing in Kenya.

Full members pay membership fees, have voting rights and may stand for office.

Affiliate members

Any person not directly involved in academic or clinical aspects of critical care nursing.

Pay a reduced membership fee but do not have voting rights and may not stand for office.

One shall cease being the chapter’s member if

- Member tenders their resignation in writing.
- Member ceases to be eligible for membership.
- Member fails to pay up for their membership fee for 2 consecutive years
- A member is considered by the executive official after appropriate consideration and due process to be guilty of bringing the chapter into disrepute.

- A member who has not paid their membership fee shall forfeit their voting rights until such outstanding fees are paid.
- Reapplication of membership after ceasing to be a member will attract a reapplication fee of Ksh 500.
7. Office bearers

The Executive of the Chapter shall consist of the Chairman, the vice Chairman, Secretary, vice Secretary and the Treasure.

1. The chairman shall be elected by the members of the chapter. He/she shall hold office for a term on 4 years. He/she will be eligible to vie for a second term in office. After two terms in office, the chairman will not be eligible to vie for office. The chairman shall represent the chapter in all external activities, shall preside over all meetings of the chapter, shall carry out tasks entrusted by the association and chapter and shall have a casting vote in any tied vote of the chapter.
2. The vice chair shall deputize the chair.

3. The secretary of the chapter shall be responsible for the daily administrative and correspondence functions within the society. The compiling of the agendas for all chapter meetings, the recording and archiving of all minutes of meetings and control of membership records.

4. The vice secretary shall deputize the secretary.

5. The treasurer shall be part of all financial matters of the chapter, shall comply annual report and balance sheet for the AGM of the society and shall ensure the society fulfils all its legal financial obligations.

The Executive will have institution representatives working under them.

- Institutional representatives roles
- Liaison between the executive and members of different institutions
- Will be link between executive ad institutions
- Collect annual subscription fee and submit to the treasurer
- Notify the executive of any new or ceasing member.
- Notify the executive of any events/occurrences in their institutions or among their members.

The Executive office regional allocation will be subdivided as follows:

- Chairman-Nairobi
- Vice chair- Rift valley
- Secretary- Central and Coast
- Vice secretary-Eastern and North eastern region
- Treasurer-Nyanza and Western region

This allocation will be eligible for review with every office tenure.

The chairman remains overall head in all the regions.
Formal committees

The chapter Executive shall establish committees and/or working partners as required.

The chair of the committee shall be nominated by the Executive

Formal written feedback of the works of the committee should be submitted to the secretary after every allocated period of time.

Meetings of the committees shall be funded by the chapter if the budget allow and if agreeable in an Annual General Meeting (AGM)

8. Meetings of the chapter

The chapter shall have a minimum of four (4) meeting per annum.

Notice of the meeting shall be posted at least 2 weeks in advance by the secretary detailing the place, date, time and agenda of the meeting.

A quorum shall be 50% based on the term of reference for the members of the set meeting.

Chapter decisions shall be decided by a simple majority vote of the members present.

AGM shall take place once per year usually in the annual scientific conference.

Special general meeting shall be called at any time by the Chairman of the chapter or by written request of 10% of the membership of the chapter.

Notice of any general meeting shall be posted by the secretary at least sixty (60) days before the meeting detailing the place, time, venue and agenda of the meeting.

A quorum of the general meeting shall be at least 10 percent of the full members of the chapter. Should a quorum not be present, the meeting shall be dissolved and reconvened at a later period.

Agenda for the annual general meeting shall be

- Attendance register
- Minutes of the previous meeting
- Matters arising from the previous meeting
- Chairman’s report
- Treasurer report
- Any business item by any member of the chapter, received by the secretary in writing at least thirty (30) days prior to the meeting.
- General and urgent matters
- Election of office bearers every 4 years following last election
9. **Elections.**

Any chapter member may nominate one individual or themselves for each office position. This shall have a seconder before approval.

Voting of the office bearers shall be by secret ballot

Member of the executive office bearer shall be elected according to those who receive the highest number of votes.

Only fully paid registered members are eligible to vote.

The members must have paid annual fee at least 3 consecutive years prior to elections.

Election will be conducted every four (4) years

Every four (4) years, all executive can vie for office with exceptions stated earlier. (The chairman having led the chapter for one term, i.e. 4 years can vie for a second term in office after which he/she will not be eligible to vie for office. Maximum office term is 8 years.)

10. **Finance**

The membership fee shall be determined by the executive on an annual basis. This shall be paid by the member before the 6th month of every year.

Source of cash for the chapter include

- Annual fee
- Sponsorship
- Registration fee for the conference
- Any grant from credible sources.

11. **Chapter welfare**

In the event of death of a registered fully paid member of the chapter, the Executive will be notified by the institutional representative.

In this case the chapter will give a minimum of ten thousand (10,000) shillings to the next of kin as a way of support.
12. Constitution amendments

The constitution shall be amended by a two thirds majority at a general meeting of the chapter. This will be done after a 30 day notification is done.

Notice of proposed amendment of the constitution must be given to the members at least 30 days before the general meeting. To facilitate this requirement all proposed amendment must be received in writing by the secretary two(2) months before the said meeting.

13. Language

The language of formal communication of the chapter shall be English. This includes language of presentation, conversations at conventions, and the language of official documentation of the chapter, journal and any newspaper article.