

**KENYA NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION
REGULATIONS, 1992**

SECOND SCHEDULE (rr.(10(1)(e), 16(1)(e))

**MATTERS TO BE PROVIDED IN THE CONSTITUTION OF EVERY NON-
GOVERNMENTAL ORGANIZATION**

1. Name of Non-Governmental Organization
2. The whole of the object for which the Non-Governmental Organization is established and administrative units.
3. The custody, use and investment of the funds and property of the Non-Governmental Organization and the designation of the persons responsible thereof.
4. The purpose for which the funds may be used, and in particular –
 - (a) the prohibition of the distribution of funds and assets among members
 - (b) prohibition of clauses in the constitution that may constitute loopholes for legitimate reimbursement of expenses incurred in carrying out the objects of the Non-Governmental Organization;
 - (c) rules governing the awarding of contracts to members of officials.
5. Persons or entities (if necessary) for whom membership is open.
6. Structure and management of the Organization –
 - (a) titles of officers, trustees, auditors and their terms of office and methods of election, appointment, admission and suspension.
 - (b) Composition of committees and their terms of office and method of election, appointment, admission and suspension.
7. Quorums for and dates of general meetings.
8. Financial year and periodicity of audit of accounts.
9. Inspection of books and list of members
10. The formation of branches
11. The manner of amending the name, constitution or rules of the Non-Governmental Organization.
12. The manner of dissolution of the Non-Governmental Organization and disposal of its property on dissolution.

Made on the 22nd May, 1992.

N. W. KANYI Minister of State

