

# NATIONAL RAINBOW COALITION – NARC CONSTITUTION



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## PARTY IDEOLOGY AND POLICY

This party shall integrate ideals from and embrace the diverse nature of our various ethnic backgrounds committed to uplifting the welfare of Kenyans from all walks of life by enhancing and promoting political, economic, and social democracy of a people

## ARTICLE 1: NAME, ADDRESSES, VISION, MISSION AND CORE VALUES

### NAME

The name of the party shall be **NATIONAL RAINBOW COALITION** herein after abbreviated as **(NARC)**.

### PHYSICAL ADDRESS

The principal office of the party is situated at **Kaunda Street, Queensway House, 6<sup>th</sup> floor**, Nairobi. Whose address shall be c/o P.O. Box 67138-00200, Nairobi.

Any changes to the party's official office location shall be proposed and approved by the National Executive Council (NEC).

Any relocation of the party office shall be duly communicated to party members, the Office of the Registrar of Political Parties, and other relevant authorities.

### PARTY WEBSITE AND EMAIL ADDRESS

The party website is [www.narcparty.co.ke](http://www.narcparty.co.ke) and the email address is [narcparty2002@gmail.com](mailto:narcparty2002@gmail.com)

### PARTY SYMBOL

The official symbol of the **National Rainbow Coalition (NARC) Party** consists of:



- A **rainbow arc** with six colors (red, orange, yellow, green, blue, and purple), symbolizing **hope, unity, and a bright future**.
- A **hand holding a torch**, representing **leadership, justice, and empowerment**.
- The party name, "**NARC**", displayed in bold **blue letters**, signifying **trust, stability, and strength**.
- The slogan "**HAKI YETU SASA INAWEZEKANA**", meaning "**Our Rights Now are Possible**," which reflects the party's commitment to **justice, empowerment, and progress**.

The party symbol represents **NARC's vision of unity, fairness, and leadership** in advancing the rights and well-being of all citizens.

## VISION

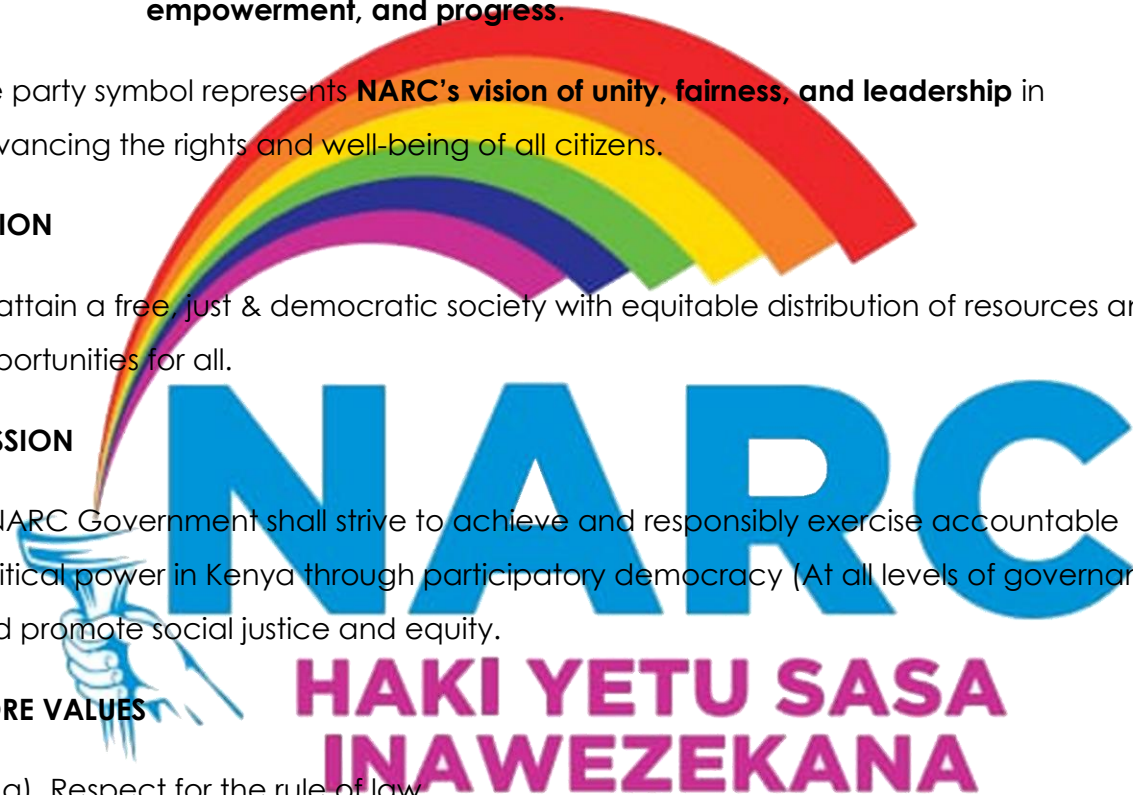
To attain a free, just & democratic society with equitable distribution of resources and opportunities for all.

## MISSION

A NARC Government shall strive to achieve and responsibly exercise accountable political power in Kenya through participatory democracy (At all levels of governance) and promote social justice and equity.

## CORE VALUES

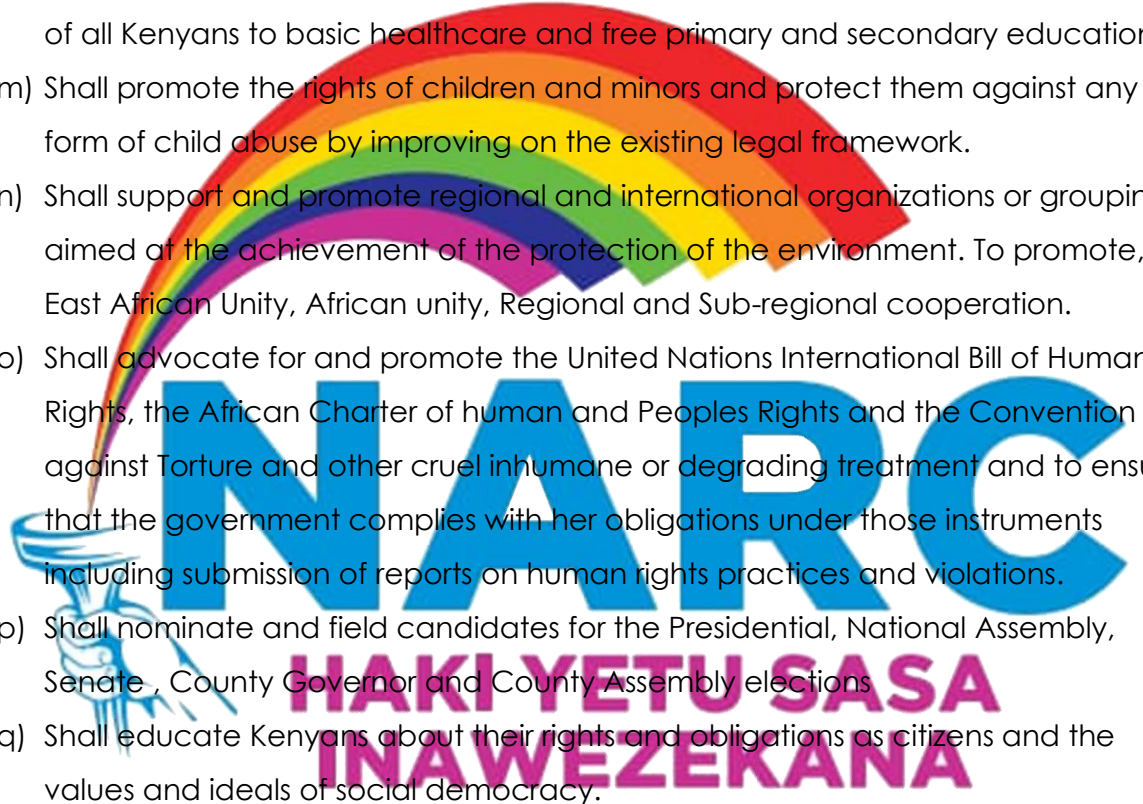
- Respect for the rule of law.
- Equal opportunities for all
- A people participation in decision making
- Gender equality
- Respect and uplifting of the disadvantaged
- Equitable distribution of natural resources
- Sound and sustainable management of natural resources and the environment
- Common decency and integrity in the management of public affairs



- i) Peaceful co-existence and celebration of diversity and communities
- j) Party policies shall be determined by the membership and its leadership shall be accountable to the membership in accordance with the procedure laid down in this constitution.

## ARTICLE 2: AIMS AND OBJECTIVES

- a) Shall serve as a political party with a view of establishing a constitutional government characterized by good governance, transparency, and accountability in the management of public affairs in Kenya within the framework of a social democracy.
- b) Shall work for the protection and promotion of the liberties, freedoms and rights of the individuals including civil, political, economic, social, religious and cultural rights; the rule of law; constitutional government; the freedoms of movement, thought, conscience, expression, press and religion; conduct of public affairs; the right to work and enjoyment of just and favorable conditions of work.
- c) Shall advocate and work for the establishment of free and independent trade unions; professional organizations; welfare associations so as to ensure a healthy development of a civil society as a strong foundation for a democratic system of government in Kenya.
- d) Shall encourage and promote a strong co-operative movement devoid of corruption, exploitation and mismanagement.
- e) Shall strive to achieve fair and equitable distribution of land, encourage and promote the welfare and interests of Kenyan farmers and endeavor to eliminate the squatter problem in Kenya.
- f) Shall strive to achieve and build a Kenya with a common patriotism and loyalty in which the cultural, linguistic and religious diversity of the people is recognized.
- g) Shall endeavor to promote economic development for the benefit of all.
- h) Shall support and advance the cause of women emancipation, national liberation, development, world peace, disarmament and environmentally sustainable development, support and promote the struggle for the rights of children and the disabled.

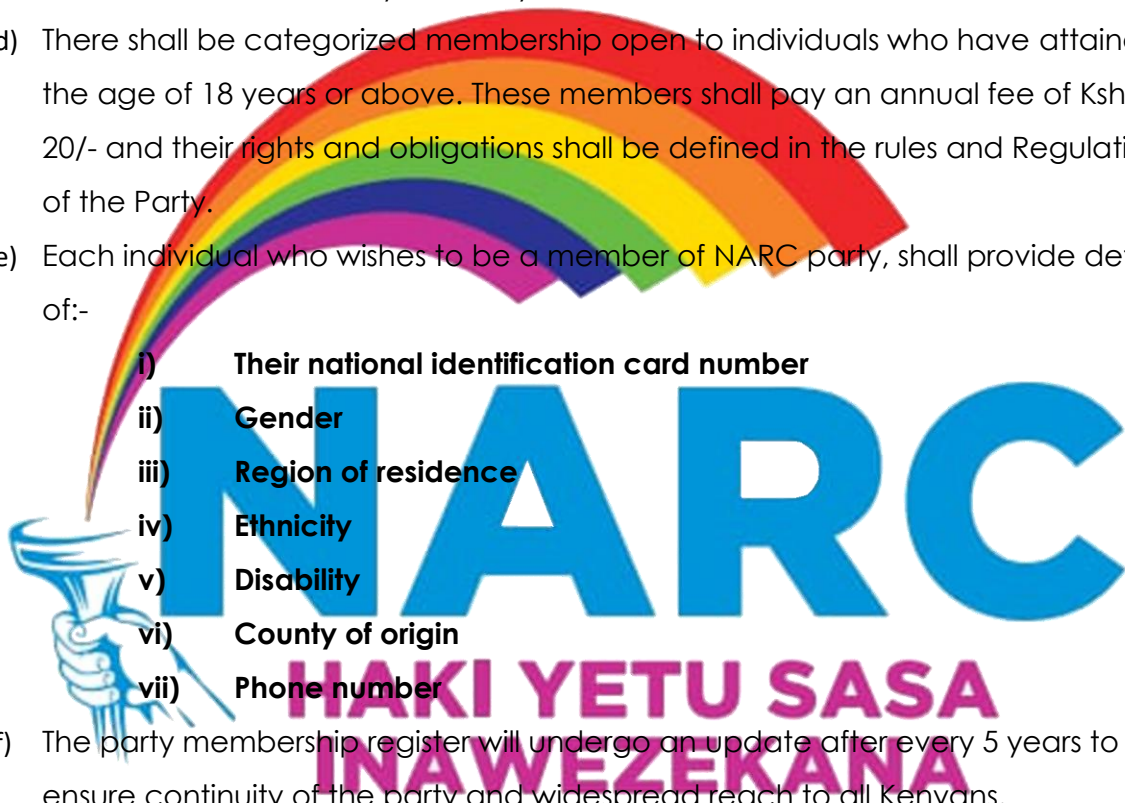
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- i) Shall protect, conserve and improve the management of the environment and natural resources for the betterment of all Kenyans and future generations.
  - j) Shall ensure and promote the interests and participation of women, youth, the marginalized and people living with disabilities in the conduct of public affairs and to struggle against a gender- discriminatory society.
  - k) Shall provide and improve health-care and social welfare services so that the people can fully enjoy all the fruits of their industry & labor, raising their standards and quality of living.
  - l) Shall ensure and secure the availability of quality education at all levels for Kenyans and shall specifically endeavor to avail and improve on the accessibility of all Kenyans to basic healthcare and free primary and secondary education.
  - m) Shall promote the rights of children and minors and protect them against any form of child abuse by improving on the existing legal framework.
  - n) Shall support and promote regional and international organizations or groupings aimed at the achievement of the protection of the environment. To promote, East African Unity, African unity, Regional and Sub-regional cooperation.
  - o) Shall advocate for and promote the United Nations International Bill of Human Rights, the African Charter of human and Peoples Rights and the Convention against Torture and other cruel inhumane or degrading treatment and to ensure that the government complies with her obligations under those instruments including submission of reports on human rights practices and violations.
  - p) Shall nominate and field candidates for the Presidential, National Assembly, Senate, County Governor and County Assembly elections
  - q) Shall educate Kenyans about their rights and obligations as citizens and the values and ideals of social democracy.
  - r) To promote social democracy internationally through cooperation with other social democratic institutions.
  - s) To form and operate branches of such democratic institutions all over Kenya.

## **ARTICLE 3: MEMBERSHIP**

### **ADMISSION OF PARTY MEMBERS**



- a) Any citizen of Kenya who is or has attained the age of 18 years or above and who ascribes to the values, ideals, objects, programs and discipline of the Party shall be eligible for membership.
- b) Each individual ordinary member of the Party shall on enrollment pay an admission fee of Kshs. 10/- or as otherwise determined by the Party's National Executive Committee (NEC)
- c) Each individual member of the Party shall pay to his/her branch; membership dues of Kshs. 10/- every year or as otherwise determined by the Party and only fully paid-up members may attend party meetings and vote thereof unless otherwise determined by the Party.
- d) There shall be categorized membership open to individuals who have attained the age of 18 years or above. These members shall pay an annual fee of Kshs. 20/- and their rights and obligations shall be defined in the rules and Regulations of the Party.
- e) Each individual who wishes to be a member of NARC party, shall provide details of:-



- i) **Their national identification card number**
  - ii) **Gender**
  - iii) **Region of residence**
  - iv) **Ethnicity**
  - v) **Disability**
  - vi) **County of origin**
  - vii) **Phone number**
- f) The party membership register will undergo an update after every 5 years to ensure continuity of the party and widespread reach to all Kenyans.
  - g) An individual shall cease to be a member of NARC Party under the following lawful circumstances: -
    - i) **Where a member openly declares his/her support for another party.**
    - ii) **Where a member is openly indisciplined**
    - iii) **Where a member disrespects party officials**
    - iv) **Where a member sues the party**

- h) Any member wishing to resign from the party shall do so in writing. The resignation shall take effect from the moment the letter of resignation is delivered to the Party Headquarters Office concerned. A member who has resigned will not be entitled to a refund of any subscriptions paid.
- i) Disciplinary matters called for suspension of a member shall be handled by a Disciplinary Committee. Any gross misconduct by a member shall be reported to the highest party office, with the member being given a fair and reasonable opportunity to answer to the allegations or charges against him/her in accordance with the rules of natural justice. The final decision of suspension of a member lies with the National Executive Committee which shall ratify/vary the decisions of other Party hierarchies.

## Article 3.1: RESIGNATION OF PARTY OFFICIALS AND MEMBERS

### **Procedure for Resignation of Party Officials and Members:**

#### **1.1. Submission of Resignation:**

- a. A party official or member wishing to resign must submit a formal resignation letter in writing to the party's secretariat or relevant party office.
- b. The resignation letter shall clearly state the intent to resign and the effective date, if not immediate.

#### **1.2. Notification to the Party:**

- a. Upon receiving the resignation, the party's secretariat or relevant body shall acknowledge receipt of the resignation in writing.
- b. The party shall record the resignation in its official records and update any relevant internal registers.

#### **1.3. Notification to the Registrar:**

The party shall notify the Registrar of the resignation. This notification shall be in writing and shall include the name of the resigning official or member and the date of resignation, within 7 days after the resignation is received by the party.

## **2. Effectiveness of the Resignation:**

### **2.1. Party Officials:**

- a. The resignation of a party official shall become effective on the date specified in the resignation letter or, if no date is specified, on the date the resignation is received by the party.
- b. If the resignation letter does not specify an effective date, the party may, at its discretion, determine an appropriate effective date, usually within a reasonable time after receipt.

### **2.2. Party Members:**

- a. The resignation of a party member shall be considered effective upon the party notifying the Registrar and the Registrar updating the records accordingly.
- b. If the member's resignation is not disputed, it shall become effective on the date the Registrar updates the register to reflect the resignation.
- c. In a case where the party or the Registrar disputes the resignation (e.g., due to incomplete procedures or legal considerations), the resignation may be considered pending until the issue is resolved.

## **3. Amendment of Records:**

- a. Following the resignation, the Registrar is responsible for making the necessary changes to the party's records. This includes amending the register of members or officials to reflect the resignation.
- b. The Registrar must notify the party of any changes made to its records following the resignation.

## **4. Appeal Process:**

If a party is dissatisfied with the Registrar's handling of the resignation, it may appeal the decision to the Political Parties Disputes Tribunal.

## Article 3.2: RIGHTS OF MEMBERS

### 1) RIGHTS

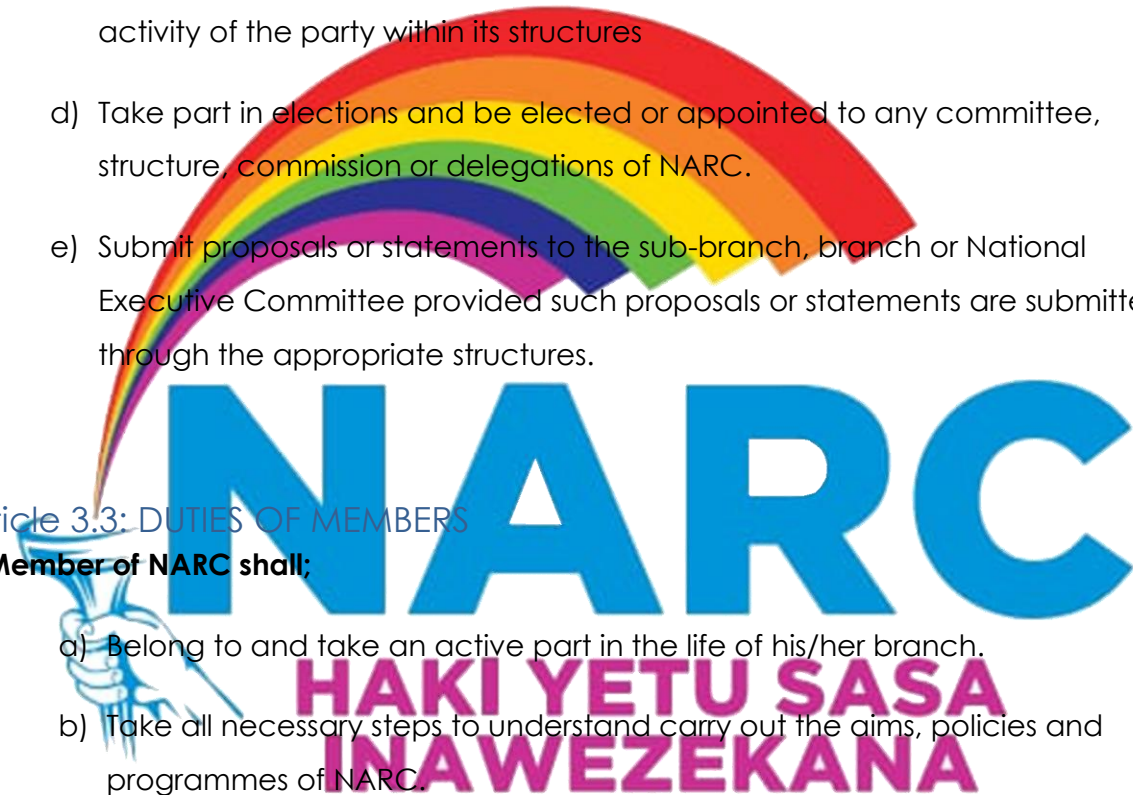
A member of NARC is entitled to;

- a) Take a full and active part in the discussion, formulation and implementation of the policies of the party.
- b) Receive and impart information on all aspects of NARC policies and activities.
- c) Offer constructive criticism of any member, official policy programme or activity of the party within its structures
- d) Take part in elections and be elected or appointed to any committee, structure, commission or delegations of NARC.
- e) Submit proposals or statements to the sub-branch, branch or National Executive Committee provided such proposals or statements are submitted through the appropriate structures.

## Article 3.3: DUTIES OF MEMBERS

**A Member of NARC shall;**

- a) Belong to and take an active part in the life of his/her branch.
- b) Take all necessary steps to understand carry out the aims, policies and programmes of NARC.
- c) Explain the aims, policies and programs of NARC to the people.
- d) Deepen his/her understanding of the social, cultural, political and economic problems of the country.
- e) Combat propaganda detrimental to the interest of NARC and defend the policies, aims and programs of NARC.



- f) Fight against racism, tribal chauvinism, sexism, religious and political intolerance or any other form of discrimination or chauvinism.
- g) Observe discipline, behave honestly and carry out diligently decisions of the party.
- h) Inform his/her branch of movement to any other areas and report to the branch committee secretary on arriving at any new areas.
- i) All members shall ensure that they are registered as voters in the constituency where they live.
- j) NARC members who hold elective office in any sphere of the governance of National, County, Constituency or Ward levels are required to be members of the appropriate caucus, to function within its rules and to abide by its decisions under the general provisions of this constitutions and structures of NARC.

## ARTICLE 4: GENDER AND AFFIRMATIVE ACTION

- a) In the endeavor to reach the objective of full representation of all in all decision making structures, NARC shall implement a program of affirmative action, including the provision of a quota, of not less than one-third ( $\frac{1}{3}$ ) of either gender, in all its structures to enable such effective participation.
- b) The methods of such implementation will be addressed in all NARC structures immediately and on a continuing basis.

### Article 4.1: AFFIRMATIVE ACTION PROGRAMS

#### 1. Electoral Representation:

**a) Reserved Seats:** Specific seats shall be reserved for women, youth, persons with disabilities, and other marginalized groups in Parliament (Senate and National Assembly) and County Assemblies to ensure their representation.



**b) Nominations:** The party shall nominate members from these groups if they are not adequately represented through direct election.

2. **Education and Employment:**

**a) Quotas in Public Service Employment:** The Public Service Commission enforces quotas to ensure that a certain percentage of public sector jobs are reserved for persons from marginalized groups.

**b) Scholarships and Bursaries:** There shall be targeted programs to provide scholarships and bursaries to students from marginalized communities to access higher education.

3. **Economic Empowerment:**

**a) Access to Government Procurement Opportunities (AGPO):** This program reserves 30% of government procurement opportunities for enterprises owned by youth, women, and persons with disabilities.

**b) Development Funds:** The Equalization Fund is established to provide basic services (such as water, roads, health facilities, and electricity) to marginalized areas to bring these areas to the level generally enjoyed by the rest of the nation.

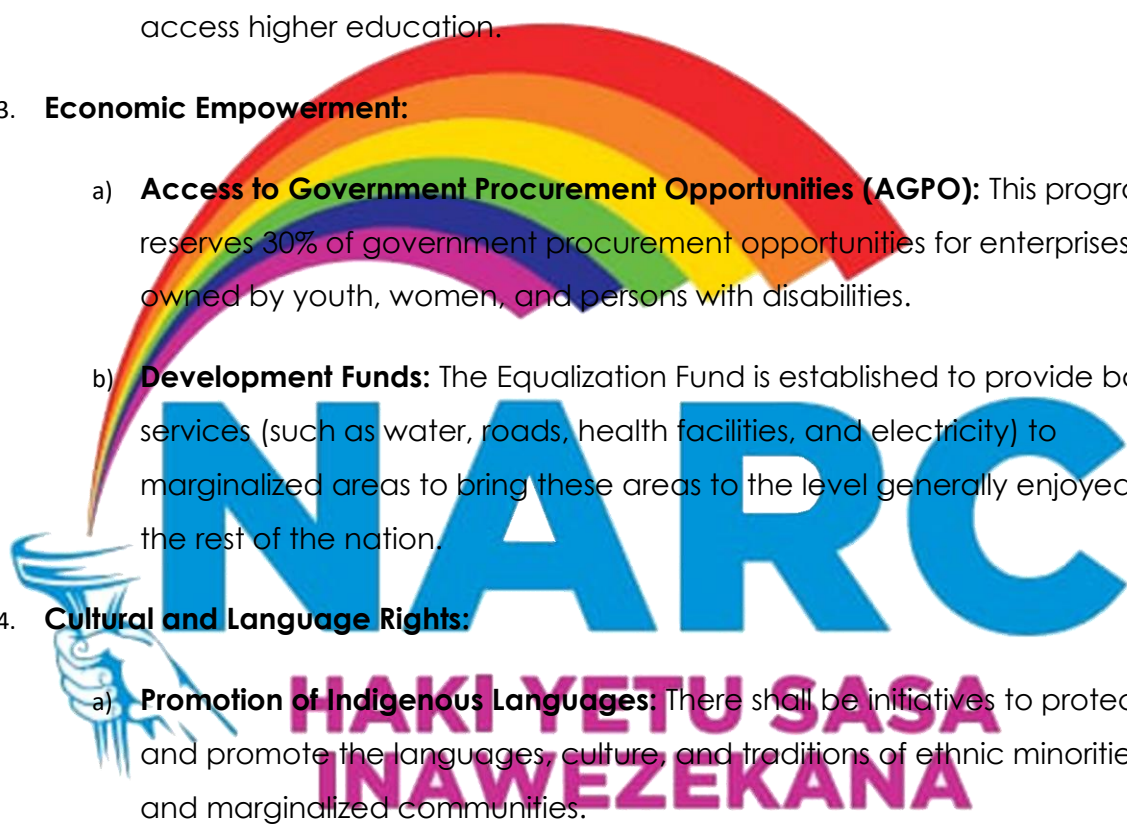
4. **Cultural and Language Rights:**

**a) Promotion of Indigenous Languages:** There shall be initiatives to protect and promote the languages, culture, and traditions of ethnic minorities and marginalized communities.

## Article 4.2: Implementation of national values and principles of governance

1. **Legislative Measures:**

- The Party shall borrow from laws and regulations enacted, that give effect to the national values and principles, such as the Leadership and Integrity Act, the Public Participation Bill, and the Access to Information Act.



## 2. **Public Participation:**

- **Consultative Forums:** The Party shall conduct consultative forums and public hearings to involve citizens in the decision-making process.
- **Citizen Engagement Platforms:** The party shall utilize its Online and offline platforms to facilitate dialogue between government and the public, ensuring transparency and inclusivity in governance.

## 3. **Education and Awareness:**

- **Civic Education:** The party shall conduct civic education to inform the public about their rights and the importance of national values and principles.

## 4. **Affirmative Action and Equity Programs:**

- **Targeted Programs:** The Party shall strive to implement specific programs aimed at uplifting marginalized groups, ensuring they benefit from national development initiatives.

## ARTICLE 5: NATIONAL OFFICIALS

- a) The Party shall have the following elected officials:

### 1. **Party Leader**

### 2. **Chair-person**

### 3. **Deputy Chair-person: -**

#### a) **1<sup>st</sup> Vice Chair-person (women)**

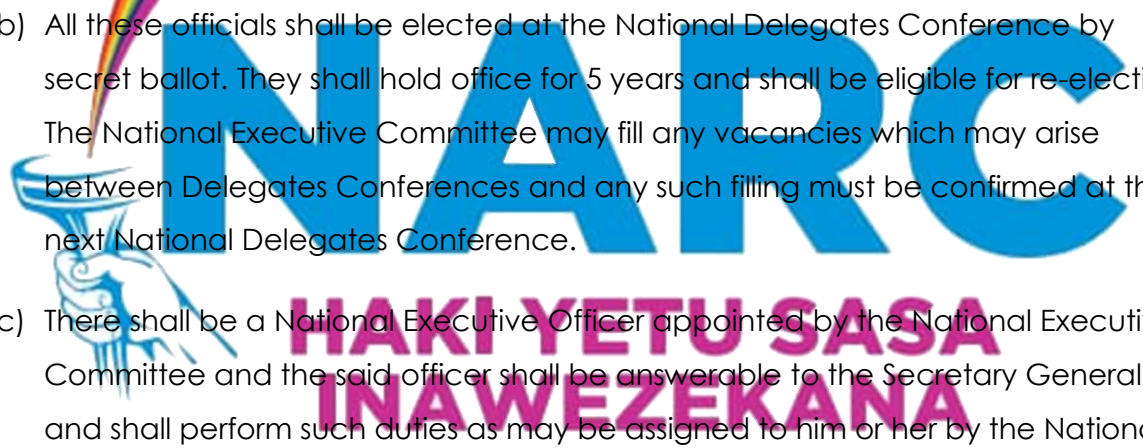
#### b) **2<sup>nd</sup> Vice Chair-person (youth)**

#### c) **3<sup>rd</sup> Vice Chair-person (people living with disabilities)**

### 4. **Secretary General**

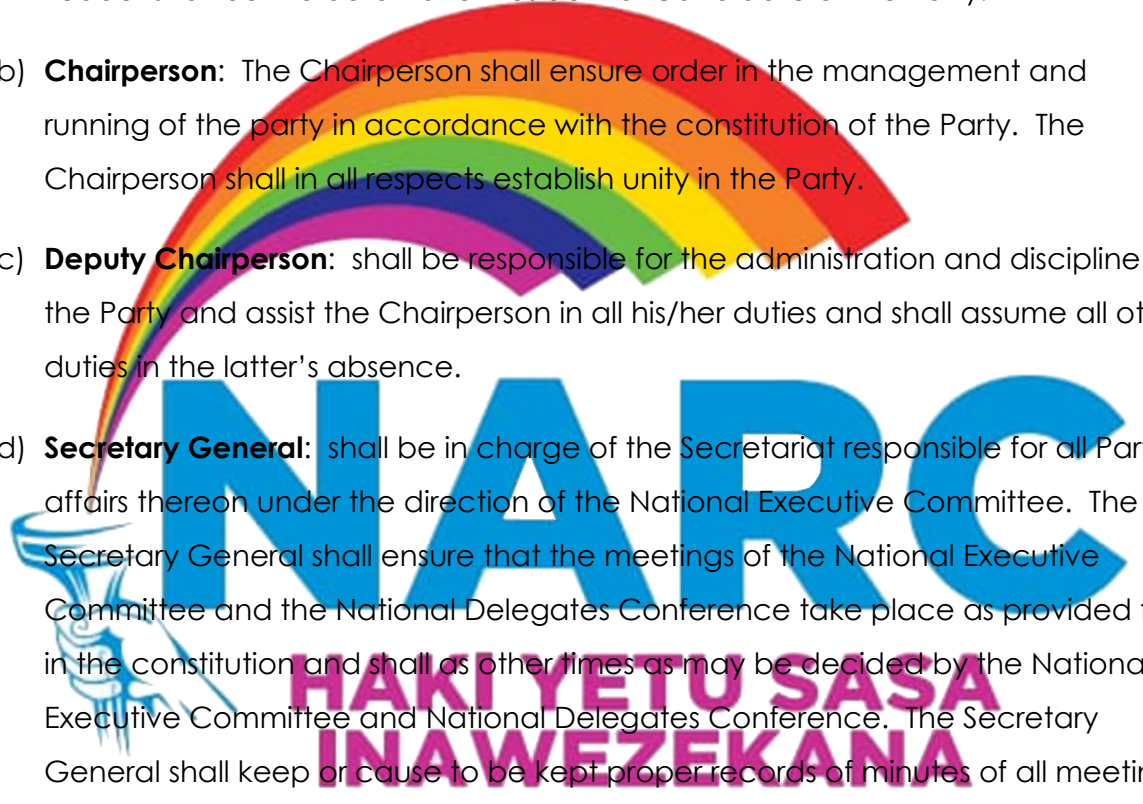


- 5. Deputy Secretary General**
- 6. National Organizing Secretary**
- 7. Deputy Organizing Secretary**
- 8. Treasurer**
- 9. Deputy Treasurer**
- 10. Publicity, Public Policy and Information Secretary**
- 11. Economic Affairs Secretary**
- 12. Foreign Affairs and Regional Co-operation Secretary**
- 13. Legal and Constitutional Affairs Secretary**
- 14. Director of Elections**
- 15. Deputy Director Elections**

- 
- b) All these officials shall be elected at the National Delegates Conference by secret ballot. They shall hold office for 5 years and shall be eligible for re-election. The National Executive Committee may fill any vacancies which may arise between Delegates Conferences and any such filling must be confirmed at the next National Delegates Conference.
- c) There shall be a National Executive Officer appointed by the National Executive Committee and the said officer shall be answerable to the Secretary General and shall perform such duties as may be assigned to him or her by the National Executive Committee.
- d) The National Executive Committee may suspend or dismiss any office bearer for gross misconduct after giving the office bearer a fair and reasonable opportunity to defend him/herself. Such suspension or dismissal shall be subject to review or approval by the next National Delegate Conference and vacancies

that arise shall be filled in the same manner as the original appointment or election as the case may be.

## ARTICLE 6: DUTIES OF THE NATIONAL OFFICERS

- 
- a) **Party Leader:** shall be the head of the Party providing stewardship and articulating Party policies. The Party Leader in consultation with other Party officials shall have the mandate to negotiate and enter into partnership or coalition with other Parties for the best interests of the Party members. The Party Leader shall be the automatic Presidential Candidate of the Party.
  - b) **Chairperson:** The Chairperson shall ensure order in the management and running of the party in accordance with the constitution of the Party. The Chairperson shall in all respects establish unity in the Party.
  - c) **Deputy Chairperson:** shall be responsible for the administration and discipline in the Party and assist the Chairperson in all his/her duties and shall assume all other duties in the latter's absence.
  - d) **Secretary General:** shall be in charge of the Secretariat responsible for all Party affairs thereon under the direction of the National Executive Committee. The Secretary General shall ensure that the meetings of the National Executive Committee and the National Delegates Conference take place as provided for in the constitution and shall as other times as may be decided by the National Executive Committee and National Delegates Conference. The Secretary General shall keep or cause to be kept proper records of minutes of all meetings of the National Executive Committee and the National Delegates Conferences, and ensure the distribution of such minutes to person's or branches concerned. The Secretary General shall be the spokesperson of the party.
  - e) **Deputy Secretary-General:** shall assist the Secretary General in all his/her duties and shall assume such duty in the latter's absence.

- f) **National Organizing Secretary:** shall be responsible for the formation of the Party branches and recruitment of members.
- g) **Deputy National Organizing Secretary:** shall assist the National Organizing Secretary in all his/her functions and shall assume his /her duty in the latter's absence.
- h) **National Treasurer:** shall be in charge of the party's finances and supervise branch financial transactions under the direction of the National Executive Committee. The National Treasurer shall prepare and submit to the National Executive Committee financial statements every quarter of the year and shall ensure that duly audited statements of accounts are circulated to the branches and to all the delegates at the same time the notice convening the National Delegates Conference is sent out.
- i) **Deputy National Treasurer:** shall assist the National Treasurer in all his/her functions and shall assume such duty in the latter's absence.

**Other Officers:**

- a) Publicity, Public policy and Information Secretary in the Party Leader's office.
- b) Economic Affairs Secretary in the Party Leader's office.
- c) Director of Elections in Party Leader's office.
- d) Deputy Director of Elections in Party Leader's office.



## **ARTICLE 7: NATIONAL LEAGUES**

### **7.1 Women League (WL)**

1. There shall be established a Women League, herein referred to as the Congress of Women Affairs.



2. The Congress shall be headed by a Chairperson elected by the National Executive Committee, who shall automatically qualify to serve as a National Vice-Chairperson of the Party.
3. The Congress shall be responsible for the formulation, coordination, and implementation of Party policies and programmes relating to women and gender affairs.
4. The Congress shall, in particular, ensure that:
  - a. Affirmative action measures adopted by the Party are effectively implemented; and
  - b. Such measures address existing gender imbalances within society and promote the inclusion, participation, and empowerment of women at all levels of political and socio-economic engagement.

## 7.2 YOUTH LEAGUE

1. There shall be established a Youth League, herein referred to as the Congress of Young Social Democrats.
2. The Congress shall be headed by a Chairperson elected by the National Executive Committee who shall automatically qualify to serve as a National Vice-Chairperson of the Party.
3. The Congress shall be responsible for:
  - a. The mobilization, education, and ideological orientation of young people within the Party;
  - b. Promoting the understanding and practice of social democracy among the youth; and
  - c. Advancing youth participation in political, social, and economic processes in line with the Party's philosophy, values, and objectives.



### 7.3 LEAGUE OF PEOPLE LIVING WITH DISABILITIES

1. There shall be established a League of People Living with Disabilities, herein referred to as the Congress of People Living with Disabilities.
2. The Congress shall be headed by a Chairperson elected by the National Executive Committee, who shall automatically qualify to serve as a National Vice-Chairperson of the Party.
3. The Congress shall be mandated to:
  - a. Mainstream disability affairs within all Party structures, programmes, and decision-making processes;
  - b. Ensure that Party policies, strategies, and interventions on disability are effective, inclusive, and rights-based; and
  - c. Promote the full participation, representation, and empowerment of persons living with disabilities within the Party and in society at large.

### ARTICLE 8: PARTY COUNTY ASSEMBLY AND PARLIAMENTARY GROUPS

#### a) COUNTY ASSEMBLY GROUP

All Party elected Ward Representatives shall be members of the Party County Assembly Group and shall form caucuses in the respective counties. The Party County Assembly Group shall have an elected Party County Assembly Group Secretary who shall be elected during a National Convention.

#### b) PARLIAMENTARY GROUP

The Party Parliamentary Group shall be comprised of the Party members of the National Assembly and the Senate. There shall be a Party Parliamentary Group Secretary who shall be elected by the Party elected members of Parliament at the beginning of each new Parliament.

## ARTICLE 9: DECISION MAKING ORGANS

The decision-making organs of the party shall be:

- a) The National Delegates Conference
- b) The National Executive Committee

### Article 9.1: THE NATIONAL DELEGATES CONFERENCE

The National Delegates Conference shall consist of all members of the National Executive Committee and the following delegates;

- a) All Party members of Parliament
- b) All Party elected County Assembly members (Ward Representatives)
- c) The Chairperson, Secretary, Treasurer, Women's Leader, Young Social Democrats leader of each branch in the country.

The National Delegates Conference shall be the highest authority in the Party and shall determine the Party's Policies. It shall have the following functions and powers;

- a) To improve all the Policies of the Party.
- b) To examine and approve the audited accounts for the periods since the previous ordinary sessions of the delegates conference which shall be represented by the National Treasurer and to set the scale of dues to be paid by the Party members
- c) To elect from among its members, the officers of the Party as set out in section 5 of this constitution.
- d) To consider, modify and, if it thinks fit, rectify the Constitution and Rules of the Party.
- e) To consider any such other items as may be referred to it by the National Executive Committee.
- f) To receive, examine, and approve reports and audited accounts of the Party.



- g) To appoint other Committees for specified tasks and terms of office, which shall report to The National Executive Committee
- h) To establish and revise the By-Laws, if required for the regulations of the affairs of the Party.
- i) To receive regular reports from the National Executive Committee on the operations of the Party; and
- j) To receive and approve the Party Manifesto from the National Executive Committee.

2. An ordinary session of the National Delegates Conference shall be held at least once every five years at the place and date to be determined by the National Executive Committee. The notice of the meeting shall be sent out by the Secretary-General to all Political Congresses of the branches for onward transmission to all members of the Conference at least two weeks (14 days) before the date of the meeting; and

3. The Secretary General shall summon both special and ordinary sessions of the National Delegates Conference upon the decision of the National Executive Committee.

4. Vacancies in the National Delegates Conference (NDC) shall be filled by a qualified party member from the same organ or position as the original delegate. The relevant branch, county, or league shall nominate a replacement within 30 days and notify the National Secretariat. A deputy or next-in-line officer may serve in an interim capacity. All changes must be verified by the NEC and officially recorded. Disputes shall be resolved through the party's internal dispute resolution mechanism. These leaders shall act until the next special or Ordinary National Delegates Conference is convened to elect a replacement.

## Article 9.2: NATIONAL EXECUTIVE COMMITTEE (NEC)

The National Executive Committee (NEC) shall be the governing body of the party.

### Article 9.2.1: Qualifications for Governing Body Members

- a) Must be a life member

- b) Must be a Kenyan citizen
- c) Must not owe allegiance to another party
- d) Must be over 21 years old
- e) Must not have a criminal record

**Article 9.2.2: The National Executive Committee shall consist of;**

- a) All National Officials elected by the National Delegates Conference
- b) One Member selected by the National Delegates Conference representing each administrative County
- c) Party County Assembly Group Secretary
- d) The Chairperson League of Women Affairs
- e) The Chairperson League of Young Social Democrats
- f) The Chairperson League of People Living with Disability
- g) The National Executive Officer
- h) Parliamentary Group Secretary

**Article 9.2.3: Functions of The National Executive Committee;**

- a) To act as broader executive body of the National Delegates Conference and ensure that all recommendations for the National Delegates Conference are duly carried out by the Party and the Secretariat.
- b) To work in liaison with the Party County Group and the Party Parliamentary Group.
- c) Fix the terms and conditions of service of the National Executive Officer and other employees of the party.



- d) Appoint committees for specified tasks; coordinate lectures for the delegates to the National Delegates Conference; to research, establish, coordinate and conduct various schemes aimed at stimulating Party activities.
- e) To prepare agenda and reports for the National Delegates Conference.

The National Executive Committee shall meet at least once every three months.

#### 9.2.4: Vacant Positions in NEC

Vacant Positions in the NEC shall be filled through an appointment by NEC in a transparent and fair process pending a party election. Thereafter the party shall inform the registrar of the changes

#### Article 9.3: THE SECRETARIAT

The secretariat shall be the administrative and operational arm of the political party, responsible for executing the day-to-day functions of the party. It shall comprise of the following key positions:

##### 1. Secretary-General:

- Head of the secretariat and primary liaison between the secretariat and the party leadership (i.e., National Executive Committee).
- Oversees the implementation of party policies and strategies.

##### 2. Deputy Secretary-General(s):

- Assist the Secretary-General in managing the secretariat.
- Handle specific portfolios such as operations, communication, or policy.

##### 3. Directors/Heads of Departments:

- **Director of Administration:** Manages the party's administrative functions, including logistics and office management.
- **Director of Finance:** Oversees financial management, budgeting, and audits.



- **Director of Human Resources:** Handles recruitment, training, and employee welfare.
- **Director of Communications:** Manages public relations, media outreach, and internal communication.
- **Director of Policy and Research:** Coordinates policy development, research, and analysis.
- **Director of Campaigns and Electoral Affairs:** Organizes campaign activities and electoral strategies.

#### 4. Support Staff:

- **Administrative Assistants:** Provide clerical and logistical support.
- **IT Personnel:** Maintain the party's digital infrastructure and cybersecurity.
- **Field Officers:** Coordinate activities at the grassroots level.

#### Article 9.3.1: Documents Relied Upon by the Secretariat

To effectively carry out their activities, the secretariat shall rely on the following key documents:

##### 1. Human Resources (HR) Manual and Policy:

- i. **Recruitment and Selection Guidelines:** Criteria and procedures for hiring new staff.
- ii. **Employee Code of Conduct:** Standards of behavior expected from all employees.
- iii. **Performance Management:** Processes for appraisals, promotions, and professional development.
- iv. **Disciplinary Procedures:** Steps for addressing grievances and misconduct.
- v. **Health and Safety Policy:** Guidelines to ensure a safe working environment.

## 2. Finance and Audit Documents:

- i. **Financial Policy Manual:** Outlines procedures for budgeting, expenditure control, and financial reporting.
- ii. **Annual Budget:** Detailed financial plan for the party's operations and activities.
- iii. **Internal Audit Reports:** Regular audits to ensure compliance with financial policies.
- iv. **Procurement Policy:** Guidelines for the acquisition of goods and services, ensuring transparency and accountability.
- v. **External Audit Reports:** Independent audits conducted annually to assess the party's financial health.

## 3. Strategic Plan:

- i. A document that outlines the party's long-term goals, strategies, and priorities.
- ii. Used as a guide for the secretariat in planning and implementing activities.

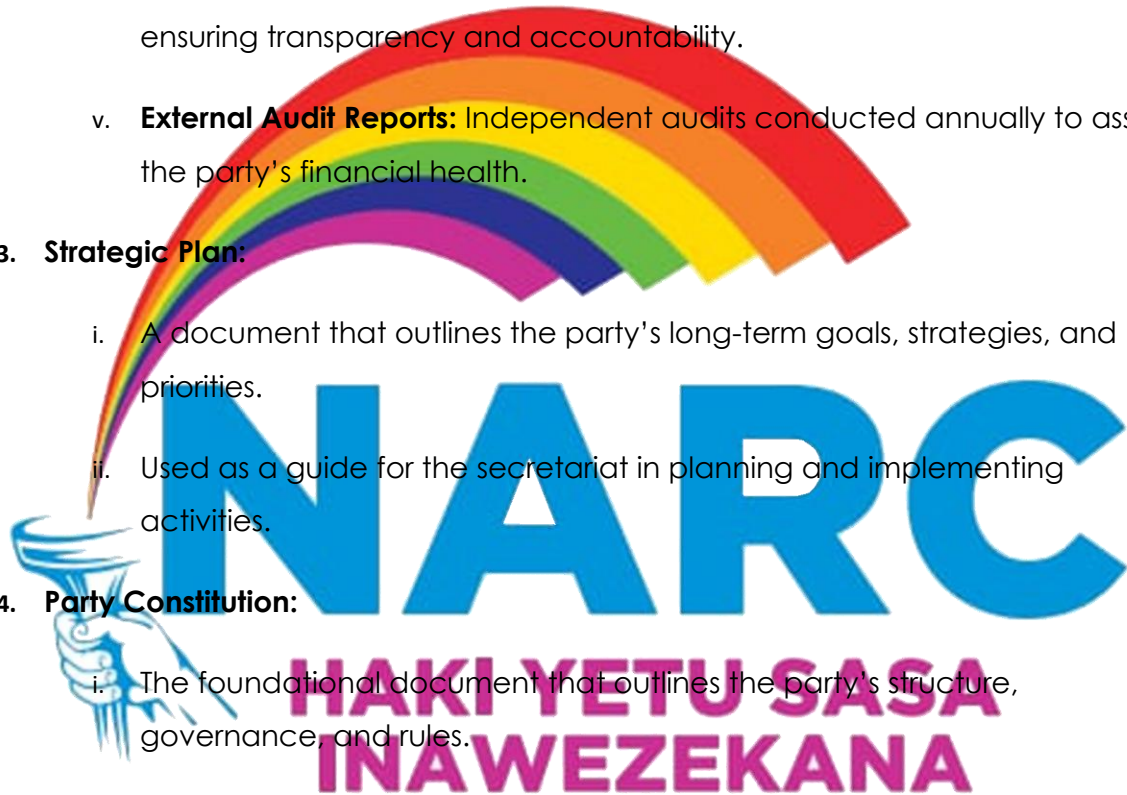
## 4. Party Constitution:

- i. The foundational document that outlines the party's structure, governance, and rules.
- ii. Used by the secretariat to ensure all activities align with the party's mission and values.

### Article 9.3.2: Functions of the Secretariat

The secretariat shall be responsible for the daily operations of the party, which shall include:

#### 1. Administrative Activities



### 1.1. Office Management

- a. Ensuring smooth functioning of the party's offices.
- b. Managing office supplies, equipment, and maintenance.
- c. Scheduling meetings and appointments for party officials.
- d. Handling correspondence (incoming and outgoing) and logistical tasks.
- e. Providing reception services (phone calls, inquiries, and welcoming visitors).

### 1.2. Documentation

- a. Preparing and managing official correspondence.
- b. Maintaining up-to-date records, files, and databases (such as membership, financial documents, and meeting minutes).
- c. Archiving documents for future reference.

## 2. Financial Management

- a. Processing Payments: Managing payments for vendors, salaries, and other financial obligations.
- b. Budget Monitoring: Tracking expenditures against the budget to enable financial discipline.
- c. Financial Reporting: Preparing daily, weekly, or quarterly financial reports for the Treasurer or party leadership.

## 3. Human Resources Management

- a. Recruitment: Posting job vacancies, conducting interviews, and onboarding new team members.
- b. Employee Relations: Handling workplace disputes, addressing grievances, conducting performance reviews, and organizing training sessions.



- c. Compliance: Ensuring employment laws, regulations, and internal policy compliance, retaining accurate employment records, and addressing discipline when needed.
- d. Staff Supervision: Providing oversight and guidance to secretariat staff to maximize productivity.

## **4. Communications**

### **4.1. Internal Communication**

- a. Facilitating information flow within the party.
- b. Preparing internal newsletters, memos, meeting notes, and other communications.

### **4.2. External Communication**

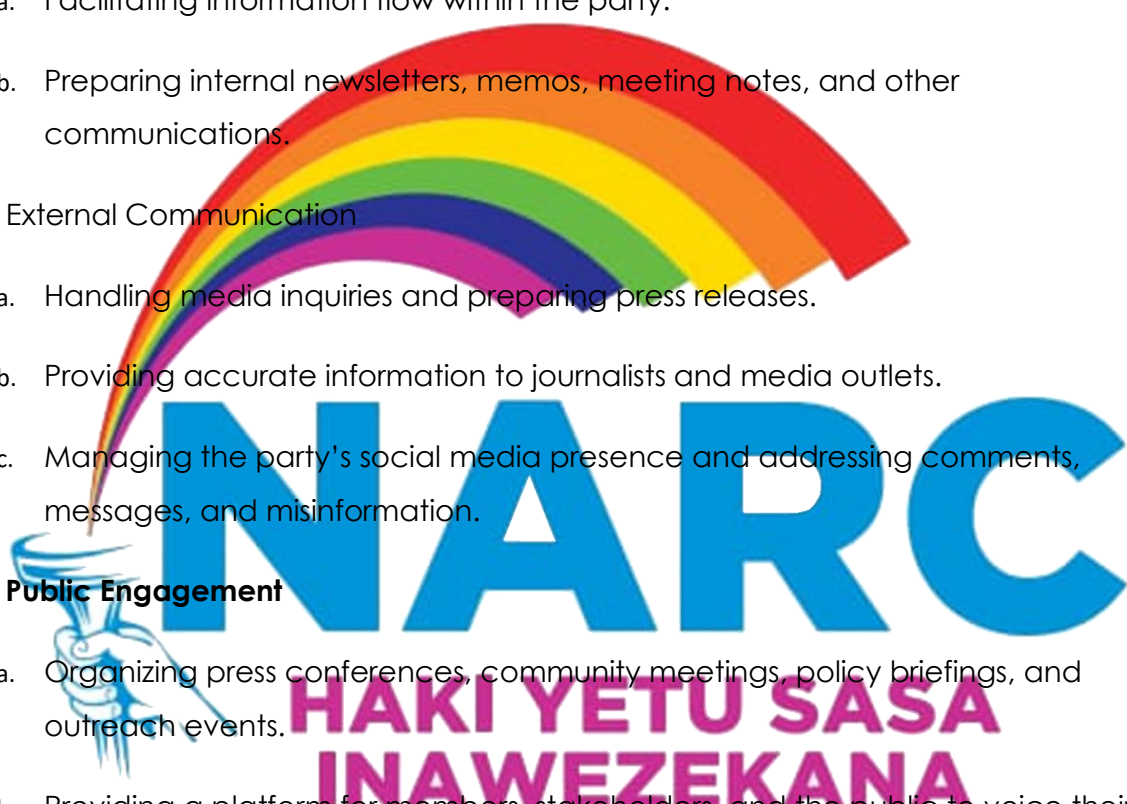
- a. Handling media inquiries and preparing press releases.
- b. Providing accurate information to journalists and media outlets.
- c. Managing the party's social media presence and addressing comments, messages, and misinformation.

### **4.3. Public Engagement**

- a. Organizing press conferences, community meetings, policy briefings, and outreach events.
- b. Providing a platform for members, stakeholders, and the public to voice their concerns.

## **5. Policy and Research**

- a. Policy Development: Conducting policy reviews, developing policy proposals, and preparing policy briefings for party leadership.





- b. Issue Analysis: Staying up to date with current events, analyzing their implications, and offering policy guidance.

## **6. Strategic Planning and Operations (Campaign and Electoral Activities)**

- a. Political Climate Monitor: Analyzing daily news, opinion, and political developments to guide strategies.
- b. Campaign Planning: Designing and implementing strategies for electoral campaigns in coordination with candidates.
- c. Voter Outreach: Organizing voter registration drives, phone banking, canvasses, and voter mobilization initiatives.
- d. Election Monitoring: Recruiting and training party agents and observers to oversee electoral processes and identify irregularities.

## **7. Coordination with Sub-Branches**

- a. Reporting: Receiving reports from county and constituency branches, analyzing their data, and offering policy direction.
- b. Support: Providing resources, training, and guidance to enable sub-branches to carry forward the party's agenda effectively.
- c. Performance Tracking: Assessing branch activity against party goals and standards

## **8. Media and Public Relations**

- a. Media Monitoring: Staying up to date with media coverage related to the party, its leadership, and key political issues.
- b. Media Relations: Communicating with journalists and media outlets to aid accurate and favorable coverage.

## **9. IT and Data Management**



- a. IT Support: Providing technical support, ensuring functionality and securing IT systems, networks, and software.
- b. Data Security: Implementing measures to protect sensitive data, including backups and cybersecurity controls.
- c. Database Management: Updating and managing databases related to members, donors, and campaigns.
- d. Data Analysis: Analyzing data to aid strategic decision-making.

## 10. Logistical Support

### 10.1. Supply Management

- a. Inventory Control: Managing inventories of office supplies, materials, and equipment.
- b. Procurement: Facilitating the purchasing of goods and services needed by the secretariat.

### 10.2. Facility Management

- a. Maintenance: Ensuring that facilities are well maintained and fully operational.
- b. Health and Safety: Implementing health and safety measures to protect both staff and visitors.

### 9.3.3: Party Support Staff Functions

#### 1. Administrative Roles:

- a. **Office Manager:** Shall oversee daily operations of the party's headquarters or branch offices.
- b. **Secretary:** Shall handle correspondence, meeting schedules, and documentation.

#### 2. Policy and Research:



- a. **Policy Analyst:** Shall conduct research and develops policy proposals aligned with the party's platform.
  - b. **Research Officer:** Shall gather data and analyze trends to inform party strategies.
- 3. Communications:**
- a. **Communications Director:** Shall manage public relations, media outreach, and the party's overall communication strategy.
  - b. **Social Media Manager:** Shall oversee the party's presence on social media platforms, creating content and engaging with followers.
- 4. Financial Management:**
- a. **Accountant:** Shall manage the party's finances, including budgeting, bookkeeping, and financial reporting.
  - b. **Treasurer:** Shall oversee financial policies, fundraising, and ensures compliance with financial regulations.
- 5. Human Resources:**
- a. **HR Manager:** Shall handle recruitment, employee relations, performance management, and ensures compliance with labor laws.
- 6. Organizing:**
- a. **Field Organizer:** Shall coordinate grassroots organizing efforts, including volunteer recruitment and campaign events.
  - b. **Membership Coordinator:** Manages the party's membership database and engagement initiatives.

#### 9.3.4: Staff Recruitment Procedure

##### 1. Establishment of Recruitment Needs:

a. The secretariat shall first conduct a needs assessment to determine the specific roles and number of staff required.

b. Detailed job descriptions shall be prepared for each position, including qualifications, experience, and key responsibilities.

## 2. Approval of Recruitment Plan:

a. The recruitment plan, including the number of positions, job descriptions, and budget allocation, shall be submitted for approval to the party's governing body or National Executive Committee (NEC).

b. The secretariat shall ensure that there is an approved budget for the recruitment, covering salaries, benefits, and any other associated costs.

## 3. Advertisement of Vacancies:

a. Vacancies shall be advertised publicly to attract a wide pool of candidates. This shall be done through the party's official website, social media platforms, or newspapers, and other relevant job boards.

b. The Party shall first circulate the vacancies internally within the party to allow existing members or volunteers to apply.

## 4. Application Process:

a. Candidates shall be invited to submit their applications, including a resume and a cover letter, by a specified deadline.

b. The secretariat shall acknowledge receipt of all applications, either via email or other communication channels.

## 5. Shortlisting of Candidates:

a. The Secretariat shall establish a clear criterion for shortlisting candidates based on qualifications, experience, and alignment with the party's values and mission.



b. A recruitment panel comprising senior members of the secretariat and possibly an HR consultant to shortlist candidates, shall be formed.

#### 6. Interview Process:

a. The secretariat shall organize interviews for shortlisted candidates, which may include multiple stages such as initial screening, technical interviews, and final interviews.

b. The interview panel shall include key members of the secretariat and any relevant experts. Diversity and gender balance in the panel, shall be ensured.

c. During the interviews, candidates shall be assessed on their professional competence, understanding of the party's values, and ability to contribute to the party's goals.

#### 7. Selection of Candidates:

a. After the interviews, the panel shall meet to evaluate the candidates and make final recommendations for hiring.

b. Reference Checks shall be conducted on the selected candidates to verify their background and previous employment history.

c. The recommended candidates shall be presented to the NEC or relevant party authority for final approval.

#### 8. Issuance of Offer Letters:

a. Offer letters shall be issued to the selected candidates, detailing the terms of employment, salary, benefits, and start date.

b. Candidates shall be required to confirm their acceptance of the offer in writing, within the specified time frame.

#### 9. Onboarding Process:





a. There shall be development and implementation of an orientation program for new staff, introducing them to the party's structure, policies, and key personnel.

b. Necessary training shall be provided to help new staff adapt to their roles and understand the party's operational procedures.

#### 10. Documentation and Record Keeping:

a. All new staff members shall be required to sign employment contracts that clearly outline their roles, responsibilities, and conditions of employment.

b. The secretariat shall maintain a secure and organized filing system for all employee records, including application materials, contracts, and performance reviews.

#### 11. Probationary Period:

a. There shall be a probationary period of 6 months during which the new staff member's performance shall be evaluated.

b. Regular feedback shall be provided during the probation period and a formal evaluation conducted at the end to decide on the confirmation of the staff member's employment.

#### 12. Compliance with Legal and Ethical Standards:

a. The recruitment process, shall comply with national labor laws and regulations, including non-discrimination and equal opportunity requirements.

b. High ethical standards shall be maintained throughout the recruitment process, ensuring fairness, transparency, and meritocracy.

### ARTICLE 10: THE NATIONAL ELECTIONS BOARD

1. The NEB shall be appointed by the NEC (National Executive Council), and shall be headed by the Director of Elections.

2. The National Elections Board shall comprise of nine (9) members

### 10.1. Qualifications of members to the Board

- a) Must be a Kenyan Citizen
- b) Must be a registered and active member of the party
- c) Must uphold the party constitution, especially pertaining to free and fair elections
- d) The chairperson should hold a university degree.
  - Other NEB members should have at least post-secondary education.
- e) Must have Integrity and a good moral standing
- f) Must possess the ability to act independently and impartially

### 10.2 Duties of the NEB

- a) To prepare the ballot papers.
- b) To make provisions for ballot boxes or other means of secret voting.
- c) To create machinery for the counting of ballot papers and the effective supervision of the counting of votes.
- d) To establish procedures for voting
- e) To determine any dispute raised in regard to elections and election procedures, and determine how tied votes should be resolved.
- f) To announce the results of all ballots and make known the number of votes received by each candidate.


- 2. The quorum of the NEB shall be two thirds of the total number
- 3. NEB officials shall be in office for a renewable duration of 5 years, where elections shall be held
- 4. Any person who may feel aggrieved by the decision of the National Elections Board may appeal, in writing to the National Executive Committee including



grounds and their documented substantiations for consideration. The decision of the National Executive Committee shall be final.

## ARTICLE 11: BRANCH ORGANIZATION

### Article 11.1: COUNTY ORGANIZATION

- 
- i. The branch shall be the basic organization within the Party and the County.
  - ii. Each branch shall have a branch Executive Committee which shall consist of the following elected officials;
    - a) The Chairperson, Deputy Chairperson, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer, Women Affairs Leader, Disability Congress Leader, Youth Affairs Leader and Organizing Secretary.
    - b) The Executive Officer appointed by the Branch Executive Committee.
    - c) Chairperson, Secretary, and Treasurer of Constituency Committees
  - iii. Branch Office bearers shall be elected at the Branch Delegates Conference and shall hold office for five years and shall be eligible for re-elections.
  - iv. The party shall have branches and sub-branches within each county in not less than 24 counties. The National Executive Committee (NEC) shall determine the party sub-branches to be formed and their decision shall be ratified by the National Delegates Conference (NDC).

#### Article 11.1.1: Roles and responsibilities of the branches

##### 1.1. Representation of the Party at the County Level:

- a. **Advocacy and Representation:** Shall represent the party's interests within the county, advocating for local issues, and ensuring that the county's voice is heard in the party's national decision-making processes.

- b. **Engagement with Local Government:** Shall liaise with county government officials and bodies to influence local policy in line with the party's platform and goals.

## 1.2. Membership Recruitment and Management:

- **Recruitment Drives:** Shall organize membership recruitment drives within the county to grow the party's base.
- **Membership Records:** Shall maintain an up-to-date register of all members within the county, ensuring that information is accurate and regularly updated.

## 1.3. Coordination of Party Activities:

- **Event Planning:** Shall organize and coordinate party events, meetings, and rallies within the county.
- **Election Campaigns:** Shall plan and execute election campaigns at the county level, mobilizing volunteers, coordinating with candidates, and managing campaign resources.

## 1.4. Communication and Information Dissemination:

- **Local Communication:** Shall serve as a communication link between the party's national office and the grassroots members within the county.
- **Public Relations:** Shall manage the party's image within the county, including handling media relations, public statements, and crisis communication.

## 1.5. Policy Implementation and Feedback:

- **Policy Implementation:** Shall implement the party's policies and programs at the county level, ensuring alignment with national strategies.
- **Feedback Mechanism:** Shall collect feedback from members and the general public on party policies and local issues, reporting this to the national office for consideration.

## 1.6. Financial Management:



- **Fundraising:** Shall organize local fundraising activities to support the party's activities within the county.
- **Financial Reporting:** Shall manage the finances of the branch, maintaining transparent records and reporting regularly to the national office.

### 1.7. Conflict Resolution:

- **Internal Dispute Resolution:** Shall address and resolve disputes among members within the county branch, following the party's established conflict resolution procedures.
- **Disciplinary Actions:** Shall implement disciplinary actions as necessary, ensuring that all procedures are fair and consistent with the party's constitution.

### 1.8. Training and Capacity Building:

- **Member Training:** Shall organize training sessions for members on party policies, election procedures, and leadership skills.
- **Capacity Building:** shall build the capacity of local leaders and volunteers to effectively manage party activities and represent the party in the community.

## Article 11 1.2 Roles and Responsibilities of Party Sub-Branches:

### 2.1. Extension of Branch Activities:

- a. **Local Representation:** Shall serve as the party's representatives in smaller communities or wards within the county, ensuring that the party has a presence in every corner of the county.
- b. **Community Engagement:** Shall engage with local community leaders and groups to build relationships and promote the party's agenda at the grassroots level.

### 2.2. Membership Mobilization:

- a. **Grassroots Recruitment:** Shall conduct grassroots membership drives, focusing on areas that are underrepresented or where the party has less influence.



- b. **Member Support:** Shall provide support and guidance to new members, helping them understand the party's values, policies, and their role within the party.

### 2.3. Execution of Local Campaigns:

- a. **Campaign Implementation:** shall implement local election campaigns, working closely with the county branch to ensure consistency in messaging and strategy.
- b. **Voter Mobilization:** Shall mobilize voters at the grassroots level, ensuring high voter turnout and support for the party's candidates.

### 2.4. Information Gathering and Reporting:

- a. **Community Feedback:** Shall gather information and feedback from local residents on issues affecting their community and report this to the county branch.
- b. **Issue Reporting:** Shall report any issues, challenges, or opportunities at the grassroots level to the county branch for further action.

### 2.5. Facilitation of Local Meetings and Events:

- a. **Local Meetings:** Shall organize and facilitate regular meetings with local members to discuss party activities, policies, and upcoming events.
- b. **Community Events:** Shall plan and execute community engagement events, such as clean-up drives, health camps, or educational seminars, to promote the party's presence in the community.

### 2.6. Conflict Resolution and Disciplinary Actions:

- a. **Local Dispute Resolution:** Shall resolve conflicts among members within the sub-branch, escalating serious issues to the county branch as needed.
- b. **Enforcement of Party Discipline:** Shall enforce party discipline at the grassroots level, ensuring that members adhere to the party's code of conduct.

### 2.7. Financial Management at the Local Level:



- a. **Fund Management:** Shall manage any funds allocated to the sub-branch, ensuring transparency and accountability in the use of resources.
- b. **Fundraising:** shall assist the county branch in local fundraising efforts, contributing to the overall financial health of the party within the county.

## 2.8. Support for County Branch:

- a. **Branch Support:** Shall provide ongoing support to the county branch, including participation in county-wide initiatives, campaigns, and events.
- b. **Coordination with Branch:** Shall work closely with the county branch to align activities, share resources, and ensure the effective execution of party strategies at the local level.

### Article 11.1.3: Constitution of The Branches Delegates Conference:

- a) Office bearers of the branch, including the Branch Executive Officer
- b) Office bearers of all Constituency Committees in the County
- c) Five representatives of the Women affairs congress
- d) Five representatives of the Youth Affairs congress

### Article 11.1.4: Duties of the Branch Executive Committee;

- a) To carry out party activities among the people in order to realize the aims, objectives, policies and programs of the Party.
- b) To promote political and general education amongst the people of the County
- c) To recruit and review Party Membership; and Party policies and programs among individual Party members.

## Article 11.2: CONSTITUENCY ORGANIZATION

- i. The Constituency organization shall be the sub-branch formed on the basis of Constituency administrative boundaries.
- ii. Each constituency shall have a Constituency Executive Committee which shall consist of the following elected officials;

- a) Chairperson, Vice-Chairperson, Secretary, Deputy Secretary, Treasurer, Women Affairs Leader, Disability Congress Leader and Youth Affairs Leader;
- b) Constituency Executive who shall be appointed by the constituency Executive Committee.

## ARTICLE 12: PROCEDURES OF MEETINGS AT PARTY LEVEL

- a) The National Delegates Conference (NDC) shall convene at least once every 5 years and the National Executive Committee (NEC) shall convene at least twice a year.
- b) The quorum for the National Executive Committee (NEC), the National Delegates Conference (NDC), all branches, Sub-branches and Ward meetings shall be one-third of the membership thereof and in the event of lack of quorum the meeting shall be adjourned to another date to be determined by the Secretary General; but not later than 14 days after the earlier meeting.
  - If the reconvened meeting also fails to achieve quorum, the members present, being not less than one-third ( $\frac{1}{3}$ ) of the total NEC membership, shall constitute a quorum and may proceed to transact business, provided that no decisions involving constitutional amendments or removal of party officials shall be made without full quorum.
- c) All meetings of the National Executive Committee, the National Delegates Conference, branch, sub-branch and Ward Committees shall be chaired by the Chairperson or in his/her absence the Deputy Chairperson, in the absence of either the members shall elect one among themselves to preside.
- d) The Secretary General shall be the convener of all party meetings including the National Delegates Conference (NDC) and the National Executive Committee (NEC) meetings. The Secretary General shall give a 90 days' notice to all party



members which shall indicate the date venue and time of the meeting. The said notice must be published in at least one newspaper of national circulation.

- e) Minutes of the meetings shall be taken by the Secretary General or a person duly appointed by the Secretary General.
- f) Resolutions, unless otherwise stated in the constitution shall be decided by simple majority by show of hands during voting.
- g) In the event of an inequality of votes at any meeting, the Chairperson shall have a casting vote.

### **ARTICLE 13: PARTY LISTS' NOMINATIONS**

Party Members shall through the specified Party organs, have the right to participate in the elections of candidates for all elective positions.

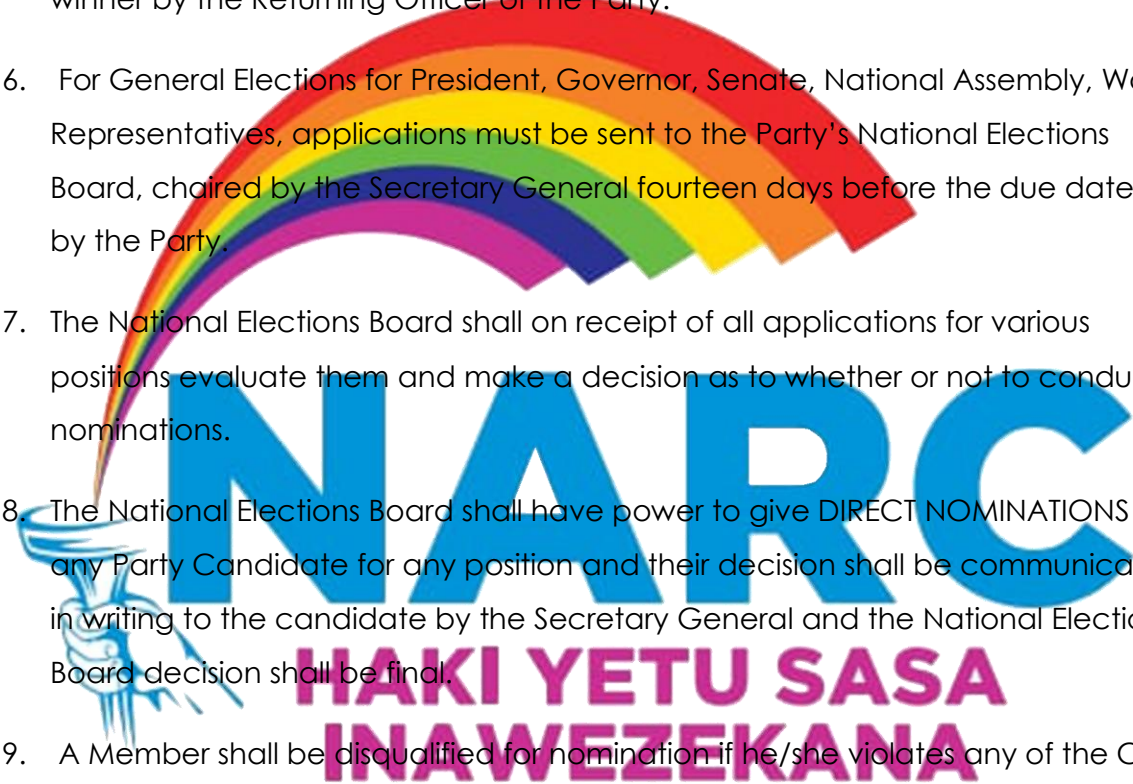
1. All Party members are eligible to offer themselves for nominations.

All candidates must meet the following requirements:

- a) Must be over 18 years of age
- b) Must have a Certificate of Good Conduct
- c) Must have a Tax Clearance Certificate.
- d) Must have at least a KCSE level of Education for MCA's, and a degree for Members of National Assembly, the Senate and governor or as the Constitution shall dictate.
- e) Must not have been convicted of any criminal offence.
- f) Must be of sound mind.
- g) Must be Kenyan Citizens



2. A member wishing to be nominated by the Party shall be required to pay a nomination fee set by the NEC from time to time for various nominations or elections.
3. Members of the Party shall cast their vote/s through secret ballot or any other acceptable method(s) recommended by the relevant Party organ.
4. Where only one person is contesting without opposition, such person shall be declared the unopposed party candidate.
5. And in the case of internal Party elections, the sole candidate shall be declared winner by the Returning Officer of the Party.
6. For General Elections for President, Governor, Senate, National Assembly, Ward Representatives, applications must be sent to the Party's National Elections Board, chaired by the Secretary General fourteen days before the due date set by the Party.
7. The National Elections Board shall on receipt of all applications for various positions evaluate them and make a decision as to whether or not to conduct nominations.
8. The National Elections Board shall have power to give DIRECT NOMINATIONS to any Party Candidate for any position and their decision shall be communicated in writing to the candidate by the Secretary General and the National Elections Board decision shall be final.
9. A Member shall be disqualified for nomination if he/she violates any of the Code of Conduct tenets or regulations and rules as may be stated in the Party Constitution or relevant laws of the country.
10. **NOMINATION CERTIFICATES** shall be signed by the Party Signatories, whose names shall be filed with the IEBC and the Registrar of Political Parties.





## ARTICLE 14: FORMATION, MAINTENANCE AND TERMINATION OF MERGERS, COALITIONS/ALLIANCES

The NARC National Delegates Conference may resolve to form a coalition with other Political Parties before or after any Presidential, Parliamentary or County Assembly elections. In that event, the modalities of formation, maintenance and termination of such coalition shall be determined by the Constitution of the Party, the Constitution of Kenya and any other written law in force then.

1. A properly constituted National Delegates Conference shall have the power to pass a Resolution authorizing the National Executive Committee to enter into Mergers or Coalitions/Alliances.
2. The National Executive Council shall within seven (7) days after receiving the resolution by the National Delegates Conference convene a special meeting to pass a resolution to commit the Party into a merger or a coalition or an alliance.
3. The notice for the NEC special meeting shall be seven (7) days.
4. The NEC resolution shall become effective immediately it is passed and signed by the Secretary General.
5. The NEC decision shall then be communicated to the members through both Electronic and Print Media.
6. Execution of the Merger or Coalition or Alliance instruments or documents shall be done by the Secretary General on behalf of the Party and shall be done between 8:00a.m and 5:00p.m. any day.
7. All Merger or Coalition agreements shall be for a period of five (5) years and above.
8. Any party willing to terminate a merger or coalition agreement shall give the other a six (6) months' notice in advance.

## Article 14.1: CIRCUMSTANCES & CRITERIA FOR MERGERS

1. The prevailing political situation in the country shall determine the party forming a merger.
2. The other circumstances where a political party shall form mergers include;
  - a) The need to unite against a common rival and form a united frontOR
  - b) The push for common legislative objectives e.g. constitutional reforms and economic policie

## Article 14.2: RULES FOR ENTERING INTO COALITIONS

- a) Coalition parties must be like-minded
- b) Must espouse the same values and aspirations like our party
- c) Coalition partners Constitutions must embrace gender equity and promote youth inclusion.

## ARTICLE 15: TRUSTEES

- a) There shall be five trustees elected at the National Delegates Conference.
- b) Any land, building and other immovable property, investments and securities that may be acquired by the Party shall be vested in the names of the trustees.
- c) The trustees shall be appointed for a period of five years and none of them shall be removed from office except on the following grounds;
  - i. Voluntary resignation in writing;
  - ii. Bankruptcy; and
  - iii. A motion calling for his/her removal is passed by two thirds majority of National Delegates Conference.
- d) The quorum necessary to transact business by the trustees shall be three trustees personally present.

- e) The Trustees shall pay all income received from property vested in the Trustees to the Treasurer

## ARTICLE 16: FINANCE

### Article 16.1: SOURCES OF PARTY FUNDS

1. The source of funds of the Party shall include the following;

- a) Membership dues.
- b) Political Parties fund
- c) Grants, contracts, donations and legacies accepted by the Conference on behalf of the Party in accordance with the law.
- d) Revenue from capital investments
- e) Net income from publications and consultancies and
- f) Voluntary contributions

2. The Party shall establish Rules governing the collection, keeping and the expenditure of the funds at their disposal.

3. The Party, and bodies created by it may not incur expenditure in excesses of the funds at their disposal.

4. There shall be no distribution of funds among members.

5. NARC shall utilize its funds in-line with the Party Annual Plan.

### Article 16.2: Purposes of the Party Funds:

- i) To promote the representation of women, persons with disabilities, youth, ethnic minorities, and marginalized communities in Parliament and county assemblies.



- ii) To encourage active citizen participation in political life.
- iii) To cover election expenses and broadcasting the political party's policies.
- iv) To organize civic education in democracy and electoral processes.
- v) To shape public opinion through the party's influence.
- vi) To cover administrative and staff expenses, not exceeding 30% of the allocated funds.

## **ARTICLE 17: INSPECTION OF ACCOUNTS AND LIST OF MEMBERSHIP**

The books of accounts and all documents relating thereto and the list of members of the party shall be available for inspection at the respective registered offices of the Party by any officer or member of the Party on giving not less than fourteen days' notice in writing prior.

## **ARTICLE 18: AUDITOR**

The Party shall:

1. Appoint or re-appoint an auditor at the National Delegates Conference. All the Party accounts, records and documents shall be open for inspection by the auditor at any time.
2. Treasurer shall prepare and submit audited accounts made up to a date which shall be less than four weeks and not more than two months before the dates for the National Delegates Conference.
3. Periodic audited accounts shall be prepared and submitted to the NEC at least twice a year.
4. The auditor shall not be an office bearer or a member of any committee of the party.
5. The auditor shall be paid such honorarium for his/her duties as may be approved by the National Delegates Conference.



## ARTICLE 19: ASSET MANAGEMENT POLICIES AND PROCEDURES

The purpose is to ensure that all assets owned by the party, including property and investments are managed responsibly and in line with the party's objectives.

**1. Asset Register:** The party shall maintain an up-to-date asset register detailing all party-owned properties, equipment, and investments, including their acquisition date, value, and location.

**2. Valuation:** The party shall regularly conduct valuations of assets to ensure accurate representation in financial statements.

**3. Maintenance:** The party shall implement a maintenance schedule for all physical assets to prolong their usability and value.

### Article 19.1: CUSTODY OF FUNDS AND PROPERTY

1. All party funds shall be held in accounts designated by the National Executive Committee (NEC) and managed by the Treasurer.

2. Funds shall be deposited in reputable financial institutions approved by the NEC.

### Article 19.2: INVESTMENT POLICY:

All investment decisions shall require approval from the NEC and must be reported at the National Delegates Conference.

### Article 19.3: PROPERTY MANAGEMENT

1. All party properties, including land and buildings, shall be vested in the names of elected trustees.

2. Trustees shall be responsible for managing these properties under the direction of the NEC, ensuring compliance with legal and financial regulations.

### Article 19.4: DESIGNATION OF RESPONSIBLE PERSONS

**1. Treasurer:** Shall manage the party's funds, oversee financial transactions, and ensure proper accounting of income and expenditures.



**2. Trustees:** Shall be responsible for the management and oversight of the party's properties and investments.

**3. Finance Committee:** A sub-committee of the NEC that shall provide additional oversight, reviewing financial reports and advising on investment strategies.

#### Article 19.5: FINANCIAL OVERSIGHT AND AUDITING

**1. Auditing:** All accounts shall be audited annually by an independent auditor appointed by the National Delegates Conference.

**2. Financial Reporting:** Regular financial reports shall be prepared by the Treasurer and reviewed by the NEC at least quarterly.

**3. Transparency:** The party's financial statements, including income, expenditures, assets, and liabilities, shall be made available to members and relevant authorities as required by law.

#### ARTICLE 20: DISCIPLINE

##### Party National Disciplinary Body and Devolved Disciplinary Bodies at the County and Sub-County Levels

**1. Composition:** The National Disciplinary Body shall consist of members appointed by the National Executive Committee (NEC). The devolved bodies at the county and sub-county levels shall be composed of members from the local executive committees.

**2. Quorum:** At least one-third of the members shall be required to form a quorum for any disciplinary meeting.

**3. Reporting:** The disciplinary bodies shall report their findings and decisions to the NEC, which oversees all disciplinary actions within the party.



## Article 20.1: PROCEDURE FOR INITIATION AND CONDUCT OF DISCIPLINARY PROCEEDINGS

**1. Initiation:** Disciplinary proceedings shall be initiated by reporting misconduct to the relevant disciplinary body (national, county, or sub-county). A formal complaint shall be filed, and the accused member shall be notified of the charges.

**2. Hearing:** The accused shall be given a fair opportunity to respond to the charges against them. The hearings must be conducted in a manner that upholds principles of natural justice.

**3. Decision:** Decisions shall be made based on a majority vote. The outcome shall then be communicated in writing to the accused and the relevant party organ.

### Article 20.1.2: Operating Procedures and Timelines

**1. Timelines for Hearings:** Complaints shall be heard within 30 days of filing. The disciplinary committee is expected to deliver its decision promptly.

**2. Appeals:** Appeals must be filed within 14 days of the decision. Appeals shall be heard by the NEC or a designated appeals committee, which must resolve the matter within another 30 days.

### Article 20.1.3: Finality of Decisions

Decisions of the disciplinary bodies shall be subject to review by the NEC. However, once ratified by the National Delegates Conference (NDC), the decision shall be considered final, with no further appeal.

## Article 20.2: NORMS AND PROCEDURES

1. All members without exception must abide by the Constitution of NARC, set rules and regulations, the standing orders and codes of conduct, as adopted or amended from time to time, as well as all policies and decisions properly adopted or made in terms of the Constitution.

2. Every candidate representing NARC during elections at any level of government, must undertake, in writing, prior to the elections, to abide by the Constitution of NARC and the relevant code of conduct for elected representatives and to submit and to abide by any disciplinary proceedings instituted against him/her in terms of the

Constitution or such codes, directly or indirectly arising from his/her conduct as a public representative of NARC.

3. Disciplinary proceedings against a member and public representative shall be confined to violations of the NARC constitution, Rules and Regulations, Standing Orders, Codes of conducts, Policies and Decisions of NARC properly adopted or made in terms of the Constitution, or the misconduct referred to above or provided for in terms of Rules hereunder and shall not;

a. Be used as a means of stifling or denying members their basic democratic rights;

OR

b. Be instituted as a means of solving private problems or as a means of interfering in the private lives of members where the norms of organizations are not directly affected, unless such conducts itself constitutes a violation or an offence affecting the Party.

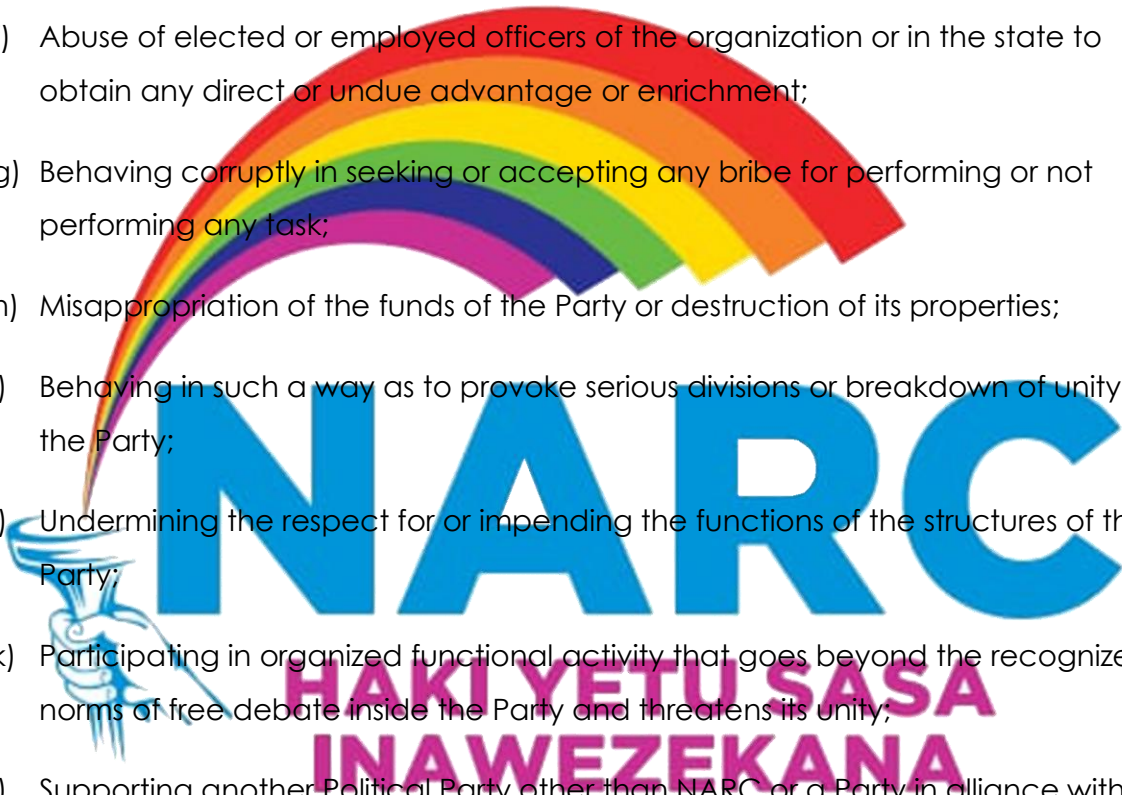
4. If the Party Organ exercising its right to invoke the disciplinary proceedings under this Constitution, is satisfied that the institution of a disciplinary procedure is warranted against a member in respect of any conduct referred to in rules above mentioned or any other misconduct prohibited in terms of the Constitution, it may decide to institute disciplinary proceedings against such a member in respect of such misconduct and the refer the matter to the NEC as the case may be, or any other body authorized in terms of the Constitution to conduct disciplinary proceedings, to proceed with such a disciplinary hearing.

5. A disciplinary committee, which has conducted a disciplinary hearing in terms of this Constitution, may find any member guilty or on a balance of probabilities.

6. The following conducts by a member shall constitute misconduct in respect of which disciplinary proceedings may be invoked and instituted against him/her:

a) Conviction in a court of law and being sentenced to a term of imprisonment without the option of fine, for any serious non-political offence.

- b) Conviction in a court of law, for any serious non-political offence.
- c) Behavior which brings the Party to disrepute or which manifests a flagrant violation of the moral integrity expected of members or conduct unbecoming that of a member.
- d) Sowing racism, sexism, tribal chauvinism, religious and political intolerance, regionalism, or any form of discrimination;
- e) Engaging in sexual or physical abuse of women or children or abuse of office to obtain sexual or any other undue advantage from members or others.
- f) Abuse of elected or employed officers of the organization or in the state to obtain any direct or undue advantage or enrichment;
- g) Behaving corruptly in seeking or accepting any bribe for performing or not performing any task;
- h) Misappropriation of the funds of the Party or destruction of its properties;
- i) Behaving in such a way as to provoke serious divisions or breakdown of unity in the Party;
- j) Undermining the respect for or impeding the functions of the structures of the Party;
- k) Participating in organized functional activity that goes beyond the recognized norms of free debate inside the Party and threatens its unity;
- l) Supporting another Political Party other than NARC or a Party in alliance with NARC in a manner contrary to the aims, objectives and policies of NARC;
- m) Standing in an election for County or National government as an agent or canvasser of a person standing for such election in opposition to a candidate duly endorsed by the Party;
- n) Prejudicing the integrity or reputation of the Party, or its personnel or its operational capacity by:





- 
- i. Impeding the activities of the Party.
  - ii. Creating division within its ranks or membership
  - iii. Doing another act which undermines its effectiveness as a Party
  - iv. Acting on behalf of or in collaboration with;
    - Counter-revolutionary forces;
    - A political organization or Party other than an organization or party in alliance with NARC in a manner contrary to the aims, policies and objectives of NARC.
    - Intelligence or the security services of other countries; or
    - Any person or group who seriously interferes with the work of the Party preventing it from fulfilling its mission and objectives.
  - o) Fighting or behaving in a grossly disorderly or unruly way:
  - p) Deliberately disputing meetings and interfering with the orderly functioning of the Party:
  - q) Offering a reduced rate membership to those known by the individual or group making the offer to be ineligible for that category of membership;
  - r) Recruitment of members who do not reside at an address claimed, where this is done in order to manipulate branch meetings or outcome of Party votes: or
  - s) Giving, collecting or raising of funds for campaigning activities within the NARC aimed at influencing the outcome of a conference or meeting.

### **Article 20.2.1: Proportional Punishments**

Punishments shall include warnings, suspensions, and expulsions, with severity proportional to the offense. Misconduct, such as corruption or abuse of office, may lead to expulsion, while minor offenses may result in a warning or suspension.



## ARTICLE 21: INTERNAL PARTY DISPUTE RESOLUTIONS

The Party's Dispute Resolution Committee shall be comprised of:

- The Secretary General
- Director of elections
- 3 NEC members

The quorum shall be two thirds of the members of the Committee.

### 21.1: Functions of the disputes Resolution Committee

1. Any disputes concerning the interpretation of the Constitution or any disputes involving members of the Party or Party Members and Party Leadership, or any dispute concerning any members relating to Party affairs or the management of the Party shall be adjudicated upon through internal party arbitration or dispute resolution committee.

- Arbitration shall be the last option for resolution of disputes at the party.

2. The Office of the Secretary General shall formulate rules and guidelines to be followed during the hearing of all disputes.

3. All Party Members shall be accorded fair hearing and the process shall be expedited and rulings shall be delivered without delay.

4. The formulated rules must be guided by the relevant laws of Kenya, rules of natural justice, and must be aimed at promoting Party unity, cohesiveness, manifesto, vision, ideology and objectives of the Party.

### 21.2: Procedure of Resolution of Disputes

The arbitration Tribunal or Dispute Resolution Committee shall;

- a. Sit by invitation of NEC, and shall hear all the disputes.
- b. The Tribunal shall sit at the Party Headquarters.
- c. The NEC shall appoint three (3) internal arbitrators from among members of NEC.



- d. The decision of the Arbitration Tribunal or Dispute Resolution Committee shall be communicated to NEC in writing.
- e. The NEC shall submit the internal Tribunals or Committees recommendations to the National Delegates Conference (NDC) for approval/ratification in a special meeting.
- f. The decision by the internal Tribunal or dispute Resolution Committee shall once approved by the NDC be FINAL.
- g. No appeal shall lie upon a decision by the internal Tribunal or Dispute Resolution Committee.
- h. Once a decision is ratified by the NDC, it shall be deemed final and binding, aligning with Article 50 of the Constitution of Kenya, principle of finality in fair hearings.

## ARTICLE 22: AUTHORISED PARTY SIGNATORIES:

1. The Secretary-General shall make or cause to be made all Party correspondences and documents.
2. The Secretary-General shall append his or her signature on all Party Documents and correspondences binding the party to any Authority.
3. The Party Bank Accounts shall be signed by Two National Officials among who shall be the Secretary-General of the Party. The other signatories shall be appointed by the Secretary General and confirmed by the National Executive Committee (NEC)
4. The Secretary General's signature shall be mandatory for all bank transactions.
5. Party NOMINATION CERTIFICATES FOR GENERAL ELECTIONS AND BY-ELECTIONS shall be signed EITHER by the Secretary General ALONE or in the alternative by the Secretary General and one other National Official; either the chairman or the treasurer.

6. The Secretary General shall sign all official communications with Government, Constitutional organizations and other legal organizations such as IEBC and The Registrar of Political Parties.

## **ARTICLE 23: AMMENDMENTS OF THE CONSTITUTION**

No amendment or changes may be made to the Constitution except with the approval and by a resolution of the National Delegates Conference.

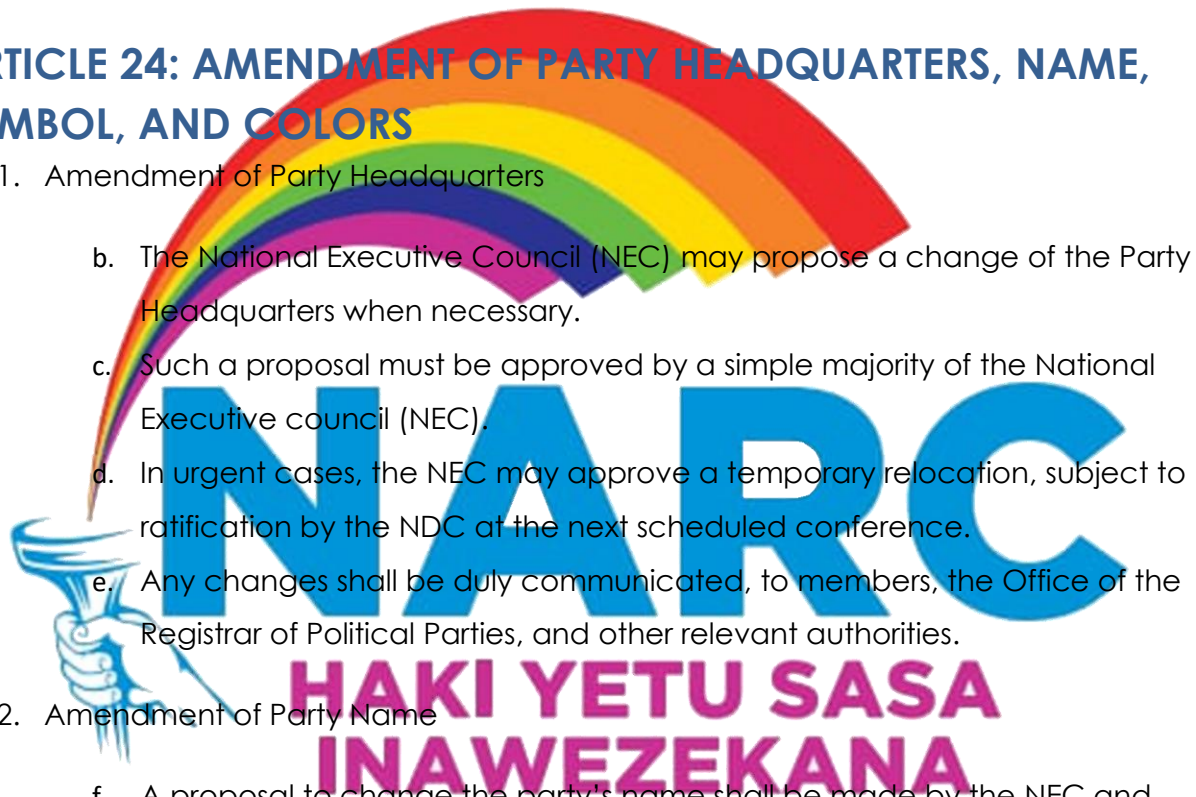
## **ARTICLE 24: AMENDMENT OF PARTY HEADQUARTERS, NAME, SYMBOL, AND COLORS**

### **1. Amendment of Party Headquarters**

- b. The National Executive Council (NEC) may propose a change of the Party Headquarters when necessary.
- c. Such a proposal must be approved by a simple majority of the National Executive council (NEC).
- d. In urgent cases, the NEC may approve a temporary relocation, subject to ratification by the NDC at the next scheduled conference.
- e. Any changes shall be duly communicated, to members, the Office of the Registrar of Political Parties, and other relevant authorities.

### **2. Amendment of Party Name**

- f. A proposal to change the party's name shall be made by the NEC and must be approved by at least two-thirds (2/3) of the NEC members. This will be subject to ratification at the next National Delegates Conference (NDC)
- g. The change shall be registered with the Office of the Registrar of Political Parties in accordance with the law.
- h. A notice of at least 60 days shall be issued to all members before the proposal is tabled for discussion.



### 3. Amendment of Party Symbol and Colors

- i. The party's symbol and colors may only be changed through a special resolution of the NDC, upon recommendation by the NEC.
- j. A proposal for such a change must be circulated at least 90 days in advance to all members.

### 4. Approval Process

- k. Any amendments under this Article must be:
  - a) Proposed by the NEC after consultation with relevant stakeholders.
  - b) Approved by at least two-thirds (2/3) of the NDC for changes related to the party name, symbol, and colors.
  - c) Registered and gazetted with the Office of the Registrar of Political Parties.

### 5. Notification and Compliance

- l. Upon approval, the changes shall be formally communicated to all party members through official communication channels

## ARTICLE 25: DEVELOPMENT OF POLICY DOCUMENTS & PUBLICATIONS

### Article 25.1: PURPOSE AND SCOPE

a. The party shall develop, publish, and maintain key policy documents to guide its governance, operations, and ideological direction.

b. These documents shall be reviewed periodically to ensure they remain relevant, effective, and aligned with the party's vision, national policies, and legal frameworks.

### Article 25.2: KEY POLICY DOCUMENTS

The party shall develop and maintain the following official documents:

**a) Party Constitution** - Governs the overall structure, functions, and principles of the party. This shall be reviewed every 10 years or as needed.

**b) Party Manifesto** - Outlines the party's vision, mission, policies, and key pledges. This shall be reviewed every 5 years or before a general election.

**c) Party Ideology Document** – Defines the political philosophy and ideological position of the party. This shall be reviewed every 10 years or as needed.

**d) Strategic Plan** – Provides the party's development roadmap for governance, policy priorities, and operational growth. This shall be reviewed every 5 years.

**e) Code of Conduct & Ethics** – Establishes standards for behavior, discipline, and leadership among party members. This shall be reviewed every 5 years.

**f) Human Resource (HR) Manual** – Guides the recruitment, management, and welfare of party staff. This shall be reviewed every 10 years or as needed.

**g) Financial Policy & Procurement Guidelines** – Regulates financial management, fundraising, and procurement processes. This shall be reviewed every 3 years or as required by law.

**h) Communication & Media Policy** – Governs public relations, media engagement, and internal communication strategies. This shall be reviewed after every 3 years.

**i) Gender and Inclusion Policy** – Ensures equitable participation and representation of all groups, including women, youth, and marginalized communities. This shall be reviewed every 5 years.

**j) Dispute Resolution & Disciplinary Procedures** – Defines processes for handling internal conflicts and disciplinary matters. This shall be reviewed after every 5 years.

#### Article 25.3: REVIEW AND AMENDMENT PROCESS

k) The National Executive Council (NEC) shall oversee the development, review, and amendment of all policy documents.

i. The Policy and Research Committee shall conduct periodic assessments and propose necessary updates.

j) Any amendments to these documents **must** be approved by the **NEC** and authorized by the **Secretary General**.



#### Article 25.4: PUBLICATION AND ACCESSIBILITY

- i. All policy documents shall be published in both print and digital formats.
- ii. The party shall ensure accessibility to members through its official website, party offices, and organized forums.

#### Article 25.5: COMPLIANCE AND IMPLEMENTATION

- i. All members and officials shall adhere to the provisions outlined in these documents.

### ARTICLE 26: DISSOLUTION

Subject to any written law in Kenya NO Person or Member of the Party or Official of the Party or Organ of the Party shall have the powers to dissolve the Party.

Dissolution of the party shall be effected only under the circumstances that;

- a) The party ceases to achieve the goals anticipated in both its Constitution and the manifesto

The criteria of dissolution shall be as follows;

- b) Agreement to dissolve must be reached during a National Delegates Conference (NDC)
- c) A vote to dissolve must be by secret ballot, with at least half of the registered members voting.

After dissolution, the property of the political party shall be disposed of in the following manner;

- i) Debt Settlement

Priority shall be given to settling outstanding debts, liabilities or legal obligations incurred by the party before dissolution.

- ii) Refund to party officials or members who had contributed personal assets to the party, if any.



## SCHEDULES

### 1. PARTY SYMBOL





**INAWEZEKANA**