

# CONSTITUTION OF KENYA INTERNSHIP AND ATTACHMENT ASSOCIATION (KIAAA)

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"An NGO Bridging Education and Employment for Kenyan Youth"

Adopted by Founding Members of KIAAA

## **PREAMBLE**

We, the founding members of the Kenya Internship and Attachment Association (KIAAA), united by the common purpose of bridging the gap between education and employment, hereby commit ourselves to nurturing a generation of empowered, skilled and professionally prepared Kenyan youth.

Recognizing the importance of practical training, mentorship, and equitable opportunities, we establish this Constitution as the guiding framework for our organization, in line with the NGO Coordination Act and the laws of Kenya.

We dedicate ourselves to operate throughout the Republic of Kenya, upholding our core values of empowerment, quality, unity, collaboration, and inclusiveness, while flying the colors of our organization: Ghost White, Vampire Gray, Coffee Brown and Dark Indigo.

## **CHAPTER ONE: GENERAL PROVISIONS**

### Article 1: Name, Logo, Colors and Slogan

1. The name of the organization shall be Kenya Internship and Attachment Association (KIAAA).
2. The official slogan shall be: 'Bridging Education and Employment.'
3. The organization shall operate as a Non-Governmental Organization (NGO) registered under the NGO Coordination Act, Cap 19, Laws of Kenya.
4. Area of Operation: The organization shall operate across the Republic of Kenya.
5. Head Office: Kisii Town, Kisii County, Kenya.
6. The organization shall have the right to adopt an official logo, seal, and organizational colors (Ghost White, Vampire Gray, Coffee Brown, and Dark Indigo).

## **CHAPTER TWO: VISION, MISSION, AND CORE VALUES**

### **Vision**

A Kenya where every young person has access to meaningful and relevant internships and attachments, enabling them to realize their full potential and contribute sustainably to the nation's economic and social development.

### **Mission**

To connect, mentor, and empower Kenyan students and recent graduates by providing access to quality and relevant internships and attachments that foster practical skills development, professional growth, and community impact.

### **Core Values**

Empowerment

Quality

Unity

Collaboration

Inclusiveness

## **CHAPTER THREE: OBJECTIVES AND ACTIVITIES**

### **Article 3.1 Objectives**

1. Create a robust and sustainable network of internship and attachment opportunities accessible to Kenyan students and recent graduates.
2. Provide mentorship programs that support professional development and career guidance.
3. Collaborate with universities, colleges, and industry players to align skills with labor market needs.
4. Raise awareness on the importance of practical experience in career development.
5. Monitor, evaluate, and report on the impact of internships and attachments on youth employability and growth.
6. Mobilize resources to support youth internship and attachment programs in line with Kenyan laws and policies.

### **Article 3.2 Activities**

1. Facilitate internship and attachment placements through partnerships.
2. Organize mentorship forums and professional training workshops.
3. Conduct tracer studies and research on youth employability.
4. Collaborate with government and private sectors to secure opportunities.
5. Advocate for favorable policies and raise awareness.
6. Mobilize resources through fundraising and partnerships.
7. Promote community service and volunteerism among youth.

## CHAPTER FOUR: MEMBERSHIP

Membership is open to:

- Students of recognized institutions in Kenya.
- Recent graduates (within five years of graduation).
- Professionals and organizations supporting KIAAA's objectives.

Categories of Membership:

- Ordinary Members: Students and recent graduates.
- Associate Members: Professionals and organizations.
- Honorary Members: Individuals recognized for exceptional service to KIAAA.

Rights and Duties:

Members have the right to participate in meetings, activities, and decision-making, and the duty to uphold the constitution and pay required fees.

Disciplinary Actions:

Members may face disciplinary actions such as warnings, suspension, or termination for misconduct.

## CHAPTER FIVE: GOVERNANCE STRUCTURE

The organization shall be governed by an Executive Committee consisting of the Chairperson, Secretary, Treasurer, Monitoring & Evaluation Officer, and Communications Officer. Each shall serve for three (3) years and may be re-elected.

The Executive Committee is responsible for policy formulation, budgeting, partnership management, and organizational representation.

## CHAPTER SIX: MEETINGS

1. Annual General Meeting (AGM) shall be held once a year to review activities and elect officers.
2. Executive Committee Meetings shall be held quarterly.
3. Quorum for AGM: One-third (1/3) of total members.
4. Quorum for Executive Meetings: At least three members.

## CHAPTER SEVEN: FINANCE

1. The financial year shall run from 1st January to 31st December.
2. Funds shall come from membership fees, donations, grants, and fundraising activities.
3. Bank accounts shall require two signatories out of three: Chairperson, Treasurer, and Secretary.
4. Annual audits shall be done by a certified auditor.

## **CHAPTER EIGHT: AMENDMENTS**

The constitution may be amended at an Annual General Meeting by a two-thirds (2/3) majority of members present, subject to approval by the NGO Coordination Board.

## **CHAPTER NINE: DISSOLUTION**

The Association may be dissolved by a two-thirds (2/3) majority vote of members at a special meeting. Upon dissolution, assets shall be transferred to another registered non-profit organization with similar objectives.

## **CHAPTER TEN: DECLARATION**

This Constitution of the Kenya Internship and Attachment Association (KIAAA) was adopted by the founding members in accordance with the NGO Coordination Act of Kenya.

Adopted by Founding Members – Kenya Internship and Attachment Association (KIAAA)