

THE CONSTITUTION  
OF

KEPhSA RESEARCH Hub

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## **1. NAME**

The club's name shall be **KEPhSA Research Hub** abbreviated as **KEPhSARH** and shall be affiliated to **Pharmacy students' association of Kenya (KEPhSA)**.

## **2. VISION**

Empower and inspire the next students' generation of Pharmacy by establishing a dynamic research hub

## **3. MISSION**

Provide Pharmacy students with a platform to explore, experiment and excel, ultimately shaping the future of healthcare through their research contributions.

## **4. OBJECTIVES**

The main objectives of the KEPhSA Research Hub are to:

1. Provide pharmacy students with access to research facilities and equipment.
2. Offer mentorship and guidance from experienced researchers.
- 3 Promote collaboration and networking among pharmacy students and researchers.
4. Contribute to the advancement of the pharmacy profession in Kenya.

## **5. MEMBERSHIP**

### **Requirements for membership**

All pharmacy students from all local chapters are eligible to be members

To become a full member, one;

- is required to pay a non-refundable registration fee of ksh 200
- should subscribe to the KEPHSARH annually

### **Members' rights and responsibilities**

Every member shall have a right to:

- i. Attend any meeting of the Hub
- ii. Receive any information which it is competent for executive team to give;
- iii. Receive at the discretion of the Executive Committee such assistance in any matter as may be rendered in terms of this Constitution;
- iv. Take part in any discussion on any matter at any general or special meeting
- v. Write research related articles for public/ professional education
- vi. Attend specialized research trainings aimed at impacting research skills
- vii. Full Members shall be entitled to exercise the following additional rights, limited to

Full members only:

- a) To vote on any motion put to a General or Special Meeting of the Hub
- b) To nominate members of the Executive Committee or of Special Committees
- c) If qualified, to be nominated for and appointed to any office or committee of the Hub.

### **Termination of membership**

Every member shall remain a member until their membership is terminated in accordance with the provisions herein contained:

- a) The membership of any person shall automatically be terminated
  - i. Upon the deregistration from School of Pharmacy in which they study which the basis of their admission to membership;
  - ii. Upon receipt of a letter from the Executive Committee accepting their written resignation as member;
  - iii. Upon removal of their name by the Council from the Roll of Members in accordance with its powers under this Constitution.
- b) No subscription or levy or part thereof shall be refunded any member upon the termination of their membership.

- c) A member may resign by giving notice in writing to the Hub. The executive Committee shall be entitled to waive the whole or any part of the period of notice and/or subscription fee due for such period.
- d) A member shall only be subject to expulsion if such expulsion occurs either pursuant to any disciplinary proceedings that may have been instituted against a member.

Attached thereto.

- e) Any entity who was formerly a member of the Hub and whose membership has terminated for any reason may be re-admitted at the discretion of the Executive Committee and Council, who shall be entitled to rule on the re-admission of any member and to impose, in their sole discretion, terms, conditions or restrictions to such re-admission they may determine.

10. The Executive Committee shall also be entitled, in its sole and absolute discretion, to reinstate any member who was previously expelled by the Hub in accordance with the relevant regulations.

### **Discipline and disciplinary action**

All complains are to be channeled to the executive committee by writing. The executive shall deliberate the matter in accordance with the constitution.

## **6. LEADERSHIP**

All members are legible to be nominated as part of executive committee.

## **7. INTERACTION AND PATNERSHIPS**

Association- shall associate with other bodies within the medical field upholding same objectives.

Affiliation- shall be affiliated to KEPHSA.

## **8. EXEC MEETINGS**

Shall be held weekly.

## **9. GENERAL MEETINGS**

Only registered research hub members shall be entitled to participate in general meetings.

**Agenda-** confirmation of minutes of previous general meetings, reading of reports of various executive members, amendments reading and discussion, handing over ceremony, AOB as approved by the chairperson.

Shall be held yearly 3 weeks after the KEPHSA elections. A notice in writing of an AGM shall be sent to or brought to the attention of all members not less than 14 days before the meeting. The chairperson will chair the AGM, in absence, the vc and in absence of the two, any executive committee member.

## **10. THE EXECUTIVE COMMTEE**

### **Application and nomination**

Held 3 weeks after KEPHSA elections. shall be online, or physical as shall be directed by executive committees

### **Shall consist of**

- 1.Vice President KEPHSA
- 2.Chairperson
- 3.Vice Chairperson
4. Project Head
5. Secretary
6. Treasurer
7. Media and publications officer

Shall meet once weekly

### **Duties of the executive committee**

- I. See that the aims are implemented
- II. Choose various subcommittee leaders
- III. Choose trainers on behalf of members
- IV. Carry any disciplinary action

### ***1. Vice president KEPHSA***

Link the research club to KEPHSA and give any reports concerning the two

### ***2. Chairperson***

Preside over all the meetings

Coordinate the work of the other executive members

Foster the realization of the vision, mission and objectives of the club

Shall be official representative of the club in all interactions

### ***3. Vice Chairperson***

Perform duties of the chair in absence or upon delegation by the chair

Oversee the smooth running of the events organized

### ***4. Projects head***

Ensure all projects are organized and funded on time

Ensure the calendar of events is ready at the beginning of each year

Ensure the calendar of events is well followed

### ***5. Secretary***

Record minutes of all meetings held.

Ensure time is well managed during events and meetings

Ensure members who are 10 or more minutes late for all the meetings are fined, and send the money to the treasurer

### ***6. Treasurer***

Liaise with the projects head and ensure that proposals are ready by at most 3 weeks after getting into the office.

Receive all monies and banks and deposit in the bank as approved by exec.

Ensure proper records of all the money received and kept and are available for inspection

Ensure financial report of all transactions from previous AGM.

***7. Media and publications officer***

In charge of registration of Research club members.

Make all the posters and circulate them in all the KEPHSA groups

Prepare the annual gazette

**11. TERMS OF SERVICE OF COMMITTEE MEMBERS**

Max of 1yr for chairperson

Max of 2 years for other office bearers



## **12. THE PATRON**

**Appointment:** shall be appointed by the executive committee.

**Duration in office:** renewable term of 2 yrs.

**Requirements:** a pharmacist and good at research, mature and of good support, committed and willing to work with us.

**Duties:** link the club to PSK and other organizations, consulted by members for guidance and counselling, provide advice to exec member.

**Reappointment:** executive has the mandate to appoint new patron if the incumbent one resigns, fails to perform his or her duty effectively as perceived by exec.

### **13. GAZETTE**

The club shall have a gazette which will contain all information regarded as official by the members and approved by the executive media publication officer who shall be responsible for the custody of the document and ensure it is duly updated.

The information shall include:

1. List of official documents
2. Names of current executive committee and their posts
3. Names of chapter leaders appointed
4. Best project of the year
5. Contact details
6. Memorandums of understanding
7. Changes in constitution
8. Rules and regulations
9. Roles of various committees (if any)

#### **14. BY NOMINATIONS**

**Held if:**

The incumbent is unable to fulfill duties due to death, incapacitating illness, travel abroad etc.

The incumbent is removed from seat by unanimous vote of members

Incumbent is elected as an executive committee member in KEPHSA and may not serve both positions

Incumbent resigns before end of term

Nomination results are declared invalid by majority of members

## **15. AMENDMENTS TO THE CONSTITUTION**

15.1. No amendment shall be made to this constitution unless:

Proposed initiative is supported by 60% or more of the members.

15.2. Existing article or sub-article infringes on the rights of members.

All constitutional changes should be confirmed in the hearing of executive council and signed/approved by chairperson and vice-chairperson. The media publication officer should record changes in the gazette.

## **16. FUNDS**

Shall be from registration fee, donation or assistance from other organizations.