



KENYA COUNSELLING AND PSYCHOLOGICAL ASSOCIATION

Agip House, 4th Floor, Room 422, Opp. Times Towers

P.O. Box 41132-00100 Nairobi, Kenya

Tel: 0726-068933, 0724092933

Email: kcpa@kenyacounsellingandpsychologicalassociation.org

Website: kenyacounsellingandpsychologicalassociation.org

8th December, 2022

THE REGISTRAR OF SOCIETIES,
SHERIA HOUSE,
NAIROBI.

paid
14/12/2022
[Signature]
500/-

Dear Sir/Madam,

RE: REQUEST FOR CERTIFIED COPY OF KCPA CONSTITUTION.

We kindly request for a certified copy of Kenya Counselling and Psychological Association Constitution under your custody. *for SOC/26568*

We shall pay for the cost of the certified copy.

Your assistance will be highly appreciated.

Thank you in advance,

Yours Sincerely,

[Signature]



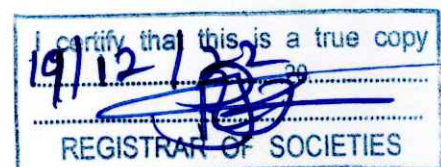
Elias Gerald Gikundi

Tel: 0720-270035

Chairperson - KCPA

chairman@kenyacounsellingandpsychologicalassociation.org

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REPUBLIC OF KENYA
 THE REGISTRAR-GENERAL

ORIGINAL

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*Source
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Registry	Form	File No.	Amount	
			Sh.	cts.
Companies ..	SOC/26568		1400	
Business Names ..				
Trade Marks ..	CERTIFIED			
Transfer ..	COPY OF 1st			
Adv. ..	CONSTITUTION			
Total			Sh. 1400	00

Satisfaction

- Application
- Filing
- Certificates
- Registration
- Copying

Received from:

Kenya Counselling and Psychological Association
 the sum of Sh. One thousand four hundred only

14/12/20 22 GM

Date

for Registrar-General



REPUBLIC OF KENYA
OFFICE OF THE ATTORNEY-GENERAL
&
DEPARTMENT OF JUSTICE

SOC/26568

19th December, 2022

The Secretary

Kenya Counselling and Psychological Association
P. O. Box 41132-00100
NAIROBI

Dear Sir

**RE: SOCIETIES ACT (CAP.108) AND SOC/26568
KENYA COUNSELLING AND PSYCHOLOGICAL ASSOCIATION**

Your letter dated 8th December, 2022 refers.

Enclosed herewith find the above named society's **certified copy** of the **Constitution** as requested.

Yours faithfully

JANET KABUCHORU
ASSISTANT REGISTRAR OF SOCIETIES

/ewm

SHERIA HOUSE, HARAMBEE AVENUE
P.O Box 40112 - 00100, Nairobi, Kenya. Tel: +254 20 2227461/2251355/0700072929/0732529995
E-MAIL: info@ag.go.ke WEBSITE: www.attorney-general.go.ke

DEPARTMENT OF JUSTICE
CO-OPERATIVE BANK HOUSE, HAILE SELASSIE AVENUE, P.O. Box 56057 – 00200, Nairobi, Kenya. TEL: +254 20 2224029/2240337
E-MAIL: legal@justice.go.ke

ISO 9001: 2008 Certified



THE CONSTITUTION OF KENYA COUNSELLING ASSOCIATION

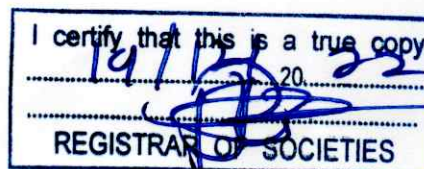
1. INTRODUCTION

Counselling has continued to take root in Kenya. Many people have taken interest in counselling and therefore they are either involved in counselling people or in training others to be counsellors. The quality of the counselling offered is not usually monitored and this makes it possible for people to get involved in counselling without necessarily following professional counselling ethics. Some of those practising counselling may not have received adequate counselling themselves or training and are likely not to be receiving any professional supervision in their work.

This is what prompted qualified, practising professionals in the field of counselling to form the Kenya Counselling Association to assist those involved in counselling in Kenya to maintain high quality services. When this happens then it is hoped that every beneficiary of their services will receive the best type of professional counselling.

2. THE OBJECTIVES OF K.C.A.

- 2.1. To promote the understanding and awareness of professional counselling throughout Kenyan society.
- 2.2. To educate people in Kenya about the importance of counselling in the maintenance of psychosocial and psychospiritual health.
- 2.3. To represent the profession of counselling at a national level and to provide links with professional associations at an international level.
- 2.4. To establish an accreditation scheme for individual counsellors.
- 2.5. To establish an accreditation scheme for the preparation and ongoing training of counsellors to work in the profession.
- 2.6. To establish an accreditation scheme for counsellor supervisors.
- 2.7. To develop, publish and supervise a Code of Ethics for the counselling profession.
- 2.8. To provide professional support for counsellors.
- 2.9. To establish a national referral directory of accredited counsellors, and counselling agencies.
- 2.10. To work for the maintenance and improvement of the standards of counselling training and practice.



3. MEMBERSHIP:

Membership of the K.C.A. shall be open to both organisations (local & International) and individuals.

- 3.1 Membership organisations
- Registration fee KShs. 300
 - Annual subscription KShs. 5,000

Any organisation which applies should meet the following requirements:

1. It should be registered and have a clear status
2. It should have 3 or more members of staff who have professional training and who are practising as counsellors.
3. It should have been in existence for at least 3 years
4. It should be engaged in the promotion, training or practice of counselling or any care-giving service.
5. It should agree with the objectives and vision of K.C.A.

These requirements, among others, will be reviewed by the executive committee before membership is granted.

3.2. Individual membership shall be in categories as laid out below:

■ Student/Trainee membership

Student membership

- a) Students in the area of counselling psychology will be accepted as student members after the payment of a registration fee of KShs. 300/-

Trainee membership

- b) Those who wish to apply for KCA membership and who have received counselling training below the Diploma level:-

Those who have followed professionally taught counselling courses below the Diploma level from a recognised institution/registered institution/centre may apply for trainee membership. Registration fee 300Kshs.

Each case will be considered on its own merits by the accreditation committee whose members will follow certain agreed and publicly known criteria for the assessment of each application.

Associate membership

- All graduates with diplomas or degrees in counselling psychology or its equivalent and who are doing internship or supervised practice leading to accreditation will be accepted as members after the payment of a registration fee of KShs. 300/-



Accredited membership

- Accreditation at all levels will be valid for five years from the date of issuing of accreditation. Applications for renewal should be submitted 3 months before the expiry of accreditation. Accreditation will be at three levels:

(i) General accredited membership

For trained counsellors who have had at least 300 hours of counselling practice over a minimum period of three years.
One should have a diploma, first degree or M.A. in counselling psychology or its equivalent. One may or may not be practising in counselling specifically.
Annual subscription fee will be KShs. 500/=

(ii) Senior Counsellor membership

For Either

(a) Holders of M.A. or Doctorate degrees and who have counselled for 500 hours which include the hours covered under supervision, together with a minimum of 3 years of continuous counselling experience in a recognised/registered counselling institution/centre.

Or

(b) Counsellors who have a higher diploma in counselling psychology and 5 years of continuous counselling in a recognised/registered institution/centre.

(iii) Accredited Supervisors

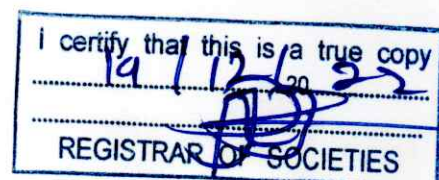
Those recognised as having adequate training and extensive experience in the training and supervision of practising counsellors. They need to be practising counsellors themselves.

Minimum education levels should be a Diploma and not less than 5 years continuous practice, supervision and /or giving counselling training in a recognised institute.

Annual subscription fee for senior counsellors membership 1000/=

3.3. Termination of membership

The executive committee shall have the right for good and sufficient reason to terminate the membership of any organisation or individual member provided that its representative or the member in question as the case may be, shall have the right to be heard by the Executive Committee before a final decision is made.

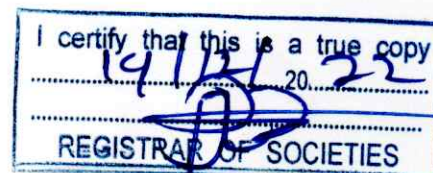


4. GENERAL MEETINGS

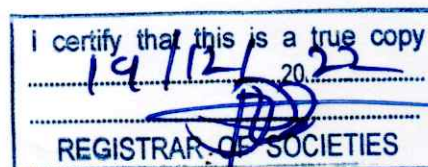
- 4.1. There shall be an Annual General Meeting of the Association at which all voting member shall be entitled to speak and vote and all non-voting members shall be entitled to speak. Voting members are those who hold current paid up membership as individuals or are nominees representing member-organisation.
- 4.2. An Annual General Meeting shall be held not later than twelve months after the previous Annual General Meeting.
- 4.3. The business of the Annual General Meeting shall include but not be limited to the election of the chairperson and other Honorary officers, the election of persons to fill vacancies on the Executive Committee, the appointment of auditors, the support and approval of the Annual reports of the Association and of the audited accounts.
- 4.4. The Chair of the Association shall preside at an Annual General Meeting or a special General Meeting. In the absence of the Chair a member of the Executive committee who has been proposed and seconded from the floor by voting members shall preside.
- 4.5. Sixty per cent of registered paid up members shall form a quorum at General meetings of the Association. Any apologies received and recorded from members are included for the quorum. However, alteration to this constitution shall require the quorum specified in clause ten-one (10.1).
- 4.6. All questions arising at General Meetings other than those relating to alteration to this constitution shall be decided by a simple majority - the majority of members present during the meeting. In case of an equality of votes, the chair shall have a casting vote.
- 4.7. Proxy votes assigned to any officer or a voting member of the Association shall be accepted at any General Meeting of the Association.
- 4.8. Special General Meetings of the Association shall be called by the Executive Committee when two-thirds of the committee's members are present and they consider this necessary, or alternatively by written requisition signed by not less than 10 voting members of the Association.
- 4.9. The proceedings of a General Meeting shall not be invalidated by any failure to appoint or any defect in the appointment, election or qualification of any member of the Association.

5. EXECUTIVE COMMITTEE:

- 5.1. There shall be an Executive Committee of the Chairman, Deputy Chairman and Honorary Treasurer together with not less than 9 and not more than 12 members, including assistant Treasurer, Secretary, Organising secretary, Public relation Officer.



- 5.2. Members of the Executive Committee elected by the Annual General Meeting shall serve for three years or such shorter time as may be determined under Standing Orders. Members retiring shall be eligible for re-election but not all member shall serve on the Executive Committee for more than seven consecutive years except that for this purpose any period in office as Chairman, Deputy Chairman or Honorary Treasurer shall be disregarded.
- 5.3. The Executive Committee shall meet at least twice a year.
- 5.4. The Executive Committee shall have power to co-opt members to fill casual vacancies or for good sufficient reasons subject to the provisions of Standing Orders. Co-opted members shall serve until the next Annual General Meeting and shall be eligible for election at that meeting.
- 5.5. The proceedings of the Executive Committee shall not be invalidated by the failure to appoint or any defect in the appointment, election, co-option or qualification of any member of the committee.
- 5.6. In addition to those functions set out elsewhere in this Constitution, the Executive Committee shall be generally responsible for the conduct of the Association's business in between General Meetings, and for the employment and supervision of its staff whose remuneration, duties and other conditions of service shall be determined by the committee.
- 5.7. The Executive Committee shall appoint a Finance and General Purpose Committee and a Standards, Ethics and Accreditation Committee. The Executive Committee may also appoint other sub-committees, as and when, and for such periods and purposes as it deems necessary. All such committees and sub-committees shall be appointed and function according to the provisions of Standing Orders and shall be answerable to the Executive Committee.
- 5.8. A quorum of the Executive Committee and of all sub-committee shall be one-third of the Committee's total membership.
- 5.9. The Executive Committee shall make Standing Orders of the conduct the Association's Business. Changes to Standing Orders shall be reported to the next Annual General Meeting of the Association.
- 5.10. Save for draft resolutions providing for alterations to this Constitution, which shall require a two-thirds majority of those present and voting, all questions arising at any meeting of the Executive Committee shall be decided by a simple majority vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- 5.11. The Executive Committee shall cause Minute Books to be kept for General Meetings of the Association, Executive Committee meetings and all other sub committee meetings. The appropriate secretary shall enter a record of all proceedings and resolutions in such Minute Books.



6. OFFICERS

- 6.1. There shall be a Hon. Chairman of the Association elected for a period of three years by the Annual General Meeting. The same individual shall not hold office as chairman for more than six consecutive years. The Vice Chairman may be elected by the Annual General Meeting for a period of five years.
- 6.2. There shall be a Chairman and a Deputy Chairman elected annually at the Annual General Meeting. The Chairman, or in his absence the Deputy Chairman, shall preside at meetings of the Executive Committee. The same individual shall not hold office as Chairman or Deputy Chairman for more than three consecutive years in each office.
- 6.3. There shall be an Honorary Treasurer appointed annually, by the Executive Committee, who will be a non-voting member of the Executive Committee and the Finance and General Purposes Committee and whose terms of office, subject to annual reappointment, shall be unlimited.
- 6.4. There shall be an Executive Officer appointed by the Executive Committee on such terms and conditions as it may deem appropriate. The Executive Officer shall be the chief officer of the association, and shall be responsible to the Executive Committee for the day-to-day management of the Association's business and its office.
- 6.5. The Executive Committee may fill any casual vacancies occurring amongst the honorary officers between General Meetings, subject to ratification of such appointments by the next General Meeting.

7. FINANCE

- 7.1. The Finance and General Purpose Committee shall be responsible to the Executive Committee for the formulation of a budget and for financial control of the Association's operations.
- 7.2. All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.
- 7.3. The Honorary Treasurer shall keep such books as are necessary to show the true state of the Association and for no other purpose.
- 7.4. The Association's financial year shall run from January to December 31. The accounts and other financial records shall be audited at least once a year. An audited statement of accounts for the previous financial year shall be submitted by the Honorary Treasurer to the Annual General Meeting.
- 7.5. All membership subscriptions shall be paid to the Association's Central Office.



8. STANDARDS, ETHICS AND ACCREDITATION

The Standards, Ethics and Accreditation Committee shall be responsible to the Executive Committee and shall:

- 8.1. Advise the Executive Committee on all matters regarding standards, ethics and accreditation in relation to training in the practice and supervision of counselling.
- 8.2. Promote good practice in counselling through the education of counsellors and the public;
- 8.3. Carry out those functions and activities deemed necessary by the Executive Committee for the maintenance of appropriate standards of competence and ethical conduct by members of the Association.

9. TRUST PROPERTY

The title of all real or personal property which may be acquired by or on behalf of the Association shall be vested in a Corporation lawfully entitled to act as a Custodian Trustee, or in not less than 3 or more than 6 individuals (not being members of the Executive Committee).

10. ALTERATION TO THE CONSTITUTION

Any alteration to this Constitution must receive not less than two-thirds of the votes cast at a General Meeting called for the purpose. The quorum for the consideration of any proposed alteration to this Constitution shall be the number of members entitled to cast sixty per cent of the votes. A resolution in writing duly proposed and seconded proposing such alteration must be received by the secretary to the Executive Committee not less than 21 calendar days before the date proposed for the meeting. At least 14 calendar days' notice in writing of such a Meeting, together with a copy of the resolutions to be proposed, shall be sent by the Executive Officer to each member of the association. No alteration shall be made which would have effect of causing the Association to cease to be a charity in law.

