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**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**

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**REGIONAL CHAPTER GOVERNANCE POLICY**

**MAY 1, 2024**

**12th Floor, Kism Towers, Ngong Road  
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## **CHAIRMAN'S STATEMENT**

The 2010 Constitution revolutionized Kenya's governance by instituting a devolved system that profoundly decentralizes power, resources, and representation. This two-tier governance framework was designed with the primary objective of bringing government services closer to the people, bridging the gap between the capital and local communities.

Consequently, citizens now enjoy unprecedented access to vital services, once monopolized by the capital city, thus promoting equity and inclusivity across the nation. This visionary system has been adopted by various professional bodies committed to enhancing service delivery and improving member experiences.

Embracing this transformative approach, the Kenya Institute of Supplies Management (KISM) has introduced its Regional Chapter Governance Policy. This bold policy is crafted to ensure that members receive top-tier services at the regional level, decentralizing operations to foster a more robust and accessible governance structure. It meticulously guides the establishment and management of KISM's Regional Chapters, ensuring a seamless and effective governance process across all regions.

The Council firmly believes that the Regional Chapter Governance Policy will be a game-changer in operationalizing these chapters, significantly elevating service delivery and member engagement. By empowering regional chapters, KISM aims to cultivate a dynamic and participatory membership, driving membership growth, enhancing supply chain professionalism and responsiveness to regional specific needs, including carrying out corporate social responsibility initiatives within their communities .

This policy is set to transform how members interact with the Institute, ensuring that services and support are readily available, relevant, and impactful at the local level.



John Karani, MBS, MKISM, MCIPS

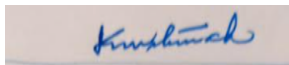
**CHAIRMAN OF THE COUNCIL**

## **STATEMENT FROM THE STRATEGY COMMITTEE CHAIRPERSON**

The Council, in its manifesto pledged to initiate devolution of KISM at regional levels in efforts to encourage member participation as well as facilitate access to services offered by the Institute. The Regional Chapter Governance Policy serves as an instrument that will facilitate the operationalization of these chapters to achieve the Council manifesto and further enhance the active participation of KISM members at the Regional Level.

The Policy provides guidelines required to create a working environment in which the regional chapters will be governed as well as operationalized. This is therefore to encourage all our members to familiarize themselves with the provisions of the Policy and further offer themselves as leaders to facilitate the growth and efficiency of the Regional Chapters. The Strategy Committee shall provide oversight over the implementation of the Policy and further provide governance support in ensuring that the chapters and the Council align themselves in enhancing service delivery to members and further address emerging issues of concern to our great profession.

I wish to thank the Secretariat and the Membership for their input in the development of the Policy and look forward to its implementation.



CM Jeremiah Nthusi, MKISM, MCIPS, OGW  
**CHAIRMAN, STRATEGY COMMITTEE**

## **FOREWORD**

The Membership of the Institute has continued to expand significantly in the past years, which currently stands at over 9,000 members. As membership continues to grow, it is KISM's objective to remain connected to the membership and ensure the right level of service delivery throughout the Country as required under the Kenyan Constitution, 2010. It is this desire that bolstered the Institute's resolve leading to the creation of the "Regional Chapters".

This Regional Chapter Governance Policy (RCGP) is therefore intended to coordinate creation, operation and management of the Regional Chapters so as to achieve the objectives for which they have been formed, particularly in facilitating ease of access of the Institute's services at the grassroots. Additionally, the Policy delineates and clarifies roles between the Institute's Headquarters and Regional Chapters in order to reduce possible areas of conflict and enhance complementarity.

KISM has set out deliberately to ensure inclusivity and much wider participation by its Regional Chapters in shaping its corporate strategic direction and annual work plans. To this end, the leadership in Regional Chapters develop their annual work plans including proposed Continuous Professional Development (CPD) initiatives and events. This is meant to reduce the cost of compliance with professional obligations on the members. Further, by involving Regional Chapter leadership in prioritizing programs, KISM is focused on creating greater relevance, credibility and responsiveness to the needs of its members.

It is hoped that as Regional Chapters will evolve into more robust entities, and they will play a greater public interest role by enhancing accountability in the conduct of public affairs in their geographical areas. This will be crucial in delivering members-centric services.



Kenneth Matiba

**SECRETARY/CHIEF EXECUTIVE OFFICER**

**ACRONYMS**

<b>CEO</b>	Chief Executive Officer
<b>KISM</b>	Kenya Institute of Supplies Management
<b>SPMA</b>	Supplies Practitioners Management Act, 2007

## **DEFINITION OF TERMS**

The terms used in this Policy are defined as follows:

- “Act”** means the Supplies Practitioners Management Act, 2007.
- “Council”** means the board of the Kenya Institute of Supplies Management as provided in section 4 of the Supplies Practitioners Management Act, 2007.
- “Region”** means the area specified in **Appendix 1** of the Policy.
- “Regional Chapter”** means the area detailed in **Appendix 1** of the Policy.
- “Institute”** means the Kenya Institute of Supplies Management.
- “Member”** means a Member of the Institute as detailed in section 3A(2) (a) and (b) of the Act.



## 1.0 INTRODUCTION

The Kenya Institute of Supplies Management (KISM) is the national body for professionals in the practice of procurement and supply chain management in Kenya established under the SPMA. The Institute is a State Corporation under the National Treasury and Planning Ministry.

### 1.1 Citation

This Plan shall be cited as the **Kenya Institute of Supplies Management Regional Chapter Governance Policy**.

### 1.2 Vision

Competent and Ethical Supply Chain Management Practitioners.

### 1.3 Mission

To train, register, license, discipline and regulate supply chain management practitioners.

### 1.4 Core Values

- i. Integrity;
- ii. Fairness;
- iii. Transparency;
- iv. Accountability;
- v. Professionalism;
- vi. Inclusivity; and
- vii. Innovation.

### 1.5 Policy Statement

Kenya Institute of Supplies Management is committed to decentralisation of certain governance structures in efforts to enhance service delivery to its members through operationalisation of a Regional Chapter governance Policy.

### 1.6 Policy Guiding Principles

The guiding principles are the beacons on which all Policy statement is derived. They include:

- i. **Complimentary Principle:** Regional Chapters operate to compliment (not compete) with operations of the Headquarters. At all times, timetables and programs will be harmonized to ensure that no events clash or compete for members or audience since both Regional Chapter

& Headquarter activities are geared to the same membership and achieve the same objectives.

- ii. **Autonomy Principle:** Regional Chapters are formed as special committees of the Council. They are therefore not autonomous and operate in close collaboration with the KISM secretariat and in full compliance with laws and regulations in place. KISM Secretariat undertakes not to unnecessarily intervene and interfere with the operations of the Regional Chapters. Regional Chapter uniqueness and innovation will be accommodated as long as such attributes can be harnessed to respond to specific member needs.
- iii. **Coordination Principle:** KISM operates based on an approved Strategic plan, and Annual Corporate Work Plans. Every effort will be made through involvement to ensure that Regional Chapter operations are aligned and contribute to fulfilment of the overall objectives.

### **1.7 Objectives of the Policy**

The following are the objectives of this Policy:

- i. Provide a basis to ensure a seamless cascading of services from HQ to Regional Chapter levels while maintaining a similar high standard of service.
- ii. Develop local leadership that can organize trainings, Regional Chapter Annual Member Meetings, Regional Stakeholder Forums, County Business Forums, other forums and events incorporating the needs of their local areas.
- iii. Ensure orderly formation and operations at Regional Chapters.
- iv. Provide for coherence and clarity in the obligations of Regional Chapter leaders, expectations of the HQs to reduce or better manage any areas of conflict that may arise.

### **1.8 Legislative and Administrative Instruments**

The following but not limited to, legal instruments and institutional policies shall be applicable to this Policy:

- i. The Constitution of Kenya, 2010;
- ii. The Supplies Practitioners Management Act, 2007; and
- iii. Kenya Institute of Supplies Management Policies.

### **1.9 Scope**

The Regional Chapter Governance Policy covers the entire process from request for Regional Chapter status, Regional Chapter formation, Regional

Chapter operations and Regional Chapter dissolution or re-organization. The Policy shall apply to all Members of the Institute as well as the Secretariat.

### 1.10 Justification

The need to establish and support well-functioning Regional Chapters, is justified by the following :

- i. **Cost of compliance**- it will take members more time and money if services were centralized.
- ii. **Unique Regional Chapter needs**- Regional Chapters have peculiar needs and challenges that require to be uniquely addressed.
- iii. **Devolved Government in Kenya**- the Constitution of Kenya 2010 provides for two levels of governance, the central and the county government hence the need to play our roles at both levels of government.
- iv. **Member networking** - create more opportunities for networking and sharing among supply chain professionals.
- v. **Capacity Building** – members are trained and equipped with skills to address specific challenges and enhance their capacity to meet the needs within their areas of operation.
- vi. **Mentorship** - Increase opportunities for members to access training for Practical Experience Training Requirements (PER) through mentorship programs

### Justification

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## **2.0 REGIONAL CHAPTER FORMATION**

The following steps will guide Regional Chapter formation process.

### **2.1 Chapters**

- i. Members are encouraged to form local member associations referred to as Regional Chapters through a robust member recruitment process.
- ii. A chapter shall be led by a chapter Chairman and Secretary.
- iii. Upon chapters growing their membership to a minimum of 100 members, they shall draft a proposal to form a Regional Chapter.
- iv. The proposal shall be in writing proposed by one member, seconded by one other member and signed by at least 50 members will be sent to KISM Secretariat for consideration and designation of a Regional Chapter. Included in the proposal will be a memorandum of reasons and proposed Regional Chapter boundaries (geographical or specialty or unique interest)
- v. The Secretariat shall review membership data base and propose numbers based on actual representations in the counties
- vi. The proposal shall be sent to KISM secretariat for review by the relevant committee of the Council responsible for Regional Chapter affairs which shall commission a study in line with the established criteria of evaluating proposals for new Regional Chapters.
- vii. KISM Council shall review the proposal for the Regional Chapter and approve Regional Chapter recognition in a manner that the proposed boundaries do not conflict with an already established Regional Chapter. KISM will in liaison with the founder members call a member meeting in which:
  - a. The proposal for the Regional Chapter formation is ratified.
  - b. The intentions and purposes of the formed Regional Chapter will be discussed and agreed on by the members.
  - c. Nominations/ Elections are done for the interim office.
- viii. The interim Office will develop their Annual Work Plan (This will include their committees, proposed CPD events, Annual General Meeting, Regional Chapter Executive Committee meetings).
- ix. The Interim Office will report each quarter using the Regional Chapter Performance Matrix issued by the Chief Executive Officer of the Institute.
- x. In their first Regional Chapter Annual Members Meeting, Regional Chapter officials will be elected in the manner outlined under the outlined in the Policy.

### **3.0 REGIONAL CHAPTER LEADERSHIP**

Regional Chapters shall be led by a Regional Chapter Executive Committee. Operations of the Regional Chapter shall be handled by committees as provided below:

#### **3.1 Regional Chapter Executive Committee**

Regional Chapters shall be led by an Executive Committee elected by and from among members of KISM in good standing residing or working in the boundaries of a given Regional Chapter. The officials shall comprise:

- i. Regional Chapter Chairperson
- ii. Regional Chapter Vice- Chairperson
- iii. Regional Chapter Secretary & CPD Convener / Regional Chapter Secretary, CPD Convener & coordinator of member welfare
- iv. Regional Chapter Youth Representative who should be an associate/member youth.

#### **3.2 Functions of Office Bearers**

##### **3.2.1 Regional Chapter Chairperson**

The Regional Chapter Chairperson shall:

- i. Chair Regional Chapter Meetings and sign off the Regional Chapter meeting minutes.
- ii. Represent KISM at events and functions within the Regional Chapter.
- iii. Serve as the contact person/ liaison person for Regional Chapter activities.
- iv. Be ex-officio member of all Regional Chapter committees.
- v. Approve the Regional Chapter workplan and activities of the Regional Chapter in liaison with the Regional Chapter administrative assistant and the head office.
- vi. Ensure smooth running of the Regional Chapter office, foster the Institute Agenda at the Regional Chapter level and ensure that the Regional Chapter KPIs have been met.
- vii. Give an annual Regional Chapter performance report during the respective Regional Chapter Annual Members Meeting.
- viii. Undertake such duties to foster Regional Chapter operations as shall be agreed by the Executive Committee from time to time and/or directed by the Secretariat.

##### **3.2.2 Regional Chapter Vice-Chairperson**

The Regional Chapter Vice- Chairman shall:

- i. Deputize the Regional Chapter chairperson.
- ii. Play the role of chairperson on delegation or in absence of the chairperson.

- iii. Undertake such duties to foster Regional Chapter operations as shall be agreed by the Executive Committee from time to time and/or directed by the Secretariat.
- iv. Member of the Regional Chapter Executive Committee.
- v. Advocate for gender consideration including fair representation of either gender in Regional Chapter operations and programmes.
- vi. Advocate for Corporate Social Responsibility (CSR) activities at the Regional Chapter.
- vii. Undertake such duties to foster Regional Chapter operations as shall be agreed by the Executive Committee from time to time.

### **3.2.3 Secretary to the Regional Chapter Executive Committee**

The Regional Chapter Secretary and CPD Convener shall:

- i. Be the Secretary to the Regional Chapter Executive Committee.
- ii. Maintain Regional Chapter Members register in liaison with the Regional Chapter administrative officer(s).
- iii. Convene the Regional Chapter CPD Committee.
- iv. Prepare Regional Chapter progress reports in the agreed format.
- v. Ensure records of members' participation in Regional Chapter affairs is kept.
- vi. Coordinate, in liaison with the Regional Chapter admin the Regional Chapter activities.
- vii. Mobilize members to attend Regional Chapter activities and attain requisite CPD hours.
- viii. Undertake such duties to foster Regional Chapter operations as shall be agreed by the Executive Committee from time to time.
- ix. Coordinate welfare of members.
- x. Maintain the Regional Chapter Petty Cash Float.

### **3.2.4 CPD Convener/ Coordinator of Member Welfare**

CPD Convener/ Coordinator of Member Welfare shall:-

- i. Convene the Regional Chapter CPD Committee
- ii. Ensure records of members' participation in Regional Chapter affairs is kept.
- iii. Coordinate, in liaison with the Regional Chapter admin the Regional Chapter activities.
- iv. Mobilize members to attend Regional Chapter activities and attain requisite CPD hours
- v. Undertake such duties to foster Regional Chapter operations as shall be agreed by the Executive Committee from time to time.
- vi. Coordinate welfare of members.

### **3.2.5 Regional Chapter Youth Representative**

The Regional Chapter youth representative shall: -

- i. A member of the Executive Committee.
- ii. Advocate for the interests of the young members in Regional Chapter operations and programmes.
- iii. Be in charge of mentorship programs at the Regional Chapter.
- iv. Undertake such duties to foster Regional Chapter operations as shall be agreed by the Executive Committee from time to time.

### **3.2.5 Co-opted Regional Chapter Executive Committee Members**

The Regional Chapter Executive Committee may co-opt up to two members to achieve the 1/3 gender parity rule as well as include Persons with Disability. The Council cannot recommend members to sit in the Executive Committee as these would be misconstrued as participating in the appointment of leaders at a Regional Level.

### **3.3 Qualifications of the Office Bearers**

Office bearers except for the Youth representative shall have qualifications in line with those prescribed in the SPMA Sec 3A and Sec 4 (1) (a) (d) the Regional Chapter.

#### **3.3.1 Regional Chapter Youth Representative**

- i. Be a member of KISM in good standing or associate / student member of KISM studying or under tutelage
- ii. Shall be between 18 and 35 years of age.
- iii. Residing or working in any of the counties within the Regional Chapter.

### **3.4 Conduct of Regional Chapter Executive Committee Meetings**

- i. There shall be at least four (4) Regional Chapter Executive Committee meetings in a year.
- ii. The quorum shall be at least two-thirds of the elected Regional Chapter Officials. All resolutions, minutes, papers approved and passed in Regional Chapter Executive Committee shall be forwarded to the CEO, relevant department or committee of Council within seven (7) days from date of the meeting.
- iii. The CEO, department head or secretary to the relevant committee of Council shall give feedback on Regional Chapter Executive Committee matters not later three (3) weeks from date of receipt.

## **4.0 REGIONAL CHAPTER ELECTIONS**

Within six months of approval of the Policy, election of Regional Chapter Executive Committees shall be conducted. Only approved Regional Chapters as provided in section 2 will hold elections.

The elections shall be held every three years after the lapse of the term of the elected officials.

### **4.1 Term of office**

The term of office for the Regional Executive Committee shall be three years.

### **4.2 Vacancies Arising During the Year**

The provision is not sufficient. The section be amended to read as follows: Vacancies shall be filled when:

- a. A member dies;
- b. Resignation;
- c. Is adjudged Bankrupt;
- d. Found guilty of gross violation of the SPMA by the Disciplinary Committee

The vacancies shall be filled within six months of their declaration.

### **4.3 Regional Chapter Sub-Committees**

The Regional Chapter may establish committees comprised of devoted members to deal with:

- i. Member Services
- ii. Practitioners Development
- iii. Devolution / Legislative affairs

In constituting the above committees:

- i. The membership shall reflect the diversity of the profession as well incorporate both Gender and persons with disability.
- ii. Membership to the committees is approved by the Regional Chapter Executive Committee.
- iii. The members shall serve for a period of 3 years, provided that 1/3 must retire in the Regional Chapter AGM.



## **5.0 REGIONAL CHAPTER OBLIGATIONS AND DUTIES**

Regional Chapter obligations and duties shall comprise of the following:

- i. Maintain an up to date Regional Chapter Members Register.
- ii. Hold Regional Chapter Annual Members Meetings once each year.
- iii. Prepare and implement Regional Chapter Annual Work Plans.
- iv. Prepare and participate in organizing training and other KISM regional Events.
- v. Prepare and submit to KISM once every year a status report on the affairs of the Regional Chapter.
- vi. Apply KISM resources in line with approved policies.
- vii. In collaboration with Secretariat, participate in member recruitment initiatives.
- viii. Assist in efforts to address challenges faced by members including practice by quacks.
- ix. Contribute to better public accountability by providing guidance and training in the regions through sensitization forums, corporate visits, articles, position papers, objective reviews and reports.
- x. Advise Procurement Entities on all areas of supply chain management.
- xi. Enhance the image and the standing of the supply chain profession by bringing dignity and honor in all their dealings.
- xii. Undertake Corporate Social Investment through promotion of good corporate governance

### **5.1 Regional Chapter Administration (relationship between secretariat staff and Regional Chapter leadership)**

- i. The Institute Secretariat shall coordinate the events at the Regional Chapter level in liaison with the Regional Chapter executive.
- ii. The Institute Secretariat shall endeavor to communicate and keep the Regional Chapter executives informed on a timely manner of any policy changes and new developments as and when they arise.
- iii. Where there is a physical Regional Chapter, the Regional Chapter administrative officer staff shall report, copy and inform the chairman and vice chairman of the Regional Chapter on all matters and activities of the Regional Chapter.

## **6.0 REGIONAL CHAPTER RE-ORGANIZATION, DISSOLUTION, SPLIT OR MERGER**

Regional Chapter Reorganization can be initiated at two levels:

### **6.2 Council Reorganization**

- i. A member of a Regional Chapter may petition the KISM Council to reorganize a Regional Chapter in accordance to the guidelines as shall be established by the Institute.
- ii. The Council may, on advice from the secretariat, determine any request on formation of a given Regional Chapter.
- iii. The Council may, on its own accord, determine any request on formation of a given Regional Chapter.
- iv. The Council reserves the right to create, dissolve, split, merge or other wisely re-organize the Regional Chapters to better serve the interests of KISM members.

## **7.0 COUNCIL OVERSIGHT OVER REGIONAL CHAPTERS**

Nothing in this policy can and may be construed to limit the powers of Council in creating, varying or dissolving a Regional Chapter. The following actions by any Regional Chapter will require the specific mandate of Council:

- i. Signing MOU, Commitment letters or other engagements with other organizations.
- ii. Soliciting for donations.
- iii. Acquisition and disposal of any assets whether received as a donation or purchased.
- iv. The Council may provide for a formal engagement between itself (the Council and or its representatives including a Committee of the Council) and the Regional Chapter officials at least once every year.
- v. The Council may designate or assign its members to the various Regional Chapters to support and present issues arising from specific Regional Chapter issues to Council.
- vi. The primary role of the Council members under 10.0.4 above shall include but not limited to:
  - a. Championing the implementation of Council strategic priorities and policies at the Regional Chapter.
  - b. Coordinating Council-Regional Chapter communication on strategic and policy issues. All administrative concerns shall be addressed through the Secretariat.
  - c. Coordinating quarterly and annual Regional Chapter feedback reporting to Council in accordance with the evaluation criteria and the key performance indicators of the institute. This should be left open for the Council to give guidance.
  - d. Coordinating Regional Chapter Annual Members Meeting (AMM).
  - e. Mediate and resolve any grievances, disputes or misunderstanding that might arise at the Regional Chapter level and that could not be handled by the Secretariat.
  - f. Perform any other such functions as shall be assigned by and on behalf of Council from time to time.

## **8.0 CPD POLICY ON REGIONAL CHAPTER EVENTS**

Regional Chapter executive committee members will be allocated structured and unstructured CPD points by the Council and in line with the CPD policy. The CPD points shall be allocated upon members having attended their committee meetings or institutes events approved by the Council. Members attending the Regional Chapter Annual Members Meeting shall be entitled to CPD points as stipulated by the CPD policy.

## **9.0 FACILITATION OF REGIONAL CHAPTER LEADERS**

KISM will require the presence and participation of Regional Chapter leaders in its activities, and noting that this requirement goes beyond their professional requirement to clock the required CPD units each year as per the CPD policy, and, taking cognizant that service in the Regional Chapter executive committee is voluntary with no monetary benefit, this policy provides as follows:

### **9.1 Facilitation to KISM Events**

The Regional Chapter shall facilitate the attendance of its Executive Committee to KISM events from their operational budget.

### **9.2 Regional Chapter Facilitation and Executive Support**

- a. The Institute shall make provision in its annual budget for Regional Chapter support.
- b. The support shall be limited to support in conducting elections electronically, and hire of venue for the annual Regional Chapter General Meeting.
- c. Should the Regional Chapter Executive Committee be required to attend an Institute event at the request of the Council. The Institute shall provide hotel accommodation for the members and reimburse their travel costs.
- d. All payments in relation to sitting allowances and other antecedent costs shall be borne by the Regional Chapters with regard to their own operational budgets.

**THIS POLICY IS EFFECTIVE FROM THIS ..... DAY OF .....**  
**APPROVED BY THE COUNCIL**

**APPENDIX I: REGIONAL CHAPTER BOUNDARIES**

KISM Council shall review the proposal for the Regional Chapter and approve Regional Chapter recognition in a manner that the proposed boundaries do not conflict with an already established Regional Chapter. The Regional Chapter boundaries are proposed for Council approval as tabulated below:

<b>CODE</b>	<b>REGIONAL CHAPTER</b>	<b>HEAD QUARTERS</b>	<b>COUNTIES</b>	<b>NO. OF COUNTIES</b>
001	Western	Kakamega	1. Bungoma 2. Kakamega 3. Vihiga 4. Busia	4
002	Nyanza	Kisumu	5. Homa Bay 6. Siaya 7. Migori 8. Kisii 9. Kisumu 10. Nyamira	6
003	North Rift	Eldoret	11. Uasin Gishu 12. Trans Nzoia 13. Elgeyo Marakwet 14. Nandi 15. West Pokot 16. Turkana 17. Baringo	6
004	Central Rift	Nakuru	18. Nakuru 19. Nyandarua 20. Laikipia 21. Samburu	5
005	South Rift	Kericho	22. Kericho 23. Bomet 24. Narok 25. Kajiado	3
006	Mt. Kenya Region	Nyeri	26. Nyeri 27. Embu 28. Muranga 29. Kirinyaga 30. Meru 31. Tharaka Nithi	6

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			32. Kiambu	
007	Coast Region	Mombasa	33.Mombasa 34.Kwale 35.Kilifi 36.Lamu 37.Tana River 38.Taita Taveta	6
008	Lower Eastern	Machakos	39.Kitui 40.Makueni 41.Machakos	3
009	Northern	Garissa	42.Garissa 43.Mandera 44.Wajir 45.Marsabit 46.Isiolo	5