

FELLOWSHIP AND COMMENDATION POLICY AND GUIDELINES

1.0 INTRODUCTION

In its declaration of its vision, mission and objectives the Institute clearly states its intention to be a World Class Professional Accountancy Institute and a reference point for professional growth and public accountability for Kenya and the world at large. To this end the Institute adheres to its spelt out core values of credibility, professionalism and accountability.

Undoubtedly, the achievement of the vision to be a World Class Professional Accountancy Institute can only occur in an atmosphere where there is high level of participation in the Institute activities and diligence in standing for the Profession's ideals. Members of the Institute are thus expected to play an important role in the realization of the Institute's objectives since they constitute the most valuable asset in upholding public interest.

To ensure that members are motivated, this Policy document proposes to recognize the contribution of such members through the award of the Commendation and/or Fellowship.

2.0 OBJECTIVES OF FELLOWSHIP AND COMMENDATION POLICY

The Accountants Act No. 15 of 2008 (laws of Kenya) Section 4 (3) provides that:

“...Where the Council considers that a member of the Institute has fulfilled such requirements, if any, for admission into fellowship as the Council may prescribe, the Council may invite such member to become a Fellow.”

Subsection (2) of Section 4 provides that:

“.....those persons who become Fellows pursuant to an invitation under subsection (3) shall be titled “Fellow of the Institute of Certified Public Accountants of Kenya” (designatory letters F.C.P.A (Kenya)....”

This Policy therefore aims at:

1. Making the process of nomination and qualification for the awards to be more objective and consistent
2. Enabling new members of the Institute to be able to plan and work their way up to a Fellow of the Institute status with consistent and well calculated professional moves
3. Elucidate a **significant contribution to the Profession** that would qualify a member for Commendation or Fellowship
4. Provide equal chance to all members regardless of whether they are in the diaspora or not; whether practicing or in business or whether in academia, general leadership or engaged in core accounting occupation.
5. Coming up with evaluation criteria that encourage members to strive to be in good standing, to support branches and chapters and work together for the betterment of the profession.

3.0 GUIDELINES FOR AWARD OF FELLOWSHIP

Fellowship is the highest honour a member can get for his/her contribution to the profession. To qualify for the award, a member other than meeting basic requisites (3.1) should also meet any one set of the Optional requisites (3.2). However, the Council within its powers as conferred to it by the Accountants Act can pass a resolution that overrides Basic Requisites and Optional Requisites (both or either of the two sets) to award Fellowship to a member that it deems fit to be a Fellow of the Institute for the reasons tabled by Fellowship and Commendation Committee.

3.1 Basic Requisites

Except under a special condition where the Council or Fellowship and Commendation Committee feel that these conditions are not serving the letter and spirit of the Fellowship award, a member shall meet the following requirements before consideration for the award:

1. Apply for consideration for the award or nominated by the Institute or a member in good standing
2. The Member must have been in good standing for 5 consecutive years (immediately) prior to the year of application.

Where a member is nominated by the Institute, justification for the nomination should be subjected to consideration by Fellowship and Commendation Committee of the Council.

3.2 Optional Requisites

Other than the above basic requisites (3.1), the FCPA Award nominee must have any of the following set of requisites, except under a special condition where the Council or Fellowship and Commendation Committee feel that these conditions are not serving the letter and spirit of award of Fellowship:

3.2.1 By recommendation

To be considered for Fellowship under this option, a member must have four (4) recommendation letters justifying why they qualify for the award. The letters should be from:

- A branch or chapter chair
- Two FCPAs who have been fellows of the Institute for not less than two years
- A professional associate of the same or higher professional standing as the candidate who has engaged professionally with the candidate for at least two years

3.2.2 By Research and Publication

To qualify for the award under this category, a member must have published four research papers in the accounting field in (an) internationally recognized peer reviewed journal(s).

3.2.3 By Facilitation of ICPAK CPD events

To qualify for Fellowship through facilitation of ICPAK CPD events, a member should have facilitated ICPAK CPD events as speaker or discussant in a panel at least twice in a year for a period of not less than four years with an aggregate evaluation score of “Excellent” by the events’ delegates.

3.2.4 By service to the Council

By service to the Institute through the Council positions, a member who has served in the Council for two terms shall qualify for award of Fellowship after expiry of his/her term subject to demonstrable attendance of at least 70% of Council and Council committee meetings which (s)he ought to have officially attended during the terms.

3.2.5 By service in the committee of the Council

A member who has served in the Council committee(s) for three terms may qualify for award of Fellowship upon him/her proving demonstrable service to the Institute and subject to a record of attendance of 70% of the committee meetings that (s)he ought to have attended within the period.

3.2.6 An elected Chair of the Council

An elected Chairman of Council may qualify for fellowship of the Institute upon him/her proving demonstrable service to the Institute after serving as the Chairman.

3.2.7 By Branch or Chapter Leadership

A member who has served as a Chapter or Branch leader and subsequently serves in the Committee of the Council for at least one term will qualify for Fellowship subject to a record of attendance of 70% of the Branch or Chapter or Committee meetings and has exhibited demonstrable performance in serving the Institute.

4.0 GUIDELINES FOR COMMENDATION

To encourage support to the Institute and the profession at large, the Council shall recognize members involved in significant and observable contributions to Accountancy by awarding commendation certificate to each of them. To qualify for commendation, a member other than meeting basic requisites (4.1) should also meet any one set of the Optional requisites (4.2). However, the Council within its powers may pass a resolution that overrides Basic Requisites and Optional Requisites (both or either of the two sets) to award Commendation to a member that it deems fit to be commended for the reasons tabled by Fellowship and Commendation Committee.

4.1 Basic Requisites

Except under a special condition where the Council or Fellowship and Commendation Committee feel that these conditions are not serving the letter and spirit of the Commendation award, a member shall meet the following requirements before consideration for the award:

1. Apply for consideration for the award or be nominated by the Institute or a member in good standing,
2. The Member must have been in good standing for 3 consecutive years (immediately) prior to the year of application.

Where a member is nominated by the Institute, justification for the nomination should be subjected to consideration by Fellowship and Commendations Committee of the Council.

4.2 Optional Requisites

Other than the basic requisites (4.1), the nominee for Commendation must have any of the following set of requisites, except under a special condition where the Council or Fellowship and Commendation Committee feel that these conditions are not serving the letter and spirit of Commendation.

4.2.1 By recommendation

To be considered for commendation under this option, a member must have three (3) recommendation letters justifying why they qualify for the award. The letters should be from:

- A branch or chapter chair
- An FCPA who has been a fellow of the Institute for not less than two years
- A professional associate of the same or higher professional standing as the candidate who has engaged professionally with the candidate for at least two years

4.2.2 By Research and Publication

To qualify for the award under this category, a member must have published two research papers in the accounting field in (an) internationally recognized peer reviewed journal(s).

4.2.3 By Facilitation of ICPAK CPD events

To qualify for Commendation through facilitation of ICPAK CPD events, a member should have facilitated ICPAK CPD events as speaker or discussant in a panel at least twice in a year for a period of not last than two years with an aggregate evaluation score of “Excellent” by the delegates in the event.

4.2.4 By service in the committee of the Council

A member who has served in the Council committee(s) for one term will qualify for Commendation subject to a record of attendance of 70% committee meetings that (s)he ought to have attended within the period.

4.2.5 By Branch or Chapter Leadership

A member who has served as a Branch or Chapter Leader for one term will qualify for Commendation subject to a record of attendance of 70% of Branch or Chapter meetings that (s)he ought to have attended within the period.

5.0 PROCESS OF AWARDING COMMENDATIONS AND FELLOWSHIPS

Annually and at its the discretion, the Council may constitute Fellowship and Commendation Committee. The Committee shall be chaired by a member of the Council and may include:

1. Chairman of the Council or his nominee who should be a Fellow of the Institute-Chair of the Committee one of whom should be the Convenor
2. Chief Executive Officer of the Institute or his nominee – Secretary
3. Two Members of Member Services Committee -Members
4. A representative of Disciplinary Committee
5. A member of staff of the Institute - Assistant

The Committee shall oversee the entire process from nomination to evaluations through to the fellowship and commendation award ceremony. Assisted by the Secretariat, the Fellowship and Commendation Committee shall:

1. Call for nominations
2. Evaluate the applications for the awards based on the set criteria (3.0 and 4.0 with the subsections).
3. Compile and present the list of qualified nominees to the Council for approval
4. Contact all the applicants to apprise each of them with the status of their application after the Council decision
5. Develop the Annual Fellowship and Commendations Awards booklet

The Fellowship and Commendation Award Ceremony will be a key session during the Chairman's Ball.

6.0 BENEFITS OF FELLOWSHIP AND COMMENDATION

Fellowship and Commendation will encourage members to serve the profession with diligence and passion. The certificates will be demonstration of

professional virtues required of leaders and employees, thus will be useful in times of competition for professional opportunities.

The Institute shall add value to the Fellowship by:

- Promoting the FCPA designation and elaborating to the society what it means
- Giving a memento, letter and certificate to the FCPAs to symbolize the reverence of the status
- Giving members lapel pins branded with the “FCPA”
- FCPAs may enjoy preferential treatment during ICPAK events at registration for the event or by special mentions and preferential sitting arrangement
- FCPAs profiles will be directly accessible on the Institute’s website

7.0 WITHDRAWAL OF COMMENDATION AND FELLOWSHIP

The Council may at its discretion withdraw the Commendation and Fellowship awarded to a member of the Institute as it deems fit. In addition, a member of the Institute may lose any award of Commendation or Fellowship if such a member;

- a)** Has been found guilty of an act of professional misconduct in accordance with the provisions of the Accountant’s Act, By- Laws and international accounting standards.
- b)** Has been convicted of a professional ethics related offence and sentenced to imprisonment. Such a member will be required to reapply for fellowship at least 1 year after his release with a proof of reform.
- c)** Has been adjudged bankrupt or has entered onto a composition of scheme of arrangement with his creditors.
- d)** Conducts himself in any manner that brings disrepute to the profession or the Institute
- e)** Revocation or resignation of member

8.0 ANNUAL RETURN

To retain the fellowship status a Fellow shall be required to file annual ethics declarations with the Institute by June of every calendar year. The office of the Chief Executive of the Institute shall issue an ethics declaration form. Once received, the declaration will be filed in the member's records.

9.0 POLICY AND GUIDELINES REVIEW

These guidelines shall be reviewed and/or amended every after two years or at any other time as shall be deemed fit by the Council of the Institute.

10.0 COUNCIL DISCRETION TO AWARD COMMENDATION AND FELLOWSHIP

Notwithstanding the criteria set out in this Policy and Guidelines, Council reserves the right to accord the award to the nominee.