



THE REPUBLIC OF UGANDA

**THE CONSTITUTION OF ZOMBO RURAL DEVELOPMENT NET WORK
ASSOCIATION**

COUNTY; OKORO

DISTRICT; ZOMBO

PREPARED BY MEMBERS 2020

PREAMBLE

WHEREAS all of us here assembled have a common interest and spirit of belonging to the association.

RECOGNIZING that development in our area is still lagging behind due to disunity, lack of cooperation and low level of awareness among others, leading to persistence poverty,

AWARE AND CONSCIOUS of the fact that unity, cooperation, improved levels of awareness and collective responsibility is of the basis of socio-economic and cultural development,

COMMITTED to the building of a better future through viable and sustainable economic activities and awareness creation.

WE DO HEREBY resolve to form an association known as ZOMBO RURAL DEVELOPMENT NETWORK living in Paidha town council, Okoro County.

INETERPRETATION;

“The association” Means ZOMBO RURAL DEVELOPMENT NETWORK.

“The constitution” Means the article of the association.

“The secretary “Means any person appointed/Elected to perform the duties of the association.

“The seal “Means the official seal of the association.

“The committee” Means the executive committee.

“The chair person “Means the chairperson of the executive.

“The register means the traction of the association.

MISSION; To ensure association’s cohesions for proper resource mobilization, allocation, exhibition of justice and equal distribution to the members.

ARTICLE1; ESTABLISHMENT;

1.1 There is here by shall be an established association to be called ZOMBO RURAL DEVELOPMENT NETWORK ASSOCIATION.

1.2 The registered office shall be affiliated to such bodies as governmental, nongovernmental , national and international organization with similar aims and objectives,

- 1.3 The association shall be governed by the constitution, basic Moral principles and practices and other rules and regulations made here under.
- 1.4 The association head quarter shall be located at Central ward, Paidha Town council Zombo district

ARTICLE 2; AIMS AND OBJECTIVES;

- 2.1 The main aim of the association is to promote socio-economic wellbeing of the communities through sustainable agricultural productivity and income generating activities, Awareness creation and community empowerment.
- 2.2 The objectives to achieve this aim shall be;
 - 2.2.1 To enhance, install, establish and promote the development and acquisition of skills and knowledge to a common man and women for the improved livelihoods.
 - 2.3.2 To create a social environment and mental wellbeing suitable for the vulnerable people.
 - 2.3.3 To establish or develop system and institutions that lay emphases on physical, social and intellectual welfare of people (children, widows and disable in distress)
 - 2.3.4 To solicit for donor funding for improving quality services and income to vulnerable people and their households in the communities within Zombo district.

ARTICLE 3; MEMBERSHIP;

The membership shall be open to;

- 3.1 Any person who subscribes to and accepts the aims and objectives of the association.
- 3.2 Membership shall be open to any persons interested in joining the association and is 18years of age and above with the same ideological commitment and interest in participatory community and house hold development.
- 3.3 Any person who fully pays his/her registration/membership fee and all other charges.
- 3.4 In the event of his/her death/ unsound mind a family member shall be chosen to take over his/her membership in the association if 3,2, are satisfied.

ARTICLE 4; MEMBERSHIP FEE AND CONTRIBUTION

To be a member one is required to make the following contributions.

- 4.1 There shall be a non-refundable membership fee of 10,000= (Ten thousand shillings only) and any changes shall be made by the General Assembly.

4.2 There shall be non refundable shares fee each at 20,000= (Twenty thousand shillings only) for any changes annual general meeting will decide the number of shares to be forfeited for sale to the members.

4.3 Make any contributions in kind or cash as shall be proposed by the general assembly.

4.4 There shall be annual membership subscription of 10000=(Ten thousand shillings only)

4.5 For the sustainability of the association, there will be weekly contribution of 5000=(five thousand shillings only) meant for building capital to the association to implement its programm.

ARTICLE 5 REGISTER OF MEMBERS

There shall be register of members showing in respect of each member

5.1 Name and address

5.2 Address / physical location where applicable.

5.3 Date of admission to membership.

5.4 Occupation and activities engaged in/where possible.

5.5 Date and reason for termination of membership where possible.

5.6 Date of re admission to membership where applicable.

5.7 Any other information deemed appropriate by the general assembly.

ARTICLE 6 RIGHT OF A FULL MEMBER/ SHARE HOLDER.

A full member with share holding;

6.1 Have the right to attend meeting and fully participate in the activities and proceedings of the programmes.

6.2 Have right of expression on the association's activities without undue influences from the members of the association.

6.3 Have the right to vote and be voted into any organ of the association.

6.4 Have access to facilities provided by the group where necessary.

6.5 Have the right to appeal if he/she feels unjustified by the association.

6.6 Have the right to benefit from the association's projects and dividends without discrimination.

6.7 Have the right to monitor association's activities.

ARTICLE 7; OBLIGATIONS AND DUTIES OF A FULL MEMBER/SHAREHOLDER.

A full member/share holder shall;

7.1 Adhere to the constitution.

7.2 Fully participate in the activities and proceedings of the Association.

7.3 Meet the membership registration fee /shares and any other financial and non financial contribution as determined by the general assembly.

7.4 Respect the association and its executives.

7.5 Not discuss group secrets with non members.

7.6 Participate in association's activities and work regularly and in case of hindrances will have to communicate prior.

7.7 Not to conduct him/her self in a manner detrimental to the name of the association

ARTICLE 8; TERMINATION OF MEMBERSHIP

A person shall cease to be a member;

8.1 Upon failure to comply with membership rights, duties and obligations above.

8.2 Upon voluntary resignation.

8.3 Upon dissolution of the association and in case of death or mental incapacity.

8.4 Upon persistent failure and or neglect to perform one obligation under this constitution and any other rules and regulations applicable.

8.5 Upon general assembly having passed a resolution expelling him/her.

8.6 Upon gross violation of this constitution.

8.7 Upon being convicted of criminal offence.

8.8 Upon causing any financial loss to the association.

8.9 Termination of membership shall be proceeded where need be by investigation by Executives discussed by members.

8.10 Such a member facing termination shall have the right to be given a fair hearing and to defend him/her self before the committee prior to a decision being made.

8.11 If no genuine reasons are given by the member, the executive shall recommend to the general assembly that the membership be terminated.

8.12 A member who is aggrieved and /or dissatisfied with the decision of the disciplinary committee shall reserve the right to appeal against that decision within (14) fourteen days in writing to the general assembly where the matter shall be final and binding.

8.13 A member who ceases to be a member of the association for whatever reasons shall be struck off from the register of members but fee or contribution that may have been paid by

such a member for the respective year shall not be refunded and such a member shall meet all outstanding debts, obligations or sums due at the time of termination.

8.14 A member who is under investigation, facing disciplinary proceedings shall not reserve the right to resign from the membership of the association until investigations and hearing are completed and a final decision is made.

ARTICLE 9; VOLUNTARY RESIGNATION.

9.1 Any member who wishes to resign from the association shall give notice of such intention to the committee at least 2 weeks in advance.

9.2 The committee shall upon receiving such a letter of resignation communicate the decision to the members within seven days.

9.3 Such a member shall be duty bound to meet all the outstanding obligations and liabilities on his/her part to the association.

ARTICLE 10; BENEFITS ON CEASATION OF MAMBERSHIP;

10.1 Upon dissolution of the programmes, each member shall take 100% of the value of his /her share after association liabilities are deducted and the remaining value of the assets are shared equally among members.

10.2 Upon voluntary resignation a member shall take 75% of the overall value of his/her s shares of the assets and cash in the association after the association's liabilities have been deducted and the remaining value of the assets and cash are equally shared among the members.

10.3 Upon termination for violation article 7,8.1,8.4,8.5,8.6,8.7,and 8.8 a member shall take 50% of the overall value of his/her shares of the assets and cash in the association after the association's liabilities have been deducted and the remaining value of the assets and cash are shared equally among the members.

ARTICLE 11; ORGAN TO THE ASSOCIATION.

11.1 The association shall have the following

11.1.1 The Annual General Assembly.

11.1.2 The Executive committee

11.1.3 The Adhoc committees appointed by the general assembly as the need a rises.

11.2 THE ANNUAL GENERAL ASSEMBLY (AGM).

11.2.1 The group shall in each calendar year hold an annual general meeting

- 11.2.2 The annual general meeting shall be the supreme body at the community formulating all policies of the community.
- 11.2.3 The annual general meeting shall be composed of all the fully registered and paid up members of the associations.
- 11.2.4 The annual general meeting of the association shall have agenda which should have been circulated to the members not less than fourteen days prior to the meeting.
- 11.2.5 The agenda circulated to members shall include the following;
- 11.2.5.1 Presentation and confirmation of the minutes of the previous annual general meeting/matters arising.
- 11.2.5.2 Chair person's report.
- 11.2.5.3 Treasurer's report including audited accounts
- 11.2.5.4 Presentation and approval of work plan and budget for the New Year
- 11.2.5.5 Elections or bye elections if necessary.
- 11.2.5.6 A.O.B
- 11.2.5.7 The annual general assembly shall be the supreme decision making body to the association.
- 11.2.6 The chairman of the association shall preside over the annual general meeting in his absence the vice chairperson shall preside. If both are absent temporary chairperson shall be elected by the members to preside.
- 11.2.7 The annual general meeting shall elect five (5) Executive members for a term of two years. Subject to re-election for not more than one term.
- 11.2.8 The decision at annual general meeting shall be arrived at by a simple majority of these present except for the amendments of the constitution and dissolution of which requires $\frac{3}{4}$ of the general membership and $\frac{3}{4}$ for its decision. In the event of a tie, the chairperson shall have a casting vote.
- 11.2.9 The annual general meeting, Extra ordinary general meeting may establish/appoint an adhoc committee to carry out specific obligations/task and these after dissolve.
- 11.2.10 The annual general meeting shall appoint internal and external auditor.

11.3 THE EXECUTIVE COMMITTEE;

The executive committee shall be composed of five (5) members as follows.

11.3.1 The chairperson

11.3.2 The vice chairperson

11.3.3 The general secretary

11.3.4 Vice secretary

11.3.4 To fundraise for the association, the association shall appoint the association's bankers and administer the property of the treasurer who is an executive member

11.4 FUNCTIONS OF THE EXECUTIVE COMMITTEE;

The executive committee shall have the following functions.

11.4.1 To convene the annual general assembly.

11.4.2 To implement and execute the policies of the association as decided by the general assembly.

11.4.3 To formulate the annual work plan and budget for the association

11.4.4 To formulate and review the policies that governs the association with the approval of the general assembly.

11.4.6 Shall have a general and overall responsibility over the association's finances and property.

11.4.7 Shall institute or any legal actions in the name of the association.

11.4.8 Shall hold Executive meetings monthly and may hold extra ordinary meetings.

11.4.9 Shall reprimand and discipline members of the association.

11.4.10 Shall be answerable to the general assembly

11.4.11 Shall invite or co-opt any member of the association to the organs of the association when deemed necessary for execution of the association's obligation.

11.4.12 Shall perform any other functions as approved or recommended in accordance with the powers vested in it by the constitution.

11.5 THE CHAIRPERSON.

The chairperson shall perform the following functions;

11.5.1 Chair the meetings of the Executive committee and general meeting.

11.5.2 Present reports to the committee and general meeting.

11.5.3 Lead the committee at the general meeting in setting strategies and policies of the association.

11.5.4 Shall act as a channel of communication between committee and general meeting.

11.5.5 Shall Executive contract, deeds, conveyances and such other instruments and documents of sensitive nature and those relating to policy on governance.

11.5.6 Represent the group at functions and meeting

11.5.7 Shall initiate and lobby for and perform all such duties as are deemed appropriate by virtue of the office of the chairperson or as assigned to him by the members of the committee.

11.5.8 Shall be the principle signatory available to the Association's bank account.

11.6 THE VICE CHAIRPERSON.

The vice chair person shall perform the following functions.

11.6.1 Shall take on the duties and functions of the chairperson in his absence

11.6.2 Shall perform all such duties as are appropriate by virtue of the office of the vice chairperson or as assigned to him by the committee.

11.6.3 Manages the activities of the association and report to the chairperson.

11.7 THE GENERAL SECRETARY.

The general secretary shall perform the following functions;

11.7.1 Shall prepare the agenda for and summons meeting of the association

11.7.2 Shall attend and take minutes of the annual general meetings and committee meetings.

11.7.3 Shall prepare administrative letters and correspondences, projects, documents, contracts and all such correspondences.

11.7.4 Shall keep all records and documents

11.7.5 Shall update and keep in safe custody the records of the associations.

11.7.6 Shall be an ordinary co-signatory to the associations account

11.7.7 Shall perform all such duties as are appropriate by the virtue of the office of the general secretary or and assigned to him by the committee.

11.8 THE VICE SECRETARY.

The vice secretary shall perform the following functions

11.8.1 Shall deputize for the general secretary

11.8.2 Perform other duties assigned to him/her from time to time by the Executive committee or general assembly.

11.9 THE TREASURER.

The treasurer shall perform the following functions

11.9.1 Shall be responsible for all finances and assets of the associations

11.9.1 Shall collect or cause to be collected registration/membership fees and all the monies which the association is entitled too.

11.9.2 Shall keep proper records of accounts showing how funds are received and spent.

11.9.4 Shall ensure that proper financial records and procedures are maintained.

11.9.5 Shall ensure that the proper accounting procedures and control are in place regarding the associations income, expenditures and securities and that all payments and expenditures are documentarily accounted for by way of cash receipts or otherwise.

11.9.6 Shall ensure that the association's annual accounts are promptly and professionally prepared and audited by competent auditors.

11.9.7 Shall draw work plan and budget for the association and present to committee and general meeting

11.9.8 Shall ensure that the associations financial incitement and consistent with the objectives of the association and legal requirements.

11.9.9 Shall be one of the co-signatory to the association's bank account.

11.9.10 Shall deposit all monies received on association account and shall not keep imprest exceeding 100.000=(one hundred thousand shillings only)

11.9.11 Shall perform such duties as deemed appropriate by the virtue of the office of the treasurer or as assigned to him by the committee or general meeting.

ARTICLE 12; TERM OF OFFICE.

The elected executive committee shall serve according to the following;

12.1 The term of office shall be two years, renewable once

12.2 A member or entire executive committee may however leave office before the expiry of the term for the following reasons;

12.2.1 Upon vote of no confidence moved in them two third (2/3) of extra ordinary general assembly.

12.2.2 Upon resignation after giving one month notice to the general meeting.

12.2.3 If any office of the committee falls vacant there shall be bye election by the general meeting

12.2.4 If any member for any reason is not able to attend meetings of the committee the remaining members shall co-opt any other member of the association they consider suitable and pending the approval of the general extra ordinary meeting.

ARTICLE 13 ELECTIONS.

13.1 Save as otherwise provided for in the constitution, all elections of the Executives committee shall be carried out at the annual general meeting.

13.2 The general meeting shall first elect a free returning officer to preside over the elections of the members of the committee.

13.3 Only fully paid up members of the association shall be eligible to vote.

13.4 Nomination shall be proposed and seconded by at least a person (fully paid members).

13.5 A duly nominated and seconded candidate or person shall inform the presiding officer of his/her willingness to stand.

13.6 The quorum shall be 2/3 voting members

13.7 Voting for the executive committee at the annual general assembly shall be by secret ballot.

ARTICLE 14; MEETINGS.

14.0 EXTRA ORDINARY MEETINGS.

14.1 All general meeting other than annual general assembly shall be called extra ordinary meetings for smooth general functions of the association.

14.2 The extra ordinary meeting shall exercise all the powers of the annual general assembly.

14.3 All executive committee meeting other than the monthly executive committee meeting shall be called extra ordinary executive committee meeting.

14.4 The committee may on its motion or upon receiving a written demand one third (1/3) of the fully paid up members of the association summon an extra ordinary general meeting within 7days of discussing urgent matters relating to the affairs of the association.

14.5 Members shall have the right to call for such a meeting in an event of the committee failing to do so.

14.6 Notice of such meeting shall be circulated to the members at least seven days in advance specifying the agenda of the meeting.

14.7 For all purposes, the quorum at all general meeting shall be (2/3) of the fully paid up members of the association and a simple majority for the committee members.

14.8 Decision in general meeting shall be made by the simple majority vote of those present and voting.

ARTICLE 15; NOTICES.

15.1 At least 7days shall be given to members for the annual general meeting and extra ordinary general meeting.

15.2 4days shall suffice for the executive committee meetings.

15.3 Notice of meetings for the annual general meeting shall be in writing and or by public media.

15.4 Every notice shall specify place, time, date and agenda of the meeting.

15.5 If within an hour from the time appointed for the meeting a quorum is not realized, meeting shall stand adjourned to another time and the presiding chairman shall cause the date to which the meeting has been adjourned to be advertized in such a manner the meeting has been adjourned a quorum is not realized within an hour from the time appointed the members present shall constitute a quorum.

ARTICLE 16; QUORUM.

16.1 Two third (2/3) of the members of the association (fully paid) shall form a quorum.

16.2 The quorum at the executive committee meeting shall be a simple majority.

ARTICLE 17; GUIDE TO THE EXECUTIVE COMMITTEE.

17.1 Decision of the executive committee shall be arrived at the consensus and where necessary by a simple majority.

17.2 If a member of the executive committee fails to attend three consecutive meetings without reasonable excuses his/her membership on the executive committee shall cease.

17.3 A vacancy in the executive committee shall be filled in bye-election for the remaining period of the term of office.

ARTICLE 18; FINANCE AND ASSETS.

18.1 The funds of the association shall be raised from;

18.1.1 Membership and registration fee

18.1.2 Any financial contribution from the members.

18.1.3 Donations and grants.

18.1.4 Fund raising activities

18.1.5 Assistance from government and any other funding bodies and agencies

18.1.6 Funds accruing to the association in the course of the discharge of its functions and duties.

18.1.7 Sales of the projects output or produce

18.2 The finance of the association shall be utilized for the following purposes.

18.2. For administrative purposes and operational cost.

18.2.2 Facilitating any lawfully planned project or ventures of the association

18.2.3 Facilitating the attainment of the aims and objectives of the association.

18.2.4 Facilitating the implementation of the association's work plan and budget

18.2.5 From setting all other lawful expenditures of the association

18.2.6 All funds of the association shall solely be used in implementing the objectives of the association on approval of executive committee and general meeting.

18.2.7 The association may acquire movable and immovable property which shall be registered in the name of the association.

18.2.8 The executive committee shall collectively be responsible to the general assembly for the manner in which the association's fund is used.

18.2.9 The financial year of the association shall run from the 1st day of January to the 31st day of December of the same year.

ARTICLE 19; BANK ACCOUNT.

19.1 The association shall open bank account in a licensed financial institution that shall be determined by the committee.

19.2 The said account shall be operated by 3 signatories of the committee members as joint signatories but 2 can sign to withdraw composing of the chairperson as principle signatory and any of the two i.e. the secretary or the treasurer.

19.3 Any of the two of the three can withdraw money from the bank provided the principle signatory signs.

ARTICLE 20; THE BUDGET.

20.1 The budget of the association shall be drawn in a joint meeting of the executive and the beneficiaries.

ARTICLE 21; AUDIT.

21.1 The association can appoint any auditors of it's choice to audit the funds obtained from donors and government.

21.2 The following books and records shall be kept.

21.2.1 The register of the members.

21.2.2 Minutes books

21.2.3 Books of accounts

21.3 Refer to article 5,1,1-8 for details

21.4 The association shall keep and maintain a separate minutes books in respect of proceedings of;

21.4.1 General meeting

21.4.2 Committee meetings

21.4.3 Adhoc committees

21.5 The association shall keep and maintain the following books of accounts.

21.5.1 Assets and liabilities registers

21.5.21 Income and expenditures books

21.5.3 Journals for sales and purchases of goods and property of the association

21.5.4 Investment inventories made by the association

21.5.5 The books of accounts shall be kept in a proper manner that reflects the actual financial status and positions of the association and complies with the best accounting principles and standards.

21.5.6 The books of accounts shall be open to members of the executive committee for inspections.

ARTICLE 23; OFFICIAL LANGUAGE AND SEAL.

23.1 The official language of the association shall be English.

23.2 The group shall have an official seal which shall be kept in the custody of the chairperson.

23.3 The said seal shall be affixed to instrument and documents executed by the association; inclusive of legal documents and such other official documents approved by the committee.

23.4 Any of the following officials of the association shall have authority to witness and or authenticate the official seal.

23.5 The chairperson.

23.6 The vice chairperson.

23.7 The general secretary.

23.8 The treasurer.

ARTICLE 24; RULES AND REGULATIONS.

24.1 The executive committee shall make rules and regulations which are in consistent with the provisions of this constitution as may be expedient for governing the association and conducting it's affairs in accordance with its objectives.

24.2 Such rules and regulations as made by the committee shall where necessary be laid before the general meeting for the approval but without prejudice to their application in the interim period.

24.3.1 Registration and membership fee

24.3.2 Any other financial and non financial contribution

24.3.3 Disciplinary measures for all the association's members

24.3.4 Administrative measures.

24.3.5 Fundraising drive and income measures

24.3.6 Activities and proceedings.

24.3.7 Guides to achieve aims and objectives of the association.

24.3.8 Cessation and termination of membership

ARTICLE 25; AMMENDIMENTS OF THE CONSTITUTION;

- 25.1 The constitution or part of it may be amended or altered at any time by the group by a resolution approved by three quarters (3/4) of all registered and voting members of the association.
- 25.2 At least fourteen (14) days notice in writing, Clearly stating the proposed amendments of the constitution shall be given by the secretary to all the registered members of the association.
- 25.3 For the avoidance of doubt, quorum for the meeting at which the motion for amendment to be tabled shall be not less than three quarters (3/4) of all paid up members of the association.
- 25.4 A motion to have the constitution emended shall be tabled to the chairman not less than thirty (30) days before the meeting at which motion shall be tabled.

ARTICLE 26; DISSOLUTION.

- 26.1 The association shall only be dissolved by special resolution of three quarters majority voters present in the meeting for such decision.
- 26.2 In the event of the dissolution of the association, all property acquired by the group during its life time shall, after setting off all liabilities, be distributed among members equally.
- 26.3 The procedure for dissolution shall be by a special motion moved at a general meeting, tabled and seconded in writing by not less than three quarters of all the fully paid members.
- 26.4 For the avoidance of doubt, the quorum for the meeting at which the motion for dissolution shall be tabled shall be not less than three quarters of all the fully paid up members of the associations.
- 26.5 A notice for a motion to have the association dissolved shall be served on the chairperson at least two months before the meeting at which it is proposed to have the motion and the general secretary shall according notify members within 21 days.

ARTICLE 27; MISCELLANOUS.

- 27.1 All matters which are not specifically provided for in this constitution shall be dealt with in accordance with the powers vested in the committee or the general assembly.
- 27.2 Any misunderstanding of this constitution or any part there of shall be referred to the executive committee whose interpretation by a simple majority shall be final with the approval of the general assembly of the association.

27.3 Any dispute arising, which the association shall fail to resolve under the provision of this constitution shall be resolved through arbitration in accordance with law of Uganda governing arbitration.

27.4 The committee reserves the right to appoint arbitrator depending on the circumstances.

27. Apart from the treasurer, no person shall be permitted to collect funds on behalf of the association except with written or express authority of the executive committee,

27.6 No re-numerations shall be paid to the executive committee, but appropriate reimbursement or travelling night allowances shall be paid to a person on official duty outside his/her station at the rate approved by the executive committee. A member may be however, be entitled to full or part time employment with the association.

27.7 Anything contrary to the spirit of unity and solidarity of the association shall not be permitted.

27.8 It shall not be permissible for any person authorized to hold meeting or organize any activity on behalf of the association.

ARTICLE28; ALLEGANCE TO THE CONSTITUTION;

By the will act of taking up membership of the association its other members present and future to honour and abide by the constitution of the association as adopted and as shall be dully amended from time to time.

We the several persons, whose names and address are subscribed here to are desirous of being formed into an association in pursuance of this article of the association which is our constitution

THE FOLLOWING ARE THE SUBSCRIBERS TO ZOMBO DISTRICT DEVELOPMENT ASSOCIATION.

N0	NAME	CONTACT	SIGN
1;
2;
3;
4;
5;
6;
7;
8;
9;
10;
11;
12;
13;
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15;
16;
17;
18;
19;
20;

WITNESSED BY;.....

LOCATION OF BUSINESS;.....

TITLE;.....

SIGN;.....**DATE;**.....

STAMP