

THE NGOS ACT, (R.E 2002)



**CONSTITUTION OF YOUR MOMENT IN TIME
ORGANIZATION.**

2021

DRAWN & FILED BY:

FOUNDER MEMBERS OF THE ORGANIZATION

Dar es Salaam

Tanzania

CONSTITUTION OF YOUR MOMENT IN TIME ORGANIZATION.

PART I: PRELIMINARIES

Title and Commencement

Interpretation

These Constitutions are written in English. All doubts and questions of interpretation and application of these Constitution, unless otherwise defined by the laws of Tanzania shall be resolved by the Executive council

In this constitution unless there is in the context anything inconsistent there with:-

“The Organization” shall mean **Your Moment in Time(Wakati wako ni Sasa)**

“The Act” shall mean the The NGOS ACT R.E 2002

“The Secretary” means secretary or any person appointed to perform the duties of the secretary of the Organization.

“Resident” shall mean any Tanzanian citizen born or residing in Tanzania as well as their offspring whose place of domicile is in Tanzania.

“Months” shall mean calendar months.

“Words” importing the masculine gender shall include the feminine.

“Words” importing persons shall include bodies corporate.

The article shall be construed with reference to the provision of the Act.

PART II

ARTICLE 1:

Name of the Organization.

The Name of the organization hereby declared and established shall be known as “**Your Moment in Time where as in Kiswahili Language shall mean (Wakati wako kwa sasa.)**”

ARTICLE 2:

The Postal Address.

The postal address of the Organization shall be Po.box **1921 Ilala District in Dar es salaam Tanzania.**

ARTICLE 3

Registration

The organization shall be registered as Nongovernmental organization under the Non government organization Act no 24 of 2002 as amended from time to time.

ARTICLE 4.

Headquarters.

The principal headquarters of the organization will be in Dar es salaam Ilala District or otherwise determined by the Executive Council from time to time.

ARTICLE 5:

Duration

The Organization shall be a local and have indefinite duration unless terminated or dissolved according to the terms of this Constitution and Articles of organization or according to law.

ARTICLE 6:

Area of Operation

The organization shall be operating nationally within the United Republic of Tanzania.

ARTICLE 7.

Vision statement

We envision inclusive and sustainable development of Youth talents, charity, and helping people who living in poverty, disable and Preventing environment in our community.

ARTICLE 8.

Mission

Equitable alignment and participation/functions and rules in achieving youth talents in Tanzania as well as improving social welfare of the Tanzanian youth.

PART III:

OBJECTIVES OF THE ORGANIZATION AND POWERS.

ARTICLE 9:

Objectives

1. The objects for which the organization is established are:-
2. To create job opportunities to the Youth especially in singing talents and fashion designing.
3. To create an agency for the public to higher talent at cooperate events, birthdays, weddings etc.
4. To create International attention for upcoming artists to be recognized.
5. Create mentorship and skills workshop and inviting achieved artists to help upcoming artists.
6. Give small business people the opportunity of free advertising for make overs, this will give them acknowledgment and help increase business opportunities.
7. Encourage sponsors to participate because of free advertising on our social media sites and online magazine.
8. Helping the society by proving financial support to grow up their social welfare
9. Do charity
10. Teach youth on Moral behavior in the community so as to reduce diseases like Hiv aids
11. Create a programme educating people of Africa to look after animals, a hands on project. Donation to animal safety.
12. Training of Drum Majorette team, 1st of its kind, abiding by international rules. Invite South Africa 9 provinces to a annual competition. Drum majorette is a recognized International sport. This will put us on the sport light, family friends will support in a very big way.
13. Have a branded cloth line that will be sold online to tourists. The branded clothing has a history of helping people whereby a percentage of every sale goes to our charity and the animal project. The items are handmade and give upcoming fashion designers to be noticed locally and globally.

14. Have workshops with mentorship and achieved business people sharing and advising the youth..
15. Training managers to take over my drum majorettes Belly dancing art, passing on my talent and knowledge.
16. Have Wakati Wako Kwa Sasa Prep School, the most important part of a child's life is birth to 6 years of age, create the right platform, introducing Montessori as part of the syllabuses, grace and cursive, English language.
17. Invite churches to participate also, to have a gospel choir song for Wakati wako kwa Sasa. Single singers are also welcomed to participate in creation of the song.
18. Have praise and worship from different churches to encourage good morals and standards for our upcoming youth.
19. To have upcoming fashion designers for our branded clothing line.

PART IV

MEMBERSHIP AND TYPES OF MEMBERS

ARTICLE 10

Membership

1. Any person or body wishing to become a member of the organization shall submit his application in a prescribed form to the Executive council to the main office address of the Organization.
2. Membership shall be open to all Tanzanians and non-Tanzanian as far as they are conversant with the objectives of the organization.

ARTICLE 11:

Types of Members

The members of the organization are:

1. ORDINARY MEMBERS:

Ordinary Member shall be as follows:

2. ORDINARY INDIVIDUAL MEMBERS:

These are those people who are interested to join the organization after the formation of the organization.

(2) Founder Members

- a) This are members who initiate for the registration of the organization and their names have been presented at the registrar office this shall be called founder members.
- b) Founder Members of the organization shall be permanent members of executive council.

(3). Honorary members

1. All those persons who have made or are likely to make a special contribution to the organization and are invited by the Executive Council of the organization to become such members.
2. They may attend meetings as observers, but may not vote or be elected to the Executive Council decision.
3. Individual professionals:

Who have attained a certain level of profession and mentally fit will be allowed to join the organization regardless of race, religion or sex, provided that they agree with the goals and objectives of the organization and show readiness to cooperate to achieve them.

ARTICLE 12:

Rights of Membership.

- 1 Subject to any other provisions of this Constitution, all members of the **organization** shall have the following right;
 - a) To attend and participate in all meetings and other activities of the organization.
 - b) To participate in all elections of the organization subject to other provisions of this Constitution;
 - c) To discuss and participate in all resolutions of the organization.
 - d) To air out their opinions freely in the meetings of the organization
 - e) To demand a reasonable explanation or clarification from any official of the organization in respect of any matter which the organization is discussing, reporting or deliberating
 - f) To implement or execute the objectives of the organization or its resolutions without any fear or pressure from any person

ARTICE 13:

Obligations of members

1. Subject to any other provisions of this Constitution, all members of the organization shall have the following obligations;
 - a) Except for Honorary members, to pay membership annually payable by monthly instalment as may be determined from time to time by the General Assembly
 - b) To attend all such meetings which may be called in accordance with the provisions of this Constitution
 - c) To implement all the resolutions passed by the organization in any of its meetings
 - d) To fulfil the objectives of the organization collectively and in his/her individual capacity
 - e) To perform diligently and skilfully all such duties entrusted to him/her on behalf of the Association and strive hard to maintain the reputation of the organization towards other members of the public
 - f) To defend and protect the common interests of all members whenever such interests are endangered or likely to be endangered
 - g) To respect the reputation, integrity and dignity of other persons
 - h) To abide to the required professional, of the organization and ethical standards and other laws of the country.

ARTICLE 14:

Code of conduct of members.

1. The members shall abide to the following code of conduct.
 - (a) Every member is required to conduct himself in the manner which will uphold the reputation of the organization.
 - (b) Every member should put the interest of the organization and the Community at large fore most above those of individuals.
 - (c) Every member is supposed to call for a meeting timely and as often as he may be Summoned.
 - (d) Every member is required to be uttermost obedient and carry his Commitment thoroughly well.

ARTICLE 15:

Tenure and cessation of membership

1. A member of the of the organization may cease to be a member on Occurrence of any of the Following;
 - a) By withdraw herself as a member of the organization
 - b) Upon the death of member**
 - c) Upon the conviction of a member by a court of law of a criminal offence resulting into a prison term, or a fine, or both.
 - d) Upon the expulsion of the member from membership from on account of any misbehavior that plunges this organization into irreparable loss and disrepute. Such expulsion shall be carefully considered by a duly appointed adhoc committee which shall present its recommendations to the general meeting via the Board for a final decision.
 - e) On the adjudication of a competent medical practitioner that a member's mind is unsound.

2. Notwithstanding the provisions of (a) above, a person having Honorary membership shall cease to be a member of the organization upon occurrence of any of the following;
 - a) Death;
 - b) Any conduct or omission which may distort the reputation which the person had before the organization or the public at large and upon which, in the opinion of the Executive Committee and with the approval of the General Assembly, such conduct or omission disqualifies a person from holding such membership;
 - c) The General Assembly may pass a resolution to strip-off Honorary membership from any person provided that such resolution has been supported by 2/3 of the members present in the meeting.

PART V:

LEADERSHIP OF THE ORGANIZATION STRUCTURE AND OFFICE BEARER

ARTICLE 16:

Types of Office Bearer

(1) There shall be the following office bearers as follows

- a) Chairperson
- b) Deputy chairman
- c) Executive Secretary
- d) Deputy Executive Secretary
- e) Honorary Treasurer

ARTICLE 17:

Pre-Requisite for Being an Office Bearer.

1. Chairman – Must be a Founder Member of this organization and or the member who is faithful member of the organization for about 2 years.
2. He/she shall be a person who by his deeds promote objectives of the organization
3. Executive Secretary – Must be a Founder Member of this organization and or the member who is faithful member of the organization for about 2 years.
4. He/she shall be a person who by his deeds promote objectives of the organization
5. Treasurer – Must be the holder of a bachelor's degree in finance,
Accountancy or any other related subject.

ARTICLE 18:

Powers and functions of a chairman

The Chairman who shall be the – Must be a Founder Member of this organization and or the member who is faithful member of the organization for about 2 years.

- (1) The Chairman has the unrestricted and broad powers, without any exception, to enable him to effectively discharge the many responsibilities arising out of the administration of the organization.
- (2) This Article is to be interpreted liberally and not restrictively.
- (3) The specific powers and duties assigned to the Chairman include the following:
 - a) To represent the organization before the members of the public and authorities.
 - b) To acquire and accept on behalf of the organization any funds, personal property or other movable goods which may be donated to it in any way acquired by the organization and to collect and receive any sums of money, personal property, goods, debts, legacies which are owed, payable or belong to the organization.
 - c) To open and maintain any type of bank account, sign cheques and other means of exchange, provided that the cheques drawn on any bank account of the organization shall always have the signature of two members of the organization.
 - d) To prescribe the manner in which application for membership in the organization shall be made and the manner in which membership in the organization shall be evidenced or terminated.
 - e) To sign on behalf of the organization and to generally represent the organization in buying, administering, using, renting, taking or giving as security, encumbering in any manner, selling, or disposing of in any manner all personal or movable property of the organization.

- f) To delegate general and special powers on behalf of the organization and also delegate his own authority completely or in part except as to this authority to delegate, in order to carry out the purposes of the organization.
 - g) To direct and administer all of the internal affairs of the organization and to exercise any other power which is necessary, important or useful in administering the affairs of the organization.
 - h) The Chairperson will provide support to the organization in intelligence gathering, lobbying, and day to day running of the organization as per the operational plan.
 - (i) The Chairman shall be remunerated for his services
 - (ii) The Chairman shall prepare an agenda for committee and general meetings, and shall record all such proceedings for the committee and general meetings of the members and make the same available for inspection by any member
 - (iii) The Chairman shall prepare and submit all necessary statutory fillings to the relevant authority.
- (4)The Deputy Chairman shall have the following powers and functions;
- a) To advise the chairman on any matter for the benefit of the organization.
 - b) To assist the chairman in the execution of any function assigned to him or her by this Constitution
 - c) To assume the powers and functions of the chairman at any time when the post of the chairman becomes vacant or absent for any reason.
 - d) To do any other function as may be directed by the Chairperson,

ARTICLE 19:

Powers and function of Executive Secretary

- (1) The General assembly shall elect the executive secretary who will operate as the secretary of the organization.
- (2) The Executive Secretary shall hold office for a period of 3 year and can be re-elected by the general assembly election meeting after 3 years
- (3) The Executive Secretary will perform all such duties incidental to the office of the Secretary or any duties assigned by the Chairman.
- (4) These duties may include the following, however all final papers (such as meeting minutes) require signature of the Chairman to be deemed approved.
 - a) The Executive Secretary shall keep the minutes of the meetings of both the Board of Trustees and the ordinary members in the minute books provided for such purposes.
 - b) The Executive Secretary shall be responsible for providing notices of all such meetings and agendas in accordance with the provisions of this constitution.
 - c) The Executive Secretary shall be the custodian of the organization records. He shall maintain a register of all members' addresses including details of membership fees paid (and unpaid).
 - d) The Executive Secretary will perform all such duties incidental to the office of the Secretary or any duties assigned by the Chairman.
- (5) The Deputy Executive Secretary shall have the following powers and functions;
 - e) To advise the Executive General Secretary on any matter for the benefit of the organization.

- f) To assist the Executive General Secretary in the execution of any function assigned to him or her by this Constitution
- g) To assume the powers and functions of the Executive General Secretary at any time when the post of the Executive General Secretary becomes vacant or absent for any reason.
- h) To do any other function as may be directed by the Chairperson, Executive General Secretary or the General Assembly.

ARTICLE 20:

Powers and function of Treasurer

- (1) The General assembly in election meeting shall elect the Treasurer who will operate as the Treasurer of the organization.

- (2) The Treasurer will perform all such duties incidental to the office of the Treasurer or any duties assigned by the Chairman. These duties may include the following; however, all final papers require signature of the Chairman to be deemed approved.
 - a) Shall receive and issue receipts for any money due and payable to the organization from any and all sources, and deposit any such money in the organization Bank Account.

 - b) Shall prepare annual statements of accounts of the organization.

 - c) Shall cause the audit or independent examination of the statements of accounts of the organization.

PART VI:

ELECTION AND TERM OF LEADERSHIP

ARTICLE 21:

Chairman

- (1) The office of the Chairman shall be elected by the General assembly after every 3 years.
- (2) Or If the office shall fall vacant for whatever reason, a subsequent Chairperson shall be elected by the General assembly through election at the Annual General Meeting.

ARTICLE 22:

Secretary

The General assembly shall elect the Executive Secretary at the AGM and they operate as a secretary of the organization.

ARTICLE 23:

Treasurer

The treasurer shall be elected at the annual general meeting in general assembly election by members.

ARTICLE 24:

REGIONAL, ADMINISTRATIVE BRANCHES

- (1) The organization shall consist of regional, administrative branches office which shall represent the chairman in each region where the offices will be established.
- (2) The chairman shall have powers to elect regional representatives of the organization for approval by the executive council.
- (3) The Executive council shall have power to pass through the names of elected regional representative of the organization and shall either approve or disapprove the names or shall elect another person to fill the vacant of any post.

ARTICLE 25

REGIONAL OFFICE BEARERS.

- (1) The Region shall comprise on the following office bearers as follows.
 - (a) Chairperson
 - (b) The vice chairman.
 - (c) The secretary.
 - (d) Treasurer.

ARTICLE 26

Powers and functions of Region chairman

1. The Chairman a member or employer of the organization representing the organization in respective region.
 - i) To represent the organization before the members of the public and authorities in respective region.
 - j) To acquire and accept on behalf of the organization any funds, personal property or other movable goods which may be donated to it in any way acquired by the organization and to collect and receive any sums of money, personal property, goods, debts, legacies which are owed, payable or belong to the organization in respective region.
 - k) To open and maintain any type of bank account, sign cheques and other means of exchange, provided that the cheques drawn on any bank account of the organization shall always have the signature of two members of the organization in respective region.

- l) To sign letters and other document on behalf of the organization and to generally represent the organization in respective region.

- m) To direct and administer all of the internal affairs of the organization and to exercise any other power which is necessary, important or useful in administering the affairs of the organization in respective region.

- n) The Chairman together with the region secretary shall prepare an agenda for region committee and meetings, and shall record all such proceedings for the committee and meetings of the members in respective region and make the same available for inspection by any members if needed.

ARTICLE 27:

Powers and function of region Secretary

- (6) The Executive committee shall approve elected region secretary who will operate as the secretary of the organization in respective region.

- (7) The region Secretary shall hold office for a period of 4 year and can be re-elected by the region committee and later approved by executive council.

- (8) The region Secretary will perform all such duties incidental to the office of the Secretary or any duties assigned by the region or National Chairman.

- (9) These duties may include the following, however all final papers (such as meeting minutes) require signature of the Chairman to be deemed approved.

- e) The regional Secretary shall keep the minutes of the meetings of regional committee and the ordinary members in the minute books provided for such purposes.
 - f) The regional Secretary shall be responsible for providing notices of all such committee meetings and agendas in accordance with the provisions of this constitution.
 - g) The regional Secretary shall be the custodian of the organization records. He shall maintain a register of all members' addresses including details of membership fees paid (and unpaid) in respective region.
 - h) The region Secretary will perform all such duties incidental to the office of the Secretary or any duties assigned by the Chairman.
- (10) The region Deputy secretary shall have the following powers and functions;
- i) To advise the region Secretary on any matter for the benefit of the organization.
 - j) To assist the region Secretary in the execution of any function assigned to him or her by this Constitution in respective region
 - k) To assume the powers and functions of the region Secretary at any time when the post of the region Secretary becomes vacant or absent for any reason.
 - l) To do any other function as may be directed by the Chairperson, or region Secretary.

ARTICLE28:

Powers and function of Region Treasurer

- (3) The region committee in election meeting shall elect the Treasurer who will operate as the Treasurer of the organization in respective region.

- (4) The region Treasurer will perform all such duties incidental to the office of the Treasurer or any duties assigned by the Chairman. These duties may include the following; however, all final papers require signature of the Chairman to be deemed approved.
- d) Shall receive and issue receipts for any money due and payable to the organization from any and all sources, and deposit any such money in the organization Bank Account.
- e) Shall prepare annual statements of accounts of the organization and send to the national.
- f) Shall cause the audit or independent examination of the statements of accounts of the organization in respective region.

ARTICLE 29:

Establishment of the Board of directors

1. There shall be a Board of Directors composed of the following.
 - (a) The Chair person.
 - (b) The vice chair person.
 - (c) The Executive Secretary.
 - (d) Deputy Executive Secretary.
 - (e) Treasurer.
 - (f) Deputy Treasurer
 - (g) Other member's representatives appointed by the general meeting of the organization.

2. The Members of the board shall hold office for 3 years
3. All those interested in becoming Board director's members must submit their applications a month before they are nominated at the general meeting.
4. Their names shall be circulated to all the members two weeks before the Vote in the general meeting.
5. At the AGM, the members shall cast their votes. All Board of directors members shall be voted in by a majority vote
6. The chairperson of the Board shall be elected at the general meeting by members.
7. The board of directors shall hold meeting twice in a year or at any time in case of emergency.
8. The Coram of the meeting of Board of directors meeting shall be 2/3 of all members of the board.

ARTICLE 30.

Function of the Board of Directors.

1. To make rules and regulation.
2. To protect and advance the image of the organization.
3. To recruit staff.
4. To participate in activities of developing the organizations strategic plan.
5. To appoint auditors.
6. To form different committee of the organization.
7. To convene project to be carried out by the organization, conduct or cause to be conducted feasibility studies for such or and submit the same for approve at the general meeting.

PART VII:

GENERAL MEETING (ORDINARY AND GENERAL)

ARTICLE 31:

Notice of General Meetings

- (1) Every general meeting shall be called by seven (7) clear days notice in writing.
- (2) The Annual General Meeting shall be called by thirty (30) clear days' notice in writing.
- (3) The notice shall specify the time and place of the meeting the general nature of the business and, in the case of an annual general meeting, shall specify the meeting as such;
- (4) Provide that a meeting of the organization may be called by shorter notice if it is so agreed; -
 - (i) In the case of an annual general meeting, by all the members entitled to attend and vote thereat; and
 - (ii) In the case of any other meeting by a majority in number of the members having a right to attend vote at the meeting.
 - (iii) The accidental to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at the meeting.
- (5) There shall be at least one official meeting of the members of the organization each year.
- (6) All meetings shall be called by or on behalf of the Chairman and he shall give notice thereof, either orally or in writing, in such a way and with such anticipation as in his judgment is reasonable to cause the members to be aware of and attend the meeting. Such meeting shall be presided over by the Chairman.

- (7) At the time of each such meeting, all members in attendance shall counsel with the Chairman regarding matters of concern to the Society as brought to the attention of the organization by the Chairman.
- (8) All decisions, resolutions, and other actions shall be by a majority vote of the members present in a duly constituted meeting of the members.
- (9) A record of the meeting of the members shall be kept and such record will evidence the decisions, resolutions and any other actions of the meeting.
- (10) In the event the Chairman is unable to attend a meeting, he is authorised to delegate this responsibility in accordance with his powers.

ARTICLE 32:

Proceedings at General Meetings

- (1) All business shall be deemed special that is transacted at an Extra-Ordinary General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of declaring a divide, the consideration of the accounts, and the reports of the members and auditors, the election of members in the place of those retiring and the appointment of, and the fixing of the remuneration of, the auditors.
- (2) No Business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business; fifty percent (50%) of those entitled to vote on the business to be transacted, each being a member or a proxy for a member or a duly authorized representative of a corporation, shall be a quorum for the AGM and 30, thirty percent (30%) shall be considered a quorum for ordinary meetings.
- (3) The chairman, if any, of the Central Executive Committee or in his absence some other member nominated by the members shall preside as chairman of the general meeting, but if neither the chairman nor such other board members (if any) be present within fifteen minutes after the time appointed for the holding of the meeting and willing to act, members present shall elect one of their number to be chairman of the meeting and, if there is only one trustee present and willing to act, he shall be chairman.

- (4) If at any meeting no members is willing to act as chairman or if no other trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose some one of their number to be chairman of the meeting.
- (5) The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days and the general nature of the business to be transacted at an adjourned meeting.
- (6) At any general meeting a resolution put to the vote of the meeting shall be decided by private paper vote at the start of the meeting and the results announced at the close of the meeting.
- (7) The demand for a poll may, before the poll is taken, be withdrawn.
- (8) In the case of an equality of votes, whether by private paper vote or on a poll, the chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.
- (9) A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time not more than thirty days after the poll is demanded as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be preceded with pending taking of the poll.

- (10) A resolution in writing executed or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present shall have effect as if it had been passed at a general meeting duly convened and held, and may consist of several instruments in the like form each executed by or on behalf of one or more members.

PART VIII:

FINANCIAL MANAGEMENT, SOURCES OF FUNDS AND USES OF FUNDS

ARTICLE 33:

Financial Year

The financial year shall begin from 1st January and end on the 31st of December.

ARTICLE 34:

Source of Funds -

- (1) The income of the organization shall be derived from the following sources: -
- a) Membership fees
 - b) Grants, donations and gifts from any lawful source.
 - c) Income derived from any services undertaken by the organization subject to the specified areas of operation; other income received by the organization contrary to the purpose and objectives of the organization

ARTICLE 35:

Use of Funds

- (1) The income and property of the organization when so ever derived, shall be applied solely towards the promotion as set forth herein above, and no portion thereof shall be paid, transferred directly or indirectly, by way of gifts, division, bonus or otherwise howsoever by way of profit to the members of the organization.
- (2) All income and property of the organization shall be determined by the Executive Council from time to time and approved by the members.

ARTICLE 36:

Bank Accounts

- (1) The organization shall open an Account as agreed by the members where the signatory to the account can be any of the three office bearers. These are; -
 - a) Chairman
 - b) Executive Secretary
 - c) Treasurer.
 - d) Or other two members of the organization each to sign in either groups.

The Members can change the signatories by a vote from time to time.

ARTICLE 37 :

Annual Report

- (1)A report of accounts shall be kept of the sum of money received and expended by the organization, and matters upon which such receipts and expenditure take place, of all sale and purchases of goods by the organization and or the property, credits and liabilities of the organization, and subject to any reasonable restrictions shall be open to the inspection of the members once in every year.
- (2) The accounts of the organization shall be examined, and a fair view of the same and balance sheet ascertained and certified properly by qualified Auditors.

- (3) All financial reports including audited reports shall have to be submitted in every sitting of the board of members.
- (4) The Executive Council cause true accounts to kept of any sums of money received and expended by the association and matters in respect of which such receipts and expenditure take place, of all sales and Assets and liabilities of the organization.
- (5) Proper Books of Accounts shall be kept at the offices of the organization and shall be open to inspection by the member's at all reasonable time during the usual business hours.
- (6) The Chairperson shall cause to be prepared and laid before the organization General Meeting such Income and expenditure Accounts and Balance sheet and shall be sent to all persons entitled to receive notice of the General Meetings.

ARTICLE 38:

Audit and Control

- (1) The organization shall cause proper accounts to be kept and an income and expenditure account and balance sheet to be prepared at the end of each financial year.
- (2) The financial year shall run from 1 January to 31 December of each year.
- (3) The said income and expenditure account shall be audited by a duly qualified auditor appointed by the organization.

PART IX

CONSTITUTION AMENDMENT, DISPUTE RESOLUTION AND DISOLUTION OF THE ORGANIZATION.

ARTICLE39:

Amendment of the Constitution

- 1) The motion to amend this Constitution may be filed to the Executive General Secretary by;
 - a) Any ordinary member of the organization after having secured a support of signatures from not less than forty ordinary members; or

- b) Any organ of the organization other than the General Assembly.
 - c) By the resolution passed by at least one third of the members of the General Assembly
- 2) Upon receipt of the motion in (a) (b) above, the Executive General Secretary shall, within 14days since the receipt of the motion, call for the meeting of the Executive Committee which, if necessary, may request the Arbitration Board or the Legal, Ethics and Disciplinary Committee to advise it on any matter related to the said motion and the Executive Committee shall prepare its recommendations to be presented before the General Assembly.
 - 3) The Executive Committee may recommend to the General Assembly the approval or disapproval of the motion in (a) and (b) above.
 - 4) In event of the motion passed in accordance with (a)and(b) above, the General Assembly may direct the Legal, Ethics and Disciplinary Committee or the Executive Committee to prepare, within 14days, a draft document of the proposed amendments which shall be tabled before the General Assembly for deliberation and approval.
 - 5) The amendments shall not be passed if not supported by 2/3 of ordinary members who are
Physically present at the time of voting in a duly constituted meeting.
 - 6) The new amendments shall not come into effect unless signed by not less than sixty ordinary members of the organization.
 - 7) The Executive General Secretary shall announce by public notice the day when the sixtieth signature has been secured to be the day when the new amendments came into force.
 - 8) The Executive General Secretary shall cause the notice for amendments of the Constitution to be brought to the attention of any other relevant authority.

ARTICLE40:

Saving provisions

- 1) Rules governing the organization Activities shall remain in force even after the adoption of this Constitution unless where they conflict with any provision of this Constitution, repealed impliedly or expressly by this Constitution or repealed by any rules made under this Constitution.
- 2) Any assets or liabilities of any of the organization predecessor shall be treated as the organization assets or liabilities under this Constitution.

- 3) Any reference to any of the organization predecessor's name shall be deemed to refer to the organization current name.

ARTICLE 41:

Dissolution Of the organization

- 1) The organization may be dissolved due to the following grounds.
 - (a) By an act of God.
 - (b) By its on members by the vote of 2/3 at the AGM if there is a need to do so.
 - (c) By an order of the registrar of societies in his power.
 - (d) By an order of the court.
- 2) If in case the organization dissolved all debts of organization must be paid.
- 3) The official receiver shall deal with collecting of debts and paid the debts to those who own the organization
- 4) After the debts has been paid members shall be paid their dues According to the contribution they made.

DISPUTE RESOLUTION MECHANISM

ARTICLE 42:

Establishment of Arbitration Board

- 1) There shall be an organ of the organization which shall be known as the Legal ethics and disciplinary committee
- 2) The committee shall be composed by;
 - a) The Chairperson and Secretary, both elected by members of the General Assembly in accordance with the provisions of this Constitution.
 - b) Two other members appointed by the Chairperson of the organization amongst ordinary members of the organization.
- 3) The Committee shall be an independent organ of the organization which shall only be Accountable to the General Assembly.

ARTICLE 43:

Powers and Functions of the Legal Ethics and disciplinary *committee*

- 1) The Committee shall have the following powers and functions;
 - a) To receive, hear and determine all complaints concerning any unfair treatment of any member by any organ of the organization other than the General Assembly.
 - b) To arbitrate any dispute between the organs of the organization
 - c) To receive, hear and determine all election complaints.
 - d) To advise the General Assembly on any legal issue that may arise and which needs legal interpretation before any action is taken by the General Assembly.
 - e) To advise, upon request, any organ of the organization on any legal issue.
 - f) To do any other function as may be assigned to it by the General Assembly.

ARTICLE 44:

Procedures of filing any complaint to the Committee

The Committee shall have power to make rules governing its proceedings and procedures of filing complaints.

ARTICLE 45:

Status of decisions made by the Committee

Except for decisions which need to be approved by the General Assembly in accordance with this Constitution, the Committee shall make final and binding decisions to all complaints referred to it by virtue of this Constitution.

ARTICLE 47:

Budget of the Committee

- 1) The members of the Committee shall be paid sitting allowances for the meetings they meet to hear and determine the complaints brought before them.
- 2) The sitting allowances of members of the committee shall be set under the financial regulations made under this Constitution and approved by the General Assembly.
- 3) The annual budget of the committee shall be approved by the General Assembly as part of the annual budget of the organization which will be presented in accordance with the provisions of this Constitution.

(4)The Committee shall not incur extra costs beyond the budget approved by the General Assembly.

ARTICLE48:

Tenure of the Committee

- 1) Once elected or appointed in their positions, members of the Committee shall serve for the **term** of two years and may be re-elected or re-appointed in their positions.
- 2) The office of any member of the Committee may fall vacant upon occurrence of any of the following;
 - a) Death of such member
 - b) Expiration of the two years term after having been elected or appointed in the said post
 - c) Mental illness or any physical incapacity which makes such member unable to perform his official duties
 - d) Resignation of that member from his office
 - e) Absence from the working station for a reason of studies, long term research or any other reason for a period of six consecutive months
- 3) The General Assembly shall be responsible in electing any qualified Ordinary member to fill the vacancy left in either the post of the Chairperson or Secretary of the Board after being notified by the Executive General Secretary of the organization.
- 4) The Chairperson of the Board shall be responsible in appointing any ordinary member to fill in the vacancy left by any of the two appointed members of the Committee.

PART XII
COMMON SEAL OF THE ORGANIZATION AND BOARD OF TRUSTEES.

ARTICLE 49:

Common Seal

- (1) There shall be a common seal of the organization which shall be kept by the general secretary of the organization
- (2) The common seal shall be used by general secretary of the organization to every documents letters to introduce the organization

ARTICLE 50 :

Board of Trustee

- (1) There shall board trustee of this organization which shall have 5 Members appointed in the AGM
- (2) Members of the board shall be elected from founding members of This organization who are not office bearers.
- (3) The board of Trustees shall be an independent organ far from office bearers and shall have its constitution registered by RITA.
- (4) The function of the board of trustees shall be to supervise all Properties of the organization and other function will be provided in their constitution.

Adopted this..... day of..... 2021 at.....

Signed on behalf of the Assembly of members by:.....

Secretary of the Assembly of Member Chairperson of the Assembly of Members

Sanctioned by the **ORGANIZATION general assembly this.....day of.....2021**

.....
Chairperson of the organization.

LIST OF FOUNDER MEMBERS AND THEIR SGNATURE.

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....