THE

OF

 CONSTITUTION

GOOD SHEPHERD COMMUNITY

DEVELOPMENT ASSOCIATION

(GOSCDA)

 2014

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**PREAMBLE**

Whereas there are many stake holders and government have tried to address the challenges of poverty and poor Education system, within which most communities are confined there still many gaps to be attended to.

Inspired by the general outcome by the grassroots out comes working on different aspects of agriculture, education, vulnerable children, there is still a great need to help the peasantry farmer and the community at large to get out of the severe poverty and poor education system.

Aware of the fact that combined efforts can fight poverty and poor Education of the vulnerable and the disadvantaged groups and aware of the many challenges that are caused by poverty, ignorance and disease.

We the members do hereby resolve to formulate a holistic approach to address in all sectors concerned the problem of poverty and education, spearhead sustainable development for all.

We strive for holistic development backed by spiritual growth, skills and knowledge.

The organization shall be called Good Shepherd Community Development Association (GOSCDA) it is charitable, nonpartisan, interdenominational and none sectarian whose aim is to advocate for Poverty, Education and health community under sustainable development.

# ARTICLE 1 NAME

The name of the organization shall be called **Good Shepherd Community Development Association here** in after referred to as organization

**1.1** Acronym - **GOSCDA**

**ARTICLE 2 LOCATIONS**

Boyobo/Bunangwe L.C 1.BudhatemwaParish, Kitayunjwa sub County, Kamuli District.

E-mail: goodshepherdcomdevass@gmail.com

**ARTICLE 3 GOALS /AIMS**

* 1. Goal/Aim. To enable community acquire adequate knowledge skills and resources that promote sustainable holistic development.
1. **VISION**:
2. The entire nation of Uganda and Kamuli in particular transformed morally, socially, educationally and economically through unity and hard working.
3. 2.**3 MISSION**:
4. A spiritually and physically empowered community socially, educationally and economically for promotion of sustainable development.

2.**2 SPECIFIC OBJECTIVES.**

(i) To raise the level of awareness of communities on education, hygiene and sanitation practices and assist communities to access safe water.

(ii) To advocate for education and health for all including the vulnerable i.e. children, women, people with disabilities with particular emphasis to medical care for those infected and affected with HIV/AIDS, sickle cells and other killer diseases.

(iii) To promote education by supporting skills development programs for the youths.

(iv)To raise the level of awareness of communities on the importance of good governance, human rights, gender emancipation and mainstreaming.

(v) To raise the level of awareness of community about the Millennium Development Goals.

(vi) To promote all programs that yield sustainable development such as: education, agriculture, environmental conservation, savings for investment and cooperatives.

# ARTICLE 4 ACTIVITIES

The activities of the organization shall include and not limited to:

* Education, Training and sensitization.
* Data collection
* Child care and protection.
* Environmental conservation and protection activities.
* Advocating for the human rights.
* Provision of basic necessities to the vulnerable groups.
* Strengthening partnership with other organizations and surveillance emergency activities and preparedness response where necessary.
* Counseling and guidance.
* Agriculture development activities.
* To promote skills development for the young generation.
* Water and sanitation activities.

# ARTICLE 5 MEMBERSHIPS

Membership shall not be limited but eligible to adults and shall comprise of the following;

1. Founder members.
2. Full paid up members.
3. Associates
4. Affiliate members.
5. Honorary members.

# 5.1 RIGHTS AND OBLIGATIONS OF MEMBERS

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| Category | Definition | Rights and obligations |
| Founder members | The first 12 who started the ORGANIZATION |  -They make contributions towards the Organization programs.- They are life time members.- They have access and control over the Organization assets and property.- They are direct members of the Board of executives.- They nominate their next of Kin to succeed them upon death.- They vote and can be Voted for.-They participate fully at meetings. |
| Full paid up members | Those who join the ORGANIZATION through registration after understanding the objectives. | -They pay annual membership fee.-They make contributions towards the Organization programs.-They deliberate at meetings.-They vote and can be voted for.-They have access to the Organization assets and property. |
| Affiliate/Associate Members. | Those individuals and groups indentified to with similar and supportive to the Organization objectives. | -They pay annual membership fee.-They make contributions towards the Organization programs.-They deliberate at meetings.-They do not vote and cannot be voted for.-They have access to the Organization property and assets. |
| Honorary  | People of high moral integrity appointed by the ORGANIZATION | -They make contributions towards the Organization programs.-They act as guarantors sureties of the ORGANIZATION-They arbitrate between the members and Board of executives.-They deliberate at meetings.-They have no voting rights.  |
|  |

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**5.2 Cessation of membership.**

Membership of the ORGANIZATION shall lapse of cease under the following conditions:

* Upon death of a member.
* If one voluntarily resigns in writing to the BOE.
* If one fails to renew membership as required in this constitution.
* If one is convicted in a court of law of a criminal offence leading to file sentence of 1 year.
* If one behaves in a manner that is destructive to the objectives of the ORGANIZATION

The Board of executives reserves the right to reprimand and dismiss members.

# ARTICLE 6 ADMINISTRATIONS

The following shall be organs of the ORGANIZATION

1. General Assembly – G/A
2. Board of Executives –BOE.
3. Sub committees.
4. The secretariat.
5. Board of Trustees (BOTs).

**6.1 GENERAL ASSEMBLY**

There shall be a general assembly comprising of all fully registered members. This shall be the top policy making organ of the organization

6.1.1 Functions of the G/A.

* To approve all policies and bye-laws of the organization
* Elect officials of the BoE and sub committees.
* Approve work plans and financial estimates.

 6.2 **BOARD OF EXECUTIVE**

There shall be a BOE comprising of 7 officials elected by the G/A. There shall include the following:

1. Chairperson

2. Vice chairperson

3. General Secretary

4. Treasurer

5. Publicity secretary

6. Two committee members.

6.2,1 Three of the founder members shall be members of the BOE plus those elected by the G/A.

**6.2.3 Functions of the BOE**

* The BOE shall be the top most administrative organ of the organization
* They recruit and remunerate staff.
* They monitor, supervise and oversee the smooth implementation of all the Organization programs.
* They reprimand the staff.

6.2.4 Functions of office bearers:

(i) Chairperson

* Presides over all meetings of the BOE and G/A.
* Represents the ORGANISTION at functions.
* Is signatory to all accounts of the ORGANIZATION
* Casts a winning vote in case of a tie.

(ii) Vice chairperson

* Performs all duties of the chairperson in his/her absence.
* Performs any other duties assigned by the BOE.

(iii) General Secretary

* Ensures that all deliberations at the G/A and BOE are recorded and kept.
* Invites meetings in liaison with the chairperson.
* Is signatory to all accounts of the organization

(iv) Treasurer

* Identify sources of revenue for the organization
* Causes for the annual financial statements to be presented to the G/A.
* Ensures that all financial transactions are recorded and kept.
* Causes for the books of accounts to be audited by the selected firm.
* Is signatory to all accounts of the organization

(v)Board member**s**.

* Attend and deliberates fully at all meetings of the BOE.
* Performs any other duties assigned by the BOE

6.3 Sub-committees

The BOE shall recommend to the G/A the formation of sub-committees to carry out duties on behalf of the organization, The terms of reference (TORS) for such committees shall be well stipulated out at their formation. Such committees may include but not limited to:-

* Finance and administration
* Education Committee
* Health committee
* Social sector
* Disciplinary committees

6.4 The secretariat

There shall be a secretariat comprising of technical staff members and headed by the executive director.

The secretariat shall ensure the smooth implementation of all programs of the Organization

6.4.1 Functions of the executive Director

* Shall be the head of the secretariat and overall administrator of the organization.
* Provide overall management guidance and supervision to the secretariat.
* Initiate programs for the organization and ensure smooth implementation according to the approved policies.
* Negotiate consultation on behalf of the organization
* Be the principle signatory to accounts.

6.5 Board of Trustees

There shall be a BOTs of 3 members. These shall serve as good fathers of the organization they shall be people of proved moral integrity appointed by the Organization in writing.

They shall also write back giving their consent to serve in a period not exceeding 90 days from the date of appointment. BOTs shall play an arbitration role in the case of conflicts between the members and BOE. The chairperson of the BOTs shall act as patron of the organization

# ARTICLE 7 TERMINATION OF OFFICE.

An officer shall loose his/ her office under the following conditions:-

1. Fails to abide by the objectives of the organization
2. Suffers a disability that incapacitates from performing the required duties.
3. Voluntarily resigns in writing giving one month notice.
4. Uses the office in a manner that causes or is likely to cause losses to the organization
5. Fails to turn up in three consecutive meetings of the organ without genuine reasons
6. Is removed from office by a vote of no confidence at the G/A

# ARTICLE 8 TERM OF OFFICE

The term of office for all office bearers shall be 3 years.

# ARTICLE 9: ELECTIONS

* 1. The G/A shall elect office bearers at the end of every term of office.
		1. For an election to take place the quorum of the G/A shall be 2/3 of the fully registered and paid up members.
		2. The members present shall agree on a neutral person to preside over the elections.
		3. Election shall be by show of hands.
		4. Members can vote back an officer whom they feel has served better to their satisfaction.
		5. Counting of votes shall be done and the results announced immediately

**BYE ELECTION**

The BOE shall cause for bye – elections to be held in a period not exceeding 90 days from the date a post falls vacant. No bye – elections shall be held in a period of 6 months to the date of a major election

HAND OVER

The sitting incumbents shall hand over officer to the newly elected official on the very day the elections take place.

ARTICLE 10: MEETINGS.

The meetings shall be held in the following format.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of meeting  | Quorum  | Frequency  | Mode of calling  |
| G/A  | 2/3  | Once a year | Written notice of 30 days |
| BOE  | 2/3 | Monthly  | Written notice of 7 days  |
| Sub committees  | As Per TORs  |
| BOTS  | 2/3 | Once a year  | Written notice of 30 days  |

# ARTICLE 11 FINANCE

1.1 The ORGANISTION shall raise funds from the followings sources:-

1. Membership fee
2. Community Membership contribution
3. Grants and donations
4. Fundraising
	1. **Finance year**

The financial year of the organization shall follow the calendar year.

* 1. **Bank Account**

All monies of the organization shall be kept in the bank agreed upon at the G/A. The signatories at the account shall be:

1. The chairperson / executive director who shall be the principle signatory
2. The treasurer
3. The general secretary

For withdraw purposes the chairperson / executive director and any of the other two can effect withdrawals.

* 1. **Petty cash**

The treasurer shall keep a petty cash of an amount agreed upon at the G/A to cater for emergency cases.

* 1. **Finance regulations**

The G/A shall issue bye –laws to guide the BOEs on the management and administration of finances of the ORGANIZATION

# ARTICLE 12 AFFILIATIONS

The ORGANIZATION shall affiliate with any other local or external organizations with similar objectives with the approval of BOE.

# ARTICLE 13 SEAL

The BOE shall provide a seal of the ORGANIZATION to use in all official communications. The documents shall also bear the signatures of the chairperson of the organization

# ARTICLE 14 INTERPRETATIONS.

The powers to interpret this constitution lie with the BOEs, and the following have been used in here to mean the under mentioned:

G/A General Assembly

BOE Board of executive

F/Y Financial year

TORs Terms of reference

ED Executive Director

BOTs Board of Trustees

C/P Chairperson

# ARTICLE 15 DISSOLUTION

15.1 The ORGANIZATION shall dissolved by the G/A upon submission of the motion to the BOE within a period of 90 days to the date of the G/A, such a motion should be supported by 1/3 of the registered members.

15.2 Upon dissolution, the assets and property of the formation shall be passed onto another organization with similar objectives after settling all the liabilities

15.3 Upon dissolution the BOTs shall assist the members in setting the liabilities and transfer of the assets and properties

# ORGANOGRAM

GENERAL ASSEMBLY

HEALTH /EDUCATION COMMITTEE

Production and environment sector

FINANCE AND ADMIN

HUMAN RESOURCE DEV.

COLLABORATING / AFFILIATING

ORGANS

SECRETARIATE

BOARD OF EXECUTIVE

BOARD OF TRUSTEES

#

# DECLARATION

We the Founder members of **GOOD SHEPHERD COMMUNITY DEVELOPMENT ASSOCIATION** do solemnly declare our membership to the formation and do confirm our commitment to abide by all the articles of this constitution.

Declared this ……………………………………………………day of ………………2014

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **NAME**  | **CONTACT**  | **DESIGNATION**  | **SIGNATURE**  |
| 1 | MUGWERI YOWERI  | 0782908205 | Chairperson / Executive  |  |
| 2 | WAISWA CHARLES | 0773075196 | General secretary |  |
| 3 | MPANDI JAMES | 0785937383 | Publicity Secretary |  |
| 4 | MUGWERI BENARD | 0754686172 | Vice chairperson |  |
| 5 | NAKIBUUKA ANNET | 0703744384 | Treasurer |  |
| 6 | MUGWERI CRIBIA | 0705990410 | Member |  |
| 7 | MUGWERI JOEY | 0783148510 | Member |  |
| 8 | NDHUBA SAMUEL | 0777935069 | Mobilizer  |  |
| 9 | KALEMBE ESTER | 0786891416 | Member |  |
| 10 | KIROKO SOPHIE | 0776075196 | Member |  |
| 11 | MUGWERI TRACY | 0754006265 | Member |  |
| 12 | NANGOBI BETTY | 0776920979 | Member |  |