

*The Republic of Uganda*  
**The Non-Governmental Organizations ACT Cap 113**

*The new constitution*

*Of*

*NCCDF*

*(NAKITUBA CALVARY CHAPEL DEVELOPMENT*

*FOUNDATION)*

*As Presented for registration on the 20 day of April 2017*

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## **PREAMBLE**

Members of Nakituba Calvary Chapel Development Foundation at the Annual General Meeting dated 3<sup>rd</sup> March 2017; developed the Constitution for the NCCDF at 14<sup>th</sup> April 2017;

In the respect of the *vision, mission and objectives* NCCDF;

In respect of the evolution of NCCDF and new directions proposed by the General Assembly should focus at bringing and **promote socio- economic cohesiveness of the members as one way of promoting the love of Christ;**

The resolutions reached at on the 3<sup>rd</sup> day March 2017 should be binding; therefore the adoption of this Constitution as laid below:

### **Article One (1)**

#### **I. The name and location of the CBO/Organisation**

The name shall be NAKITUBA CALVARY CHAPEL DEVELOPMENT FOUNDATION in acronym “NCCDF”

(b) Nature NCCDF is a Community Based Organisation, independent Non-profit, Charitable and development Organization.

(c) Headquarter and Ray of Action

i. NCCDF shall be based in Nakituba LC 1 Kidera Sub County in Buyende district in eastern region of Uganda.

ii. It can expand and establish other offices to any part of Uganda based on the decision of the founder members.

(d) Period of operation

NCCDF is created for an indefinite duration.

### **Article Two (2)**

#### **A. Vision**

To promote the wellbeing of the community

#### **B. Mission**

To make Jesus Christ the center of our Spiritual Moral and Social- Economical way of Life style.

#### **A. PRINCIPLES**

- No exclusion based on gender, religion, race and ethnicity;
- Unity and solidarity in diversity.

#### **Integrity**

### **Article three (3) objectives**

- a) To operate a church under the name of NCCDF aimed at promoting faith, love and trust in the Lord Jesus Christ Romans 10:9-10; Mark 12:30-31.
- b) To contribute to the promotion of government development programs through awareness within communities on social and economic empowerment.
- c) To establish a Resource Center.
- d) To advocate for empowerment, protection and accesses to basic services.
- e) To set up childcare centers.
- f) To partner and promote solidarity with institutions, government, communities and individuals at national, regional and international level to the plight of community
- g) To cater for the social welfare, healthcare, and development for orphans and vulnerable children.
- h) To enhance formal and informal education by contributing school fees and other Scholastic materials to orphans and vulnerable children.
- i) To promote sustainable agriculture and food security among the community

**Article four (4) (B)**

- i. **Stamp and Seal** there shall be a stamp of NCCDF which shall be kept in custody of founding Board and accessed by Management.
- ii. There shall be a seal affixed on official document in writing by the Executive Director founding body.
- iii. The executives Director shall have the authority to sign in name and on behalf of the organizational founding body in writing and any further authorization formality and report to the Board of trustees on such undertakings.

**Article Five (5) establishment of the Church**

- a) To regularly observe the two biblical ordinances of water Baptism and Holy Communion as acts of devotion to God (but not necessary for our salvation).
- b) To be an evangelical, non-denominational fellowship of believers (church) in the Lordship of Jesus Christ.
- c) To build Christ's character in individuals, in marriages, and in families so that every believer may reach full maturity in Christ in order to be able to teach others also. Colossians 1:28-29; II Timothy 2:2.
- d) To promote Jesus's calling and teaching of children to enter the kingdom of God Mark 10:14 Luke 18:16 2 & Malachi 4:6; Ephesians 6:1-3.
- e) To motivate single Mother to accept living godliness as the house of the Lord is open for them I Timothy 5.
- f) To minister to all persons regardless of race, national origin, or economic condition. Ephesians 2:13-18; James 2:1-5.

- g) To encourage every Christian to study, memorize and meditate upon the Word of God. Psalm 119:11; II Timothy 3:16-17.
- h) To teach every wife how to love her husband and children, how to be discreet, pure in mind; how to manage her own home, and how to adapt to her own husband so that the Christian faith cannot be spoken against by those who know them. Titus 2:4-5.
- i) To win the souls of men, women and children to faith in Jesus Christ as Lord and Savior through various forms of evangelism.
- j) To explain and apply God's principles of finances in the church and in each family so that God can provide specific direction and illustrate His supernatural power. Malachi 3:10; Luke 16:11-12.
- k) To promote the bible teach on husband and wife children and parents Ephesians 5:25
- l) To serve the surrounding community (children, orphans, youth, women, widows, men, the sick, the elderly) through various projects in every possible Christian way.
- m) To establish and plant fellowships of believers (churches) subscribing to our values as elaborated in this Memorandum of Association.
- n) To have a service ministry for persons with special needs especially the sick, elderly, widows, orphans, the poor, the homeless, those away from home, and those in prison. Matthew 25:31-46; James 1:27

**Sub article six (6) on Church**

**EXECUTIVE COMMITTEE**

**The Headship of Christ**

The executive committee of the established Church shall be found upon the Lordship and direction of Jesus Christ. Everyone in authority under the headship of Christ at the Church shall continually seek His mind and will, through His Spirit and the Word of God in all actions and decisions.

**Oversight of His Body by Pastors**

The church will be established and be overseen by a Board of Elders, deacons and other staff under the leadership and direction of the Senior Pastor. The Pastor of Nakituba Calvary Chapel shall be: -

- Relation to God
- A man -- masculine leader

- Above reproach -- without any character defect
- Able to teach -- effective Bible communicator

Not a new convert -- mature Christian

**a) Relation To Family**

Husband of one wife -- one-woman man, sexually pure (does not require to be married as Paul, Timothy, Jesus, and widowed men could qualify though we are very cautious to accept single men as a founding pastor)

- i. Having obedient children-- successful father
- ii. Manages family well-- provides for, leads, organizes, loves

**ii) Relation To Self**

- i. Temperate-- mentally & emotionally stable
- ii. Self-controlled-- disciplined life of sound decision-making
- iii. Not given to drunkenness-- without addictions
- iv. Not a lover of money-- financially content & upright
- v. Not associated with pagan worship, or consultations with mediums or spiritists and witches

**iii) Relation To Others**

- i. Respectable-- worth following & imitating
- ii. Hospitable-- welcomes strangers, especially non-Christians for evangelism
- iii. Not violent -- even tempered
- iv. Gentle -- kind, gracious, loving
- v. Not contentious -- peaceable, not quarrelsome/divisive
- vi. Good reputation with outsiders-- respected by non-Christians
- vii. In fulfilling the biblical requirements mentioned in 1 Timothy 3:1-7 and Titus 1:6-9.

**Responsibilities of Pastors**

- i. Prayer & Scripture study (Acts 6:4)
- ii. Leading the church (I Timothy 5:17)
- iii. Managing the church (I Timothy 3:4-5)
- iv. Caring for people in the church (I Peter 5:2-5)
- v. Giving account to God for the church (Hebrews 13:17)
- vi. Living exemplary lives (Hebrews 13:7)
- vii. Rightly using the authority God has given them (Acts 20:28)

- viii. Teaching the Bible correctly (Ephesians 4:11, I Timothy 3:2)
- ix. Preaching (I Timothy 5:17)
- x. Visiting and praying for the live and sick (James 5:13-15)
- xi. Teaching sound doctrine & refuting false teachings (Titus 1:9)
- xii. Working hard (I Thessalonians 5:12)
- xxiii. Rightly using money & power (I Peter 5:1-3)
- xiv. Protecting the church from false teachers (Acts 20:17-31)
- xv. Disciplining unrepentant Christians (Matthew 18:15-17).

#### **d) Rites of ordination**

##### **Principals of Ordination**

Only our Sovereign Holy God can truly call and ordain His children for service in the ministry of the Gospel of Jesus Christ. The calling of a minister is not a result of title rather the title is a result of his calling. The calling is recognized as from God. It is man's privilege and specifically the privilege of the Pastors of the Church of Jesus Christ, to ratify the ordination of God when such is obviously placed upon a man's life. The purpose(s) of this Article is to provide for the ordination rites of ministers of the Gospel of Jesus Christ.

##### **Qualifications**

- i. A candidate for Ordination must be a regenerated believer in Jesus Christ as prescribed by our Lord in the third chapter of the Gospel of John.
- ii. A candidate must adhere to at least Section 4: (c), (d), (e), (f), (g), (h) and (i) of the foundation beliefs of Nakituba Calvary Chapel Foundation.
- iii. A candidate must be generally qualified according to the qualifications of the Board of Elders as described in the Word of God (1Timothy 3:1-7; Titus 1:5-9).
- iv. A candidate should have evidence of the obvious calling of God on his life in terms of biblical knowledge, ministerial experience, and personal reputation.
- v. Procedure for Ordination
- vi. Each person fulfilling the above qualifications, and upon their proper presentation to the Board of Elders of this church, will receive full consideration for ordination into the ministry of the Gospel of Jesus Christ.
- vii. The Board of Elders may make exceptions to these qualification standards where it is the unanimous opinion of the Board and under the strong and compelling direction of



the Holy Spirit such exception is according to the will of God and consistent with His Word.

- viii. Upon unanimous approval by the Board of Elders, the candidate will be ordained as a minister of the Gospel of Jesus Christ with the right to perform ministerial functions in accordance with the laws of the land and the ordinances of the Word of God with all the prerogatives of such calling and office.
- ix. All candidates, successful or otherwise, shall be notified by the Board of Trustees as to their final decision in writing within two (2) weeks of the Board's final action or decision.

**The following is the text of the Certificate of ordination to be issued to each successful candidate:**

“This is to certify that Pastor \_\_\_\_\_ was duly ordained by \_\_\_\_\_ a minister of the Gospel of Jesus Christ for recognition of such office; further by the rite of ordination this date, he is duly ordained to perform all ministerial functions without limit as accorded by the laws of the land in compliance with the ordinances of God's Holy Church as set forth in the Holy Bible. We now pray for God's blessing and the power of the Holy Spirit upon him.”

Given this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

### **Article Eight (8) Programmes**

- a. Promotion of primary health care programmes (especially WASH) in vulnerable communities
- b. Empowering and establishing simple income generating projects within the communities for their self-sustainment.
- c. Enhancing equality and gender concerns in communities at different development programmes
- d. Addressing domestic violence within the families and community at large. For easy appreciation and understanding Jesus's on family life
- e. Contributing towards government development programmes as brought in
- f. Contribute to the welfare and support to the vulnerable people within the community (older persons, OVC, and other marginalized group)
- g. Contribute to the promotion of Literacy and education within the communities

### **Article Nine (9): Targets**

- i. Rural Community population of Ugandans.
- ii. Provision of necessary awareness both in Christian faith and other denominations
- iii. Providing basic needs to the community in (food, social economic welfare, clothes, health care and other essentials.
- iv. Mobilize financial and logistical support

### **Article Ten (10): Membership**

#### **Define a member**

- Membership to NCCDF is open to any person who adheres to the organization's vision, mission and objectives.

#### **a. Membership**

To join the NCCDF organization, the applicant must:

- apply for consideration and fill The membership form;
- be accepted by the Administrative Council;
- be registered in the register of membership of NCCDF;
- contribute regularly to NCCDF activities; and
- Participate in meetings as scheduled.

#### **b. Qualities of Members**

Any Member of NCCDF must:

- have a humanitarian spirit and voluntarism;
- Not utilize NCCDF activities to promote his political interests.

#### **d. Categories of Members**

NCCDF membership is divided in **four** categories:

- i. **Founder Members:** these are the people who initiated the idea of establishing NCCDF and appended their signature in these constitutions at formation.
  - Have powers to decide on the *status* of any member at NCCDF.
  - Have powers to fire and hire any member or employees of NCCDF
  - Have the right to cause for an emergency meeting as it deems fit.
  - Must not be discredited basing on educational background.
  - Can cause for amendment of NCCDF Constitution
  - Can cause for annex incase the main article require for addition.
  - Automatically becomes a full Member.
  - have powers to stop any financial transactions in case of fraud
- ii. **Full Member**
  - Is a person who accepts to work with NCCDF unconditionally;
  - He/she must pay the membership fee of \$300 and above.
  - He/she can be engaged in the activities of NCCDF when need arise
  - At his/her deployment must be facilitated and get all the emoluments as set in NCCDF Policies.
  - He can be employed within the organization.
  - He/she must have worked with NCCDF for a period of not less than 36 months.
  - Must have contributed to the upholding of the Vision, Mission based on the performance.
  - Must be a person of integrity.
  - Must not be in conflict with the laws that govern the Country.
  - Is entitled to a membership card that stipulate clearly the date of issue and expiry and is renewable unless otherwise.

**iii. Member**

Define member- is a person who has dully fulfilled the conditions as spelt out in the NCCDF policies.

- Any person at the age of 18 years and above can apply for membership provided is natural or legal person requesting for membership at NCCDF after its creation.
- The applicant must fulfill the terms and conditions set to become a member of NCCDF (Paid full subscription fee agree to the faith).

**iv. Honorary Member:**

These can be open to any person who has offered distinguished services to NCCDF and offered extraordinary support both financial and or otherwise must be recommended by the board of trustees and approved by the Committee.

- *The founder members and ordinary members are full members of NCCDF.*

**Article Eleven (11): Rights and Obligations of Members**

**A. Rights**

Any full member has the right to:

- Participate in activities of NCCDF;
- Participate in General Meetings with the right to vote;
- Has a right to defend himself against any accusation until proved guilty;
- May be provided with information on the progress of NCCDF;
- May be trained for the purposes of serving the organisation professionally.
- Any Member of NCCDF has to guaranty the survival and development of NCCDF;

- Has right to open membership.

**v. Ethics**

Any member of NCCDF has the following obligations:

- Must know the vision, mission, objectives, policies and lines of action of NCCDF programs,
- Participate regularly in meetings and other activities of NCCDF to achieve the set objectives;
- To be in solidarity with the other members of NCCDF;
- Respect and correctly use the NCCDF heritage;
- Of good characters.
- To participate voluntarily in activities of NCCDF.

**Article Twelve (12): Termination of Membership**

The person shall cease to be a member of NCCDF upon:

- He / She resign willfully and get a confirmation letter from the Executive Director.
- He / She acts contrary to the organizational core values and aspirations.
- Failing to keep linkage with the NCCDF in any form for six months.
- Death.
- Termination of any nature.
- Breach of the Constitutional and Regulatory provisions.
- Unruly.
- Misuse of the organization's assets;
- Abuse of Professional ethics and mode conduct;

**a. When to compromise the termination**

- He / She defended the position / allegations and Board of Trustees okays’
- If the person is warned several times and shows cause of change.
- If the investigation proves the victim not guilty.
- In cases of the person’s circumstances are beyond his / her control i.e. long illness, and other eventualities of life presented with available proof.

**Article Thirteen (13): Governing Organs and Functions**

**1) Chairperson**

There shall be a chairperson dully nominated or elected by the board of trustees

- Chairs Annual General Meetings
- Shall have powers to make emergency decisions on behalf of the Board of Trustees in the extra ordinary circumstances and shall report to the board of trustees for confirmation within 14 working days.
- Shall provide leadership.
- She / He is an effective strategist to the organization and good networker, building a leading team, reviews council performance
- Responsible for making sure that each meeting is planned effectively, conducted according to the Constitution and the matters dealt with in an orderly manner
- Ensures the Organisation is managed effectively through coordination to observe policy and procedures

- Provides support and supervision to the Executive Director and senior team. He is the direct line manager for the Executive Director more on managing the senior staff members
- Represent the Organisation as its figurehead.
- He / She may from time to time be called upon to represent the Organisation and sometimes be its spokesperson at, for example, functions or meetings
- Represent Organisation at local, regional levels be a support leader for all Organisation members act as a facilitator for Organisation activities
- Ensures that planning and budgeting for the future is carried out in accordance with the wishes of the members in meetings
- Control, order of speakers keep discussion to order when discussion should finish frequently summarise

#### **Entitlements of the chairperson**

- The chairperson is entitled to all allowances as stipulated in NCCDF policies
- Must be facilitated when performing NCCDF duties.
- Signatory to the Organisational Accounts.
- Shall receive Medical allowances monthly.
- Housing allowance monthly.
- Must be facilitated on both local and international trainings.
- Shall receive monthly allowances

#### **Attributes of the Chairperson**

- Being well informed about all the Organisation activities.
- Being aware of the future directions and plans of members having good working knowledge of the constitution,
- Must be of sound mind.
- Must not have any criminal record

#### **Article Fourteen (14) Organs OF NCCDF:**

- The Board of Trustees (supreme body);
- The General Assembly (guides and supervises).
- The Administrative Council (oversees daily activities and report to the general assembly or to the supreme body).

#### **Article Fifteen (15): General Assembly**

##### **Allocations**

The Board of Trustees have the final judgment on all matters that relate to the subject of NCCDF and it is responsible for:

- Raise the fundamental options for NCCDF (organization);
- Adopt change and amend the Constitution and Bylaws of NCCDF;
- Adopt program activities;
- Admit and exclude members of NCCDF;

### **Composition of the General Assembly**

- The General Assembly is composed of all members who subscribe to NCCDF e.g. (Founder Members, Full members, member and well-wishers).
- The Annual General Assembly is convened by the Chairperson Board of Trustees.
- Sits twice a year in ordinary session (at the beginning of the year and end of the year) and an extraordinary session whenever circumstances at hand requires.
- It realistically sits with absolute majority of its members.
- The resolutions shall be made through consensus, of simple majority of members present or represented.
- The majority of 2/3 of the full members may request the General Assembly with the consent of the Secretary General.
- In the absence of the General Secretary the Executive Director can operate or appoint the stand in Secretary General for that particular meeting.

### **Article Sixteen (16): BOARD OF trustee**

#### **Allocations**

The Board of Trustees is comprised of all founder members ONLY.

- They are the originators of policy development and guide the administrative council on the policy concerns.

#### **Composition**

- Founder Members that make up the body are the guarantors of the unity, vision, mission, objectives and survival of NCCDF.

#### **Operation**

- The Board of Trustees meets quarterly in regular meetings and a special session whenever the need arises.
- The Board of Trustees is headed by the Chairman/ person.
- The General Secretary shall be the secretary / rapporteur.
- Board of Trustees has powers to fire any member both on Board of Trustees and Administrative council in case of any misconduct.

#### **Benefits to Board of Trustees members**

- If a founder member dies, his / her own biological family shall enjoy the benefits within NCCDF due for services rendered. The benefits can be: Financial or Employment within NCCDF.

### **Article Seventeen (17): The Administrative Council**

- This is responsible in the implementation of the policy concerns as developed by the Board of Trustees.
- Ensuring that all activities and programmes designed by the Board of Trustees are implemented.

#### **Composition of the Administrative Council**

- These are the employees of NCCDF.

### **Article Eighteen (18): Powers and Functions of Office Bearers**

Define an office bearer- as a person appointed or voted to occupy the designed office for a specified period of time.

#### **2) The Executive Director**

Is any person appointed and approved to occupy the office of the Executive Directive.

- Shall be the Chief Executive Officer of NCCDF and legal representative of NCCDF
- Shall have powers to convene emergency meetings of the Administrative council.
- Shall initiate project proposals and ensure that they are sent out for donation.
- Shall be one of the bank signatory to withdraw funds on NCCDF's bank accounts.
- Shall be responsible in signing any partnership undertaken.
- Shall represent NCCDF in external and internal meetings.
- Shall respond to all summons on behalf of NCCDF.
- He is accountable to the Board of trustees.
- Embody the vision, mission and objectives of NCCDF.
- Participate in the design of the actions of NCCDF's policy.
- His office tenure is four (4) years renewable on recommendation by the Board of Trustees.

#### **Entitlements of the Executive Director**

- The Executive Director is entitled to all allowances as stipulated in NCCDF policies.
- Must be facilitated when performing NCCDF duties.
- Shall receive medical allowances monthly.
- Shall receive Housing allowance per month.
- Shall receive be facilitated on both local and international trainings.
- Shall receive monthly allowances.

#### **3) The Secretary General**

- He is the organizational secretary and oversees the legal matters.
- He is the Rapporteur for the Annual General Meeting.
- He calls for meetings.
- He can chair The Annual General Meeting on behalf of the Executive Director.
- He is a signatory of the account of the Bank.
- He keeps custody of NCCDF documents.
- He is the technical person both administrative and management issues.
- His office tenure is two (2) years renewable on recommendation by the Board of Trustees.

#### **Entitlements of the Secretary General**

- He is entitled to all allowances as stipulated in NCCDF policies.
- Must be facilitated when performing NCCDF duties.
- Shall receive medical allowances monthly.
- Shall receive housing allowances monthly.
- Shall be facilitated on both local and international trainings.
- Shall receive monthly allowance.

#### **4) The Projects Manager**

The role of the Projects Manager encompasses the following:

- Shall be Planning and Defining Scope of any activity.
- Shall be the accounting officer of the projects.
- Shall be responsible to delivery reports on the projects to the Executive Director.
- Shall do the overall monitoring and evaluation of projects in the Organization.
- Shall Provide feedbacks to the accountant both financial and technical developments.
- Shall take lead in Resource Planning and Developing Schedules.
- Shall take lead in Developing a Budget in consultation with an Accountant.

- Shall take lead SWOT Analysis.
- Shall take lead in Managing Risks and Issues pertaining the implementation of Organisational activities.
- Shall be the Team Leader in project implementation.
- Shall be responsible for Quality Control.

**Entitlements of the Projects Manager**

- The Projects Manager is entitled to all allowances as stipulated in NCCDF policies
- Must be facilitated when performing NCCDF duties.
- Shall receive Medical allowance monthly.
- Shall receive housing allowance monthly.
- Shall be facilitated on both local and international trainings.
- Shall receive a monthly salary.

**5) Fundraiser Research officer**

- Shall be developing strategies and setting goals to hit fundraising targets.
- Shall Keep in touch with existing donors and stakeholders.
- Shall be responsible for Budgeting incoming and outgoing money.
- Shall take part in writing proposals that could attract money, including applications for grants.
- Shall be Liaising with the fundraising team.
- Shall be overseeing events and campaigns.

**6) Treasurer (Account)**

- Should prepare budget according to the program and staff numbers, taking care of funds to pay bills, salaries and allowances of employees, vendors, provide the solutions to business and financial problems.
- Should resolve accounting discrepancies.
- Shall maintain records of accounts as archives.
- Shall monitor the books of accounts at all levels of discrepancies
- Shall Coordinate with the internal and external auditors during audits and prepare financial reports.
- Shall take lead in coaching and developing the capacity of local staff regarding financial management, reviewing expenses and demonstrating the benefits of transparent reports.
- Is responsible for managing finances (cash and bank).
- Shall be one of the signatories to the bank account.
- Maintain updated inventory of all equipment and conduct physical inventory checks;
- Support in (assessing) the financial health of potential and current grantees: Monitor/Check partners' financial reports;

**Entitlements of the Treasure (Head Accounts)**

- The Treasure is entitled to all allowances as stipulated in NCCDF policies.
- Must be facilitated when performing NCCDF duties.
- Signatory to the Organisational accounts.
- Shall receive Medical allowances monthly
- Shall receive housing allowance monthly.
- Shall be facilitated on both local and international trainings.
- Shall receive monthly allowances.



#### **7) Assistant Account**

- Process financial transactions related to office and project expenditures, and maintain an effective filing system for financial transactions and project documents;
- Review request for payment to ensure data is reconciled with financial management system;
- Carry out, maintain, monitor and record all financial services related to payments, fund transfers, partners and projects including accounts prepaid, payable, receivable and payrolls,
- Maintain all payment vouchers, accounting logbooks and supporting documents;
- Support preparation of project and annual budgets, funding proposals and related budgets;
- Prepare weekly and monthly financial and analysis reports for management purposes;
- Prepare monthly and annual reports for regulatory and donor compliance;

#### **Article Nineteen (19): Ethics and Integrity at NCCDF**

This defines the code of conduct at NCCDF.

- Dressing code.
- Servant leadership.
- Integrity.
- Respect and reconciliation.
- Teamwork.
- Tolerance and hardworking.
- Respecting the human rights and the laws that govern the country.

#### **Provisions for meetings**

The office of NCCDF can be used as a meeting place including the office properties

The duration of work for staff of NCCDF is 40 hours a week, 8 hour per day

- 08:30(AM)-16:30 PM
- Saturdays and Sundays are free.

#### **Employees of NCCDF have such leave circumstances:**

- Marriage of a relative in direct line of 1 day.
- Maternity leave of employee of 3 months.
- Paternity leave of employees of 14 days.
- Death of a parent: 7 working days.
- Finding an Identity: 2 days.
- Rest medical: 14 working days.
- Annual leave: 30 working days.
- All leaves to be seconded by the Human Resource Manager and approved by the Executive Director.

#### **Prohibition to employees of NCCDF**

It is forbidden for employees of NCCDFC.

- To leave the work without permission.
- Coming late to the work.
- To use an insolvent and abusive language.
- Conduct activities competitive to that of NCCDF (Conflict of interest).

#### **Article Twenty (20): Resources**

- Funds for NCCDF shall include,
- Both internal and external donation by persons and or organization, gifts, grants, and loans.
- Incomes generated from organizations assets and business.

- Both state and non-state actors.
- Other sources that may arise with the advancements of NCCDF.
- Any other legal sources as may be determined by the board of trustees.

**Article Twenty-One (21): financial system**

All funds at NCCDF shall be first kept in the bank trusted by the board of trustees to manage the resources.

- All withdrawals of funds must be approved by the signatories on the account.
- The financial year of NCCDF begins on 1<sup>st</sup> January and end 31st December.
- The Board of trustees shall be provided with a financial report prepared by the accounts and Audit Office.
- The signatory to the bank account are subject to change when deemed necessary by the Board of trustees.

**Article Twenty-two (22): Audit**

- The Executive Director of NCCDF shall be required to present mandatory midterm reports and accountability
- At the end of each financial year the Executive Director of NCCDF shall be required to submit a detailed financial report to the board of trustees and the development partners.

**Submission of Reports**

- The office bearers of NCCDF have to present the, Quarterly and Annual report to the Executive Director concerning the general execution of policies programs and other operations of NCCDF.
- The Executive Director shall present and read the report in the General Assembly.

**Article Twenty-Three (23): Amendment of the Constitution**

- Any part of this Constitution shall be amended by the Founder Members if deemed necessary.
- Any amendment in any part of this Constitution other than article 1 and 2 must be consistent and in harmony with those two articles.

**Twenty-Four (24): *Supremacy of this constitution***

- This constitution shall be the supreme governing document of NCCDF
- If any Article is inconsistent with this constitution such an Article will be null and void to the extent of its inconsistency provided this Constitution shall be subject to the Constitution and the laws of the Republic of Uganda currently in place.
- The constitution comes into force on the date of its adoption and execution
- The old constitution dated the 25<sup>th</sup> day of November 2017 is hereby repealed

**Article Twenty-Five (25): Dissolution**

- NCCDF can be dissolved by the Funder members only by 2/3 of the votes casted in that favor.
- The dissolution can occur if NCCDF is not pursuing the primary objectives.
- The meeting for the dissolution shall be communicated to the founder members three months in advance.
- In case of dissolution, NCCDF assets shall be transferred to another organization with the same object.
- This Constitution comes into force on the date of its adoption and execution.
- All The previous provisions is hereby repealed.

- This current Constitution is the fundamental law that regulates NCCDF. This Constitution has been adopted by the founder members and presented to the Board of Trustees this.....25th.....day of .....November.....2017.

**Disciplining**

- An oral /Verbal warning, a written warning, suspension, transfer or demotion, and, as a last resort, discharge.
- The first step in many progressive disciplines is a verbal warning, which means a supervisor or manager talks to the employee and advises him of the action or behaviors that conflicts with the Organisation’s expected performance and conduct standards.
- Suspension without pay shall be employed if the employee failed to take heed of the previous warnings this will be used before deciding whether to terminate the employee it may be the last step before employee discharge.

**Founder Members and Their Signatures**

No	NAMES	POSITION	SIGNATURE
1.	Samuel Bampiiga	Executive Director/ Chairperson	
2.	Teddy Nakisindi	General Secretary	
3.	Namubiru Annet	V. Chairperson	
4.	Christopher Kitaka	Head Finance	

Witnessed by

Endorsed par.....

Name and signature .....address.....

Occupation .....

Done at Kampala, The .....day..... year.....

Appendix NCCDF ORGANISATION STRUCTURE

