

**CONSTITUTION
OF**

**UNITED HANDS OF TRANSFORMATION- UGANDA
(UNIHOT-UGANDA)**

Email: unitedhandsont@yahoo.com safechildlifeuganda@gmail.com



PREAMBLE

Together we social workers and youth of Kabarole District, have decided to build the new rural society in Uganda, a society in which each of us has a chance to grow, achieve, create dignity not for ourselves but also for the future generation, and contribute to the improvement of women, children and men in health, education, agriculture, environment, governance and sector innovations.

In 15th July 2013 we decided to initiate an NGO called **“UNITED HANDS OF TRANSFORMATION- UGANDA” (UNIHOT-UGANDA)** and we are convinced that through human rights advocacy, environmental protection, HIV/AIDs sensitization and prevention, improved water and sanitation, education innovation, agriculture value chain and food security we shall contribute fully to the benefit of our communities.

UNIHOT-UGANDA is a charitable, nonpartisan, non-religious and non-profit organization. **UNIHOT-UGANDA** is convinced that the educated people alone cannot solve the burden of rural poor women, men, orphans and vulnerable children alone, but it is united effort of all people to come up and promote meaningful cultural norms and fight away poverty, end hunger, improve health and live a good life.

UNIHOT-UGANDA is dedicated to give time and resources in all forms and efforts to facilitate development initiatives by providing assistance and working together with people to discuss and develop ideas which will meet the true needs of the community.

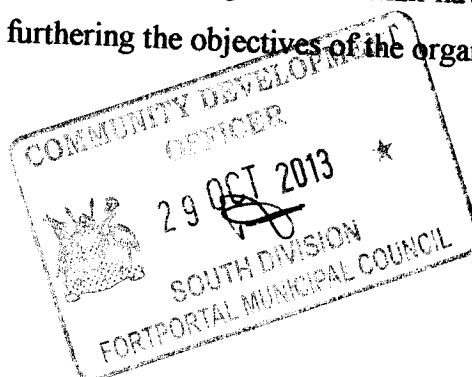
ARTICLE 1: NAME OF THE ORGANIZATION;

The name of the organization shall be called; **UNITED HANDS OF TRANSFORMATION-UGANDA**. And it will be abbreviated as **UNIHOT-UGANDA**.

ARTICLE 2: AREA OF OPERATION;

UNIHOT-UGANDA shall operate in Kabarole district of western Uganda and shall have branches in various Districts of Uganda as shall be deemed fit in furthering the objectives of the organization.

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ARTICLE 3: OFFICE AND ADDRESS;

The office of the organization shall be situated in Kabarole District and any branch can be opened in any part of Uganda and, Postal office Address shall be P.O.BOX Fort -Portal

Email:

ARTICLE 4: MISSION AND VISION:

VISION:

A transformed society with Better Health, civically competent, Respecting Human Rights Food Secure and responsible for its own development

MISSION:

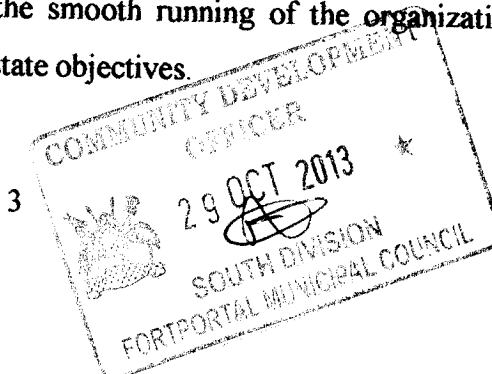
Empowering communities for improved livelihoods

ARTICLE 5: OBJECTIVES;

- i) To enhance HIV/AIDS awareness, mitigation and care
- ii) To promote human rights advocacy and good governance for improved service delivery in health and education
- iii) To promote environment awareness and conservation practices among communities
- iv) To strengthen child protection and civic education.
- v) To promote social-economic empowerment for the youth and women through creating income generating opportunities
- vi) To enhance sustainable agricultural production, value addition and marketing for small scale farmers
- vii) Undertake action research and pilot projects to develop methodologies for improving processes of innovation, learning, capacity development and institutional change.
- viii) To strengthen disaster response and refugee resettlement in situations of need.

ARTICLE 6: BUSINESS OPERATIONS OF UNIHOT-UGANDA

- a. Any income when so ever derived shall solemnly be applied towards the promotion of the organization.
- b. Every member shall be responsible for the smooth running of the organization and ensure she/he contribute to the fulfillment of the state objectives.



ARTICLE 7: FOUNDER MEMBERS OF UNIHOT-UGANDA

- (a) Founder members shall have life membership.
- (b) Founder members may be employed in the Organization.

ARTICLE 8: POWERS AND FUNCTIONS OF FOUNDER MEMBERS

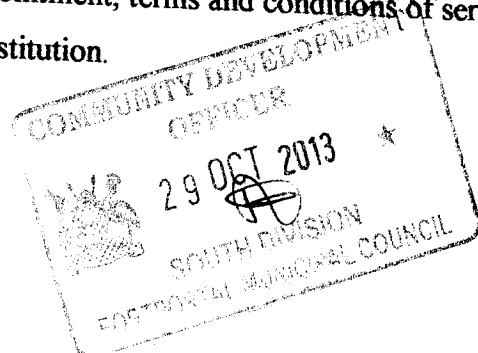
- (a) Shall adopt and amend the Constitution
- (b) Shall approve and appoint the Executive Board members.
- (c) May co-opt eminent personalities to the Executive Board and general assembly.
- (d) Show true commitment to the organization and its objectives.
- (e) Contribute financially, materially or otherwise towards the fulfillment of the objectives and aims of the organization.

ARTICLE 9: STAKEHOLDERS OF THE ORGANISATION;

- (i) There shall be stakeholders of the organization and these shall be the people who are benefiting directly from the organization; these shall include the local council officials, Communities, Staff, Local and International Partners and other persons as case may be.

ARTICLE 10: SECRETARIAT.

- (i) The Organization shall have secretariat to assist it in the implementation of the objectives and functions under this Constitution and shall be headed by Executive Director.
- (ii) Secretariat shall be composed of Executive Director, Deputy Executive Director, Program officers, Project Officers, Human Resource manager, Head of Finance Administration and support staff.
- (iii) All staff and Volunteers shall be recruited and appointed as stipulated in the Human Resource Manual.
- (iv) Executive Director shall be the secretary to the Executive Board and as an ex-official.
- (v) The organization shall employ other staff as may be necessary for the proper and efficient discharge of the functions of the organization secretariat under this Constitution.
- (vi) The organization shall regulate the manner of appointment, terms and conditions of service and the discipline of its staff appointed under this Constitution.



- (vii) The organization shall pay and provide remunerations to staff members as approved by the Executive Board.

ARTICLE 11: EXECUTIVE BOARD

- (i) The Executive Board is supreme decision- making body on all matters pertaining to the organization.
- (ii) The Executive Board shall be comprised of seven(7) Members
- (iii) Aboard member shall serve for a maximum of (two) 2 terms. (each term shall be 5years)
- (iv) Other roles, responsibilities and operations of the board are stipulated in the Board manual.

ARTICLE 12: FUNCTIONS AND POWERS OF EXECUTIVE BOARD

- (i) The Executive Board is a supreme decision making Body on all matters pertaining to the Organization.
- (ii) Be responsible for the smooth running of the organization affairs.
- (iii) Be responsible for all financial matters relating to the operation of the Organization.

ARTICLE 13: POWERS AND FUNCTIONS OF EXECUTIVE DIRECTOR

The Executive Director shall; -

- (a) Be responsible for the smooth running of the organization and its activities.
- (b) Shall nominate names of Executive Board members in consultations with other stakeholders.
- (d) Preside over all secretariat meetings of the organization.
- (e) Be a signatory to the minutes of all meetings.
- (f) Be a signatory to the Bank Account of the organization.
- (g) Be the spokesperson of the organization.
- (h) Be the accounting officer of the organization

DEPUTY DIRECTOR SHALL;

In absence of Executive Director, The Deputy Executive Director shall perform all duties and functions of the organization.

ARTICLE 14: MEETING OF THE EXECUTIVE BOARD

The Executive Board shall meet at least twice in a year.



- i. Board meetings shall be convened by the Executive Board Secretary.
- ii. Notice of all meetings shall be duly signed and dated at by the secretary and shall be posted at least 3 weeks before ordinary meetings and 07 days before emergency meetings
- iii. The quorum at all meetings of the Executive board shall be Five only out of Seven
- iv. Voting in all meetings of the organization shall be by show of hands unless members attending the meeting decide that voting be by secret ballot.

ARTICLE 15: FUNDRAISING;

The organization shall have power to obtain, rise and receive her finances

- a) Donations, grants and gifts from local and international sources.
- b) Interests from property of the organization.

ARTICLE 16: SUPERVISION OF FUNDS AND ASSETS

- The organization shall keep accounts of all monies, gifts and properties received and expensed.
- There shall be three signatories on the organization's bank accounts. Two of them shall be needed to sign transfer, cheques and withdrawal.
- The three signatories on the organizations bank accounts shall be The Executive Director, Head of Finance and Executive Board Treasurer.
- Expenditures of the organization shall be approved by the Executive Director and co-signed by Accountant / Head of Finance and Administration.
- The Accountant and other staff shall not keep money on his/her side for more than One week without depositing it on the organization's bank account(s). Unless it is a petty cash
- The organization shall have authority to acquire and dispose off assets and properties of whatever nature that confirms to its objectives in accordance to the proquirement and Disposal of assets manual.

ARTICLE 17: FINANCIAL YEAR.

Financial year of the organization shall conform to a normal calendar year of twelve months i.e. 1st January to 31st December of each year.



ARTICLE 18: ORGANIZATION BANK ACCOUNT (S)

1. A bank accounts of the organization shall be opened with any commercial bank (s) or such as financial institution as may be decided by Executive Director in consultation with Executive Board
2. While considering on appropriate bank financial institution, the Executive Board shall pay due regard to proximity, accessibility and operations of suggested bank(s) or financial institutions.

ARTICLE 19: AUDITING

External Auditors shall be appointed by Executive Board to carry out the Auditing exercise at the end of the year. Auditors will be paid by the organization at an agreed amount by the Organization and the Auditing Firm.

ARTICLE 20: INSPECTION OF ACCOUNTS

All books of Accounts shall be available for inspection by any founding member and pattern of the organization on giving notes of two weeks in writing to the Executive Board or to the Executive Director.

ARTICLE 21: ORGANIZATION SEAL

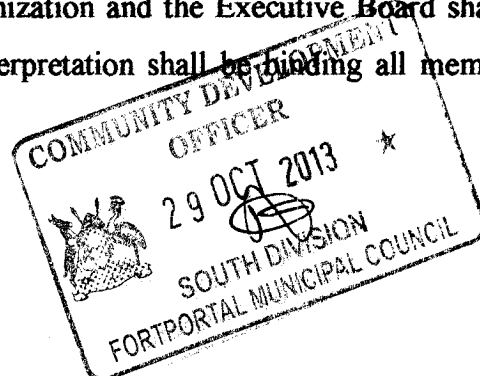
The organization shall have official seal and shall be kept by the Executive Director

ARTICLE 22: AMENDMENT OF THE CONSTITUTION

- (a) This Constitution or any part in it may be amended by the General Assembly. For any intention by anyone to amend the constitution, a proposal should be sent to the Executive Board Chairperson who shall notify members of the general assembly two (2) weeks in advance before the General assembly seats to decide on it.
- (b) An amendment shall only be effected with a majority of two thirds of members present and voting for it.

ARTICLE 23: INTERPRETATION OF THE CONSTITUTION;

The founder member is the legal holder of the organization and the Executive Board shall have the final powers to interpret this Constitution which interpretation shall be binding all members of the organization.



ARTICLE 24: DISSOLUTION OF THE ORGANIZATION:

- a) The organization may be dissolved by the resolution of the general Assembly called for the purpose provided. The motion is carried by the founder members present and that writing notice of the proposal is given thirty days in advance of all founder members, specifying the proposal for dissolution. Such a motion for dissolution must be signed by three quarters of the founder members of the organization.
- b) If a motion to dissolve the organization property and assets carried by the said majority the Organization shall give or transferred property and assets to those Organizations/ Charity organizations which have the same objectives, Mission and goal, provided that such organization / Charity Organization shall be determined by the Founder members and the Board before the time of dissolution.

ARTICLE 25: SETTLEMENT OF DISPUTES:

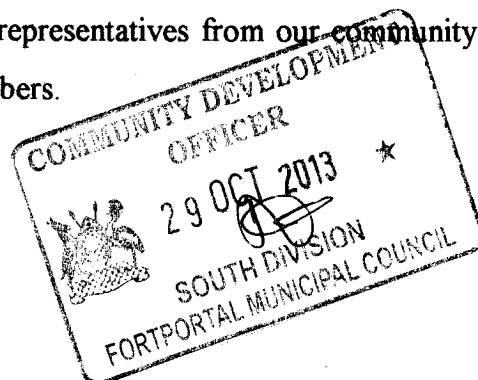
- 1) Founder members with consultation through the Executive Board may from time to time make by-laws and policies governing the conduct and affairs of the organization and from time to time Repeal, alter or amend them.
- 2) Any dispute arising that the organization fails to resolve under the provision of this constitution shall be resolved through arbitration and both parties concerned on equal opportunity to be heard.
- 3) Decision of the arbitrators on any matter shall be final.

ARTICLE 26: SUPREMACY:

This CONSTITUTION is the supreme policy making instrument and law governing UNIHOT-UGANDA when a conflict or inconsistency arises between and any other instrument resolution, policy or procedure belonging UNIHOT-UGANDA the provision of this constitution shall override the other instrument, resolution, policy or procedure to the extent of its inconsistency.

COMPOSITION OF GENERAL ASSEMBLY;

The General Assembly Shall be comprised of founder members, Executive Board members, 3 religious leaders nominated by founder members, 20 representatives from our community like local leaders and cultural leaders nominated by founder members.

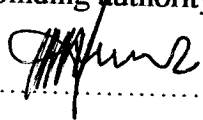


GENERAL ASSEMBLY MEETING;

- 1) General assembly meeting shall be conducted once a year and Shall be chaired by any founder members nominated before the start of the meeting.
- 2) General assembly shall be announced three weeks before the meeting day by Executive Director.

ARTICLE 27: DECLARATION:

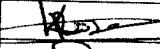

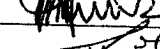
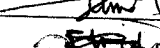
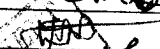
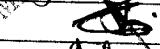

We the undersigned hereby approved the articles making this constitution and hereby Accepted them as a binding authority of this Organization **UNIHOT-UGANDA**

Signed by  on behalf of the founder members of **UNIHOT-UGANDA**.

NAME MWEBEMBEZI JOSTAS DAY OF 7th/10/2013

TITLE EXECUTIVE DIRECTOR

ARTICLE 28: NAMES OF FOUNDER MEMBERS AND PROFESSIONALS

No.	NAME	PROFESSION	SIGNATURE
1.	KAHUNDE ROSE	ACCOUNTANT	
2.	MURUNGI MARY	LAWYER	
3.	MWEBEMBEZI JOSTAS	STATISTICIAN/ECONOMIST	
4.	KISEMBO MICHAEL	SOCIAL WORKER	
5.	ELIZABETH DDUNGU	SOCIAL WORKER	
6.	KAZIGATI ENID	SOCIAL WORKER	
7.	RUSOKE JOHN BOSCO	SOCIAL WORKER/ADMINISTRATOR	
8.	KAYONGO ALEX	MEDICAL DOCTOR	