

[2015]

**Social Mainstreaming for  
Gender Equality Organization  
(SMGEO)**

**Constitution of Social Mainstreaming for Equality  
Organization(SMGEO)**



**Gender Equality for Development**

Social Mainstreaming for Equality  
Organization (SMGEO )

BOX 6444 Morogoro, Tanzania

Mob +255 753 599 827

+255 658 974 052

Email: [smgeo2015@gmail.com](mailto:smgeo2015@gmail.com)

Web blog: [www.smgeoorg.blogspot.com](http://www.smgeoorg.blogspot.com)

[12/09/2015]

# Table of Contents

PART I: PRELIMINARY .....	3
ARTICLE 1: Short Title and commencement .....	3
ARTICLE 2: Interpretation.....	3
ARTICLE 3: Preamble .....	3
PART II: CONSTITUTION, NAME OF ORGANIZATION, REGISTRATION, HEAD OFFICE, AREA OF OPERATION. ....	4
ARTICLE 4: Constitution.....	4
ARTICLE 5: Name of the Organization .....	4
ARTICLE 6: Registration .....	4
ARTICLE 7: Head office .....	4
ARTICLE 8: Area of operation .....	4
ARTICLE 9: Core values .....	4
PART III: VISION, MISSION, OBJECTIVES, PROTECTION OF THE ASSOCIATION .....	5
ARTICLE 10: Vision .....	5
ARTICLE 11: Mission .....	5
ARTICLE 12: Purpose and Objectives.....	5
2. Objectives Of Organization .....	5
ARTICLE 13: Application Of Penal Code And Contravening By- Laws.....	6
PART IV: MEMBERSHIP AND TYPES OF MEMBERS .....	7
ARTICLE 14: Membership .....	7
ARTICLE 15: Types of members .....	7
ARTICLE 16: Rights of members .....	7
ARTICLE 17: Cessation Of Members .....	7
ARTICLE 18: Liabilities/obligations of members .....	8
PART V: ORGANIZATIONAL STRUCTURE AND OFFICE BEARERS .....	9
A: ORGANIZATION STRUCTURE .....	9
B.OFFICE BEARERS.....	9
ARTICLE 19: Chairperson /Managing Director.....	9
ARTICLE 20: Executive Secretary .....	9
ARTICLE 21: Treasurer .....	9
PART VI: ELECTION AND TERM OF LEADERSHIP .....	11
ARTICLE 22: Chairperson/ Managing Director.....	11
ARTICLE 23: Secretary .....	11
ARTICLE 24: Treasurer .....	11
ARTICLE 25: Modalities of Renewal.....	11
ARTICLE 26: Board Members.....	11
ARTICLE 27: Functions and duties of Board members .....	11
PART VII: GENERAL MEETING (ORDINARY AND GENERAL) .....	13
ARTICLE 28: Composition of General Meeting .....	13
ARTICLE 29: Powers/functions of the General Meeting.....	13
ARTICLE 30: Delegation of power .....	13
ARTICLE 31: Annual General Meeting .....	13
ARTICLE 32: Special General Meeting .....	14
ARTICLE 33: Ordinary General Meeting .....	14
PART VIII: FINANCIAL MANAGEMENT, SOURCES OF FUNDS AND USES OF FUNDS .....	15
ARTICLE 34: Financial year.....	15
ARTICLE 35: Sources of funds .....	15
ARTICLE 36: Uses of funds .....	15
ARTICLE 37: Bank Account.....	15
ARTICLE 38: Annual Report .....	15
ARTICLE 39: Audit and Control .....	16

PART IX: CONSTITUTIONAL AMENDMENTS, DISSOLUTION AND COMMON SEAL ..... 18  
ARTICLE 40: Constitutional Amendments ..... 18  
ARTICLE 41: Dissolution..... 18  
ARTICLE 42: Common Seal ..... 18  
PART X: MISCELLANEOUS DISPOSITION ..... 19  
ARTICLE 43 Conflict Resolution ..... 19  
ARTICLE 44. Transmission of Membership ..... 19  
ARTICLE 45. Non-Discrimination ..... 19

**Social Mainstreaming for  
Gender Equality Organization  
(SMGEO)**



**Gender Equality for Development**

## **PART I: PRELIMINARY**

### **ARTICLE 1: Short Title and commencement**

This constitution cited as the constitution of Social Mainstreaming for Gender Equality Organization (SMGEO) and has come in force on the date it is registered National NGO under the Non-Governmental Organization Act No 24 of 2002 with registration number 00NGO/00008106.

### **ARTICLE 2: Interpretation**

**SMGEO:** Social Mainstreaming for Gender Equality Organization

**Organization:** Social Mainstreaming for Gender Equality Organization

**NGO:** Means a Non-Governmental Organization

**Membership:** a person belonging in an organization by paying membership fee or through initiation.

**Chairperson:** a person in charge of organization and its activities.

**Treasurer:** Means a person selected by organization to take care of receipt and disbursement of Funds

**Secretary:** a person selected by organization to support management

**Executive:** a person having supervisory or administrative authority in an Organization

**Director:** a person who manages, lead and supervise Organization activities

**Board:** a group of person elected or appointed to act as Organization representative

**Committee:** A group of organizational member appointed to discuss and provide solution to Organization meeting

**Meeting:** Means any formal or informal assembly held by Organization to debate on certain Issues.

**Constitution:** Means a body of fundamental principles to which Organization is acknowledge to be governed

### **ARTICLE 3: Preamble**

We, the undersigned of the present Constitution believe that gender discrimination and imbalance are the challenges that jeopardize the stability and wellbeing of the society in present and future generation, thus SMGEO as Non-Profit Organization are engaging to restore and promote equal integration of both male and female as well as disadvantages groups in the development projects for community benefit.

**PART II: CONSTITUTION, NAME OF ORGANIZATION, REGISTRATION, HEAD OFFICE, AREA OF OPERATION.**

**ARTICLE 4: Constitution**

This is the constitution of **Social Mainstreaming for Equality Organization (SMGEO)**

**ARTICLE 5: Name of the Organization**

The Name of this Organization is Social Mainstreaming for Equality Organization (SMGEO)

**ARTICLE 6: Registration**

Organization registered as National NGO under the Non-Governmental Organization Act No 24 of 2002 with registration number 00NGO/00008106

**ARTICLE 7: Head office**

The physical address of the head office of the Organization shall be BOX 6444 Morogoro, Tanzania opposite CCM -Sabasaba Buildings. Email: [smgeo2015@gmail.com](mailto:smgeo2015@gmail.com)

Where necessary upon the decision of the Board shall be branches office of the Organization elsewhere in which projects are operated

**ARTICLE 8: Area of operation**

**ARTICLE 9: Core values**

The Organization affirms hereafter that:

Equality for male and female as well as disadvantaged groups in whole process of development in the society. Meaning to say "Without Gender equality no development",

- i. Achievement of equality in the society needs facilitation and awareness majority on real means of gender and it's aspects in the society
- ii. Cultural norms and practices that mostly practiced in our society should be looked in order to analyze tradition practices that bar equal participation in whole process of development
- iii. Organization believe on
  - i. Partnership
  - ii. Unity in Diversity
  - iii. Gender Equity & Equality
  - iv. Teamwork and Commitment
  - v. Integrity and Personal Development
  - vi. Transparency and Accountability
  - vii. Respect for Human Rights

### **PART III: VISION, MISSION, OBJECTIVES, PROTECTION OF THE ASSOCIATION**

#### **ARTICLE 10: Vision**

A society that upholds gender equality, dignity, respect and fairness for all in order to meet socio-economic development

#### **ARTICLE 11: Mission**

Effectively and efficiently to promote gender equality and freedom from discrimination and segregation of all persons (male and female) in the society in general

#### **ARTICLE 12: Purpose and Objectives**

##### **1. The purpose of this Organization are:**

- i. To provide teachings and information that promotes equal integration of both male and female as well as disadvantaged groups including Blind, Cripple, Albinisms, and Deaf in the whole process of development.
- ii. To help society & individuals willing to make equal opportunity in ownership, access and control.
- iii. To create employment through projects established by Organization including agricultural and entrepreneurial activities established by organization.
- iv. To propagate notions that promotes gender relation in the community.
- v. To provide facts that reveal actual situation of gender issues on the society and its impact to the society
- vi. To promote sustainable use of environments through a forestation and re-forestation program by integration for both male and female in the community.
- vii. To create harmony and sense of belongingness for both in the community.
- viii. To restore the image of gender and its perception in the society.
- ix. To promote gender awareness in the society within the society.
- x. To provide necessary knowledge on the issues of facts on Gender matters within the society.

##### **2. Objectives Of Organization**

By virtue of the Organization's purpose and statement of belief set forth herein, the Organization's objectives shall be:

- i. To raise awareness, understanding and knowledge on health on various diseases including HIV/AIDS and other STD's as well as other diseases affecting Tanzanians people in general in their respectively areas.
- ii. Preservation of environment from destruction and the use of other sources like biogas for domestic activities.
- iii. To conduct demonstration to address various matters pertaining in the society like gender violence's
- iv. To make socio-economic researches and analysis for community development benefit.

- v. To promote Good Agricultural Practices (GAP's) in all types of agriculture.
- vi. To create programmes of facilitating and evaluation of Gender Based Violence to the community
- vii. Establishment of social services centers like schools, hospitals and orphan's centers to meet Tanzania Development Vision 2025 as well as International Development Vision
- viii. To create and establish theatre/ Artisans group that shall promote gender equality, dignity and influence socio- economic development in the community.

### **Annual Mainstreaming for Gender Equality Organization**

#### **ARTICLE 13: Application Of Penal Code And Contravening By- Laws**

The Organization shall be abided with United Republic of Tanzania constitution and related laws.



**Gender Equality for Development**

## **PART IV: MEMBERSHIP AND TYPES OF MEMBERS**

### **ARTICLE 14: Membership**

Membership of Organization are based on individuals at all levels, SMGEO has mainly three types of membership

### **ARTICLE 15: Types of members**

- i. **Founding members**-These shall consist of all members who devoted their efforts, time, moral and materials support in establishing the organization registered.
- ii. **Honorary members**-Shall include person other these mentioned above who in one way or another have made substantial contribution towards the achievement of the objectives of the organization.
- iii. **Ordinary /Joining members**- these are member of the organization which join the organization after its registration

### **ARTICLE 16: Rights of members**

- i. Participating in organization activities.
- ii. To have a copy of organization Constitution.
- iii. To attend General Meeting as called by the Office.
- iv. To participate and vote in general meeting except for honorary member
- v. To receive report of organization where necessary
- vi. Subject to this constitution, to be elected to any leadership position in the organization, and subject to be qualified
- vii. To be elected or to vote in the election of leaders according to its qualifications..
- viii. To settle his/her financial obligations to SMGEO on a timely basis.
- ix. To cooperate with organization's leadership to ensure that the organization objectives are achieved.
- x. To be responsible to initiatives of organization's leadership in the promotion of various activities as they relate to the objects and function of the society.

### **ARTICLE 17: Cessation Of Members**

Any member may be removed upon occurrence of one of the following events:

- i. Death
- i. Becomes of unsound mind and is found lunatic.
- ii. If member fails to attend two continuous meeting he/she suppose to attend without course.
- ii. Majority vote of the members for any reason whatsoever;
- iii. Failure to respect statutory norms;
- iii. Violation of the policies of the organization
- iv. Failure to perform duties as a member due to sickness or other serious constraints.

- iv. Behaviour contrary to reaching the organization goal
- v. Unworthy action and absence or lack of participation in the life of the organization;
- vi. Conviction of any penal code offense in Tanzania or felony crime
- vii. Failure to pay any organization fees
- viii. Failure to attend General Meeting

**ARTICLE 18: Liabilities/obligations of members**

- i. SMGEO membership is a voluntary and entrance fee is Tshs. 100,000/= . A member can just pay more than this amount if wishes to. Entrance fee once paid is non-refundable.
- ii. Anyone who want to volunteer as part of his or her training or field studying in the organization should contribute to the organization monthly Tshs 100,000 for a Tanzanian while USD 550 per for Non-Tanzanian. Those basic needs such as accommodation and meals shall be his or her own cost during his or her training time but where necessary the organization will support volunteer to meet his or her targeted goal.
- iii. There shall be registration form for application for volunteers that will be filled by applicants.
- iv. Annual fee payment is Tshs. 50,000/= per member per annum for each member of an organization
- v. All payments of membership and volunteering should be done at bank account an organization and bank receipts shall be given to the organization for proof.
- vi. To attend General Meeting
- vii. To pay fees as agreed by members at the General Meeting

## **PART V: ORGANIZATIONAL STRUCTURE AND OFFICE BEARERS**

### **A: ORGANIZATION STRUCTURE**

The Organization shall have following organs

- i. The General Meeting
- ii. The Board of Directors
- iii. The Executive Committee

### **B.OFFICE BEARERS**

The organization has the following officer bearers

- i. Chairperson/Managing Director
- ii. Executive Secretary
- iii. Treasurer

#### **ARTICLE 19: Chairperson /Managing Director**

- i. Shall be the chief Executive responsible for overall running of SMGEO
- ii. The Chairperson shall chair all the General Meetings and the Executive Committee Meeting of the Organization.
- iii. Shall be the principal speaker of the group
- iv. Shall be answerable to the General meeting
- v. Shall be a chairperson of all board meetings.
- vi. Shall be one of the signatories of the organization's Bank account.
- vii. Shall confirm the minutes of the previous meeting as the yearly report together with the members
- viii. Shall be overseer of the rights of every member in giving his/her opinion during the meeting.
- ix. Shall be major overseer of the use of money and other values of the organization.

#### **ARTICLE 20: Executive Secretary**

Shall be elected by General Meeting with the following responsibilities:

- i. Shall be the secretary of the meetings and responsible person for minutes and record keeping.
- ii. Shall prepare minutes for the meetings and work in collaboration with the Director and other members
- iii. Shall be one of the signatories in the Bank account.
- iv. Shall be major factor in day-to-day activities of the organization.
- v. Shall be the advisor of the chairperson on issues pertaining the organization execution
- vi. Shall prepare annual report along with report of the General Assembly.

#### **ARTICLE 21: Treasurer**

- i. As the treasurer of the organization he/ she will be overall responsible for all financial matters of the organization on.
- ii. Shall be advisor to the Director and board on all financial matters.

- iii. Shall be a cashier, certifier and disburser of the all payments that may be approved by the organization.
- iv. Shall be one of the signatories in the Bank account.
- v. Shall be in charge of financial record
- vi. Shall prepare annual estimates of income and expenditure and to present them to the board.
- vii. Shall be responsible for collection of money of the organization and banking.
- viii. Shall present report on income and expenditure of the organization to the General Meeting

**Mainstreaming for  
Gender Equality Organization  
(SMGEO)**



**Gender Equality for Development**

## **PART VI: ELECTION AND TERM OF LEADERSHIP**

### **ARTICLE 22: Chairperson/ Managing Director**

- i. Shall be elected a by General Meeting among member of the organization
- ii. Shall be in hold of this position for a period of three years

### **ARTICLE 23: Secretary**

- i. Shall be elected a by General Meeting among member of the organization
- ii. Shall be in hold of this position for a period of three years

### **ARTICLE 24: Treasurer**

- i. Shall be elected a by General Meeting among member of the organization
- ii. Shall be in hold of this position for a period of three years

### **ARTICLE 25: Modalities of Renewal**

- i. There shall be two term of leadership comprises of six (6) years whereby one term comprises of three years.
- ii. General Election shall be after every three (3) years held in Annual General Meeting
- iii. Leaders can apply to the next term but cannot exceeding six (6) consecutive years of work at the same position of the titled position

### **ARTICLE 26: Board Members**

- i. There is hereby established a Board of Directors the members of which shall be appointed by the Annual General Meeting of the Organization
- ii. Shall be appointed and approved by the Annual General Meeting of the Organization and the numbers shall be five (5)
- iii. Office Bearers will enter into the board with the qualifications of leadership.\
- iv. Period of leadership is three years, but an individual can be selected for more than one term.
- v. Three years position will be up for vote, the next year one to ensure both continuity and change.

### **ARTICLE 27: Functions and duties of Board members**

- i. To ensure that constitutions and other laws pertaining to the normal and legal operation of the Organization are followed.
- ii. The Board of the Directors under the initiative of the Director of Organization shall formulate the management strategies :
  - i. Define the governance orientation
  - ii. It shall set the direction of the Organization
  - iii. It shall initiate ideas.
  - iv. It shall ensure the preservation of the integrity of the founder's mission.
  - v. It shall hire appoint and fire Executive Officers
  - vi. It shall monitor and supervise the action of the Executive Committee and provide advice to the latter.

- vii. It shall review, appraise, approve or disapprove the use of resources
- iii. To appoint Auditor (s)
- iv. To make rules and regulations
- v. To resolve conflicts
- vi. To seek funds and donors

**Social Mainstreaming for  
Gender Equality Organization  
(SMGEO)**



**Gender Equality for Development**

## **PART VII: GENERAL MEETING (ORDINARY AND GENERAL)**

### **ARTICLE 28: Composition of General Meeting**

- i. General meeting of the organization shall be composed by all member of organization.
- ii. The organization shall meet two or three times in a year under the president to prepare the next monthly meeting and to decide the agenda of the upcoming General Meeting, report of ongoing projects and any other miscellaneous matters.
- iii. General Meeting shall be called through recordable e-mails or postal mails fifteen (15) days prior to their session.
- iv. The quorum at the General Meeting shall be half of the active member of the organization entitle to attend, and decision of the majority of voting members present at the meeting shall deemed to be a decision of the organization

### **ARTICLE 29: Powers/functions of the General Meeting**

- i. To discuss matters arising from the previous General Meeting
- ii. The authority to decide on all questions which any member of the Board of Directors may submit to it in writing upon notice of the General Meeting.
- iii. To discuss and approve the annual plan of action and strategies.
- iv. To elect Office Bearers
- v. To approve Rules And Regulations
- vi. To amend constitution
- vii. To dissolve the organization
- viii. To receive the Annual Report
- ix. To confirm the Audited Annual Financial Statements of the Treasurer.
- x. To confirm the budget presented by the Treasurer for the following financial year.
- xi. To approve new membership, resignation and expulsion.
- xii. To make and approve need for changes and amend of the constitution

### **ARTICLE 30: Delegation of power**

- i. General Meeting shall delegate the Board Of Director power to do its function pending approval to the next General Meeting

### **ARTICLE 31: Annual General Meeting**

- i. There shall be one Annual General Meeting of the organization to be held once in every year as shall be determined by the Executive Committee.
- ii. Shall be held annually, the financial report as well as the program of activities as elaborated for the future calendar year.
- iii. Shall allow Members to come up with new suggestions and observations for the betterment of the Organization's operations.

- iv. Shall be called by recordable e-mails or postal mails fifteen (15) days prior to their sessions

**ARTICLE 32: Special General Meeting**

- i. Shall be convened upon arise of an urgency matter that require an urgency decision, matter that cannot wait for Ordinary Meeting
- ii. Shall be called at any time of the year when the Executive Committee deems it necessary.
- iii. Shall have the notification of at least fourteen days to the members of the General Meeting recordable e-mails or postal mails fifteen (15) days prior to their session.
- iv. Shall deal with such matters needing the immediate attention of the General Meeting as may be determined by the convener.
- v. Quorum shall be one third of the total numbers of delegates that are entitled to attend the meeting and entitled to vote whichever is the least.

**ARTICLE 33: Ordinary General Meeting**

- i. The organization shall meet two or three times in a year under the Chairperson to prepare the next monthly meeting and to decide the agenda of the upcoming annual assembly, report ongoing projects or any other miscellaneous matters.
- ii. Board Meetings shall be called through recordable e-mails or postal mails fifteen (15) days prior to their session
- iii. The organization shall meet two or three times in a year under the chairperson to prepare the next monthly meeting and to decide the agenda of the upcoming General Meeting
- iv. Shall discuss organization issues including projects
- v. Notice shall be called through recordable e-mails or postal mails fifteen (15) days prior to their session.
- vi. Quorum shall be one third of the total numbers of delegates that are entitled to attend the meeting and entitled to vote whichever is the least.

## **PART VIII: FINANCIAL MANAGEMENT, SOURCES OF FUNDS AND USES OF FUNDS**

### **ARTICLE 34: Financial year**

The Organization's fiscal year shall commence on 1<sup>st</sup> January and end on 31<sup>st</sup> December of every year. December 31<sup>st</sup> shall be the **Organization's Celebratory Day** where the prestige and honor of the Organization achievements shall be solemnly recognized.

### **ARTICLE 35: Sources of funds**

1. The Organization shall generate its funds and resources from different sources. These sources of funds of the Organization shall be:
  - i. Contributions from members
  - ii. Statutory registration fee.
  - iii. Fund raising.
  - iv. Donation and grants.
  - v. Charitable individuals
2. Compulsory annual SMGEO membership contributions as may be determined

### **ARTICLE 36: Uses of funds**

- i. The funds derived shall be applied solely toward the promotion of the objectives of the organization agreed by the General Meeting.

### **ARTICLE 37: Bank Account**

- i. The Board of Directors shall have the power to open a Bank Account(s) for organization as they deem fit and, for the avoidance of doubt
- ii. Organization shall have the power to delegate the authority to operate any such bank account to the Management
- iii. All money shall be kept at Bank account of an Organization.
- iv. Signatories shall be three people that is Chairperson, General Secretary and Treasurer or one member of Organization underwritten signature and fingerprint mark.
- v. Withdraw money will be at cheque only.

### **ARTICLE 38: Annual Report**

- i. The Board of Directors shall ensure Annual Reports as required by NGO's Act and any other laws in Tanzania are regularly completed and lodged together with payment of any relevant statutory and it shall be the ultimate responsibility of the Chairperson to ensure that these are carried out in a timely and accurate manner.
- ii. Annual report shall include financial audited report and activities report

**ARTICLE 39: Audit and Control**

- i. The Board of Directors shall ensure that accounts audits annually conducted on the organization finances
- ii. It shall be the ultimate responsibility of the Chairperson to ensure that these are carried out in a timely and accurate manner.

**Social Mainstreaming for  
Gender Equality Organization  
(SMGEO)**



**Gender Equality for Development**

**Social Mainstreaming for  
Gender Equality Organization  
(SMGEO)**



**Gender Equality for Development**

## **PART IX: CONSTITUTIONAL AMENDMENTS, DISSOLUTION AND COMMON SEAL**

### **ARTICLE 40: Constitutional Amendments**

- i. Two thirds (2/3) of all the members present at the General Meeting shall be required to approve an amendment(s) or a revision(s).
- ii. Proposed amendment(s) or revision(s) of the Constitution or Bylaws shall be mailed to all members no less than thirty (30) days after the consideration of the amendment(s) or revision(s) by the Board of Directors.

### **ARTICLE 41: Dissolution**

- i. The organization may be dissolved by the decision made by 2/3 of members at the General Meeting or by operation of law.
- ii. Debts (if any) shall be paid first; the remaining assets shall be handled to another organization whose objectives are similar to this organization.

### **ARTICLE 42: Common Seal**

- i. The organization shall have a common seal which bears the name of the organization
- ii. The seal shall be fixed to any document
- iii. The seal shall be kept under custody of the Executive Secretary.
- iv. The Organization's logo shall be a male and female holding hands moving to a hill of 'gender and development'
- v. No Organization's official letter or document to the thirds shall be sent or made out without either the Organization's logo or the signature of the authorized officer.

**Gender Equality for Development**

**PART X: MISCELLANEOUS DISPOSITION**

**ARTICLE 43 Conflict Resolution**

- i. Where there shall rise a conflict among members or association and other organization(s) or sponsor(s), the conflict shall be solved by the Executive Committee in collaboration with appointed committee by the Executive Committee.
- ii. Where there shall be misinterpretation of this constitution, the legal officer shall assist by or be interpreted by any other lawyer(s) as it shall be deemed necessary by the Executive Committee.

**ARTICLE 44. Transmission of Membership**

- i. It shall not be permissible for any member to transfer or transmit his or her membership in any way.
- ii. Upon the death of any member, such membership shall immediately be considered as cancelled and no longer existing.

**ARTICLE 45. Non-Discrimination**

No person shall be denied membership on account of their race, ethnicity, color, sex or religion