

THE CONSTITUTION

OF

KIKUMU AGRICULTURE RESEARCH CENTRE

P.O BOX 216

KASESE, UGANDA,

EAST AFRICA

Mobile: +256756987602

Or: +0781826644

1999

ARTICLE 1: NAME OF THE ORGANIZATION AND ITS ORIGINALITY.

- a) The organization shall be known as Kikumu agriculture research centre (**KARC**) here in referred to as an organization.
- b)) Kikumu agriculture research centre shall have its head office in Umoja village opposite Uganda Martyrs in Kasese municipal council, about 450 km from Uganda's Capital and Main City, Kampala. The organization is one of the major Community Based Organizations (CBOs) with the necessary Human Resource that is deemed to offer services to the local communities to ensure sustainable development without discrimination of any kind. The organization was started by seven (7) members with an aim of improving the standards of living of vulnerable people like, poor, voiceless, orphans, widows.

This idea of starting up this organization was perceived by the above number of women after carrying out a comprehensive research on the levels of vulnerability of women in Kasese Uganda for which case study was Kasese District and Eastern province DRC. The research showed that despite the efforts government and NGOs are putting in place in supporting the implementation of development programs in the area of women empowerment, education, medical health, and environmental protection, modernization of agriculture and micro finance the needy women and children are lacking behind in education. Kasese largely depend on low agricultural produce that in turn gives poor nutrition supply and very low income to households while most of the household families lack sustainable sources of income that result in massive poverty in Kasese District, which could be reduced through social, economic and political empowerment of the communities involved.

The orphans have been estimated as 17 million in Uganda and Kasese possess 1289 orphans, 398 street children by 2007 baseline report by the district population office and the development network of NGOs, CBOs and this has been due to civil, tribe and political wars. Example wars between Bakonjo and Batoro, rebel attacks of 1989 (NALU) and 1996 (ADF) Allied democratic forces from eastern DR Congo north Kivu province. Even Kasese district is surrounded with two national parks Queen Elizabeth national park in the south and Rwenzori Mountains national park in the north and therefore people living in and around these national parks are inherently vulnerable since they depend on wild animals, charcoal burning herbal medicine which is illegal to the national park authorities and people have ended up losing their lives.

ARTICLE 2: LOCALITY OF THE ORGANIZATION AND ITS AREA OF OPERATION.

- a) Kikumu agriculture research centre is located in Umoja village Kasese municipality Kasese District.
- b) (i). The organization shall have its Headquarters in Umoja village in Kasese municipal council Kasese District. The organization shall extend to other areas with similar challenges of need.
(ii). The organization may be affiliated and affiliate other organizations anywhere in the world that support its aims and objectives.

ARTICLE 3: ORGANIZATION MISSION, VISION, MOTTO AND OBJECTIVES.

VISION:

An empowered society where women and men participate equally towards fostering community development for sustainable livelihood.

MISSION:

To encourage the understanding and respect of women's rights, participation in community development and reproductive health rights in the region.

OBJECTIVES:

- To promote and advocate for women's empowerment through savings and credit.
- To fight for the achievement of all freedoms for women, girls and children.
- To improve health on the rural and urban poor women.
- To empower the rural women groups economically through engaging them in sustainable agricultural activities and supply agro – inputs.

- To promote lifelong learning through giving skills in computer, tailoring and knitting, food processing, craft making and cookery and baking.

ARTICLE 4: Membership:

KARC is currently made up of 30 members who subscribes annually to their constitution and membership is open to women and men of above 18 years.

- a. Membership entry fee shall be determined from time to time by the Board bearing in mind the economic situation in the country where registration fee 30,000 and annual subscription 5000 Uganda shillings received .Those that shall not pay their subscription fee for two years shall face penalty and receipt shall be provided.
- b. Members shall be issued with membership certificates duly signed by the chairperson bearing the organization's stamp.
- c. A member may withdraw from the organization provided he/she gives one month Notice in writing to the Board. Such a member shall first pay dues if any owing to the organization.
- d. The organization may appoint a adviser on the Annual General Assembly or Extra-ordinary General Meeting

ARTICLE 5: CODE OF PROFESSIONAL ETHICS.

There shall be a code of ethics, which shall be subscribed to by all members of the organization irrespective of the post held.

ARTICLE 6: ORGANS OF THE ORGANIZATION.

a) The organization may establish branch offices as may be necessary to promote its aims and objectives.

b) There shall be established: -

- i. General assembly
- ii. Board of Directors
- iii. Executive committee
- iv. Finance committee
- v. Disciplinary committee
- vi. Secretariat

C) The above shall have tenure of three years. The organization's year shall begin on first January of every year.

ARTICLE 6: (D) CAN BE DESCRIBED AS BELOW:-

I. Board of Directors

This shall be the executive and policy making body of the organization.

Members of the Board shall be the organization's Board Chairperson, Vice chairperson, Secretary General, Treasurer and Two advisers elected at the annual general meeting. The Chairperson Board or under his/her delegation, the Board vice chairperson shall chair the Annual General Meetings and Extra-ordinary General Meetings.

ii. Executive Committee:

This shall be responsible for the planning and implementation of the programmes and the activities of the organization. The committee shall consist of the chairperson, General Secretary, Treasurer, coordinator, two members elected at the General Assembly. The programmes shall be subject to the approval of the Board.

iii. Finance Committee

- a) This shall be responsible for the finances of the organization. It shall be its responsibility to look for ways and means to boost the financial position of the organization and making sure that the finances approved by the Board of Directors have transparency and proper accountability.
- b) Subject to the approval of the Board of Directors, it shall also prepare expenditure, proposals and for the approval of the Board of Directors.
- c) The Treasurer shall be its chairperson and its membership shall consist of the Chairperson Board, the General Secretary, one adviser, coordinator and two members elected at an Annual General Meeting.

iv. Disciplinary Committee

This shall ensure the observance of adherence/response to the code of ethics.

- e) It shall consist of five members that is
 - a) Three of whom shall be members of the Board and;
 - b) Two Ex- officials from the implementing team of whom the presence of the coordinator shall be mandatory. The committee shall determine its chairperson and the organization's Secretary General shall be the committee's secretary.
 - c) And if he/she (Secretary General) is the one guilty of an offence, then the committee shall do otherwise.
 - d) Findings of the committee shall be revised by the Board of Directors within a period of two weeks for final decision and communicate to the member (s) concerned.
- v) Secrete rat. Comprises of all workers headed by coordinator, account, project offices and support staff and shall be given salaries

ARTICLE 7: OFFICE BEARERS.

The organization shall have the following office bearers, to be elected at the annual General Meeting for tenure/period of three years.

a) CHAIRPERSON BOARD

- a. Shall be elected at the Annual General Assembly for a term of three years.
- b. Shall preside over all the meetings of the organization and the Board of Directors
- c. Be principal signatory to all financial transactions of the organization
- d. Have the mandate to make emergency decisions on behalf of the organization / Board of Directors and report the same to the board for the approval.
- e. Shall make a report of activities to be presented at the General Assembly
- f. Shall be assisted by the vice chairperson Board elected at the General Assembly.
- g. The Vice chairperson Board shall hold office for three years.

b) SECRETARY GENERAL

- a) Shall record and keep all proceedings of meetings.
- b) In consultations with the Chairperson Board, shall carry out correspondence, including writing and responding to letters written to or on behalf of the organization.
- c) Keep an up to date register of all members and documents of the organization.
- d) Convene meetings as and when necessary.
- e) Compile the annual report and provide information on the state of the organization from time to time.
- f) Shall be co-signatory to all financial transactions of the organization.
- g) Shall be elected for three years.

c) TREASURER

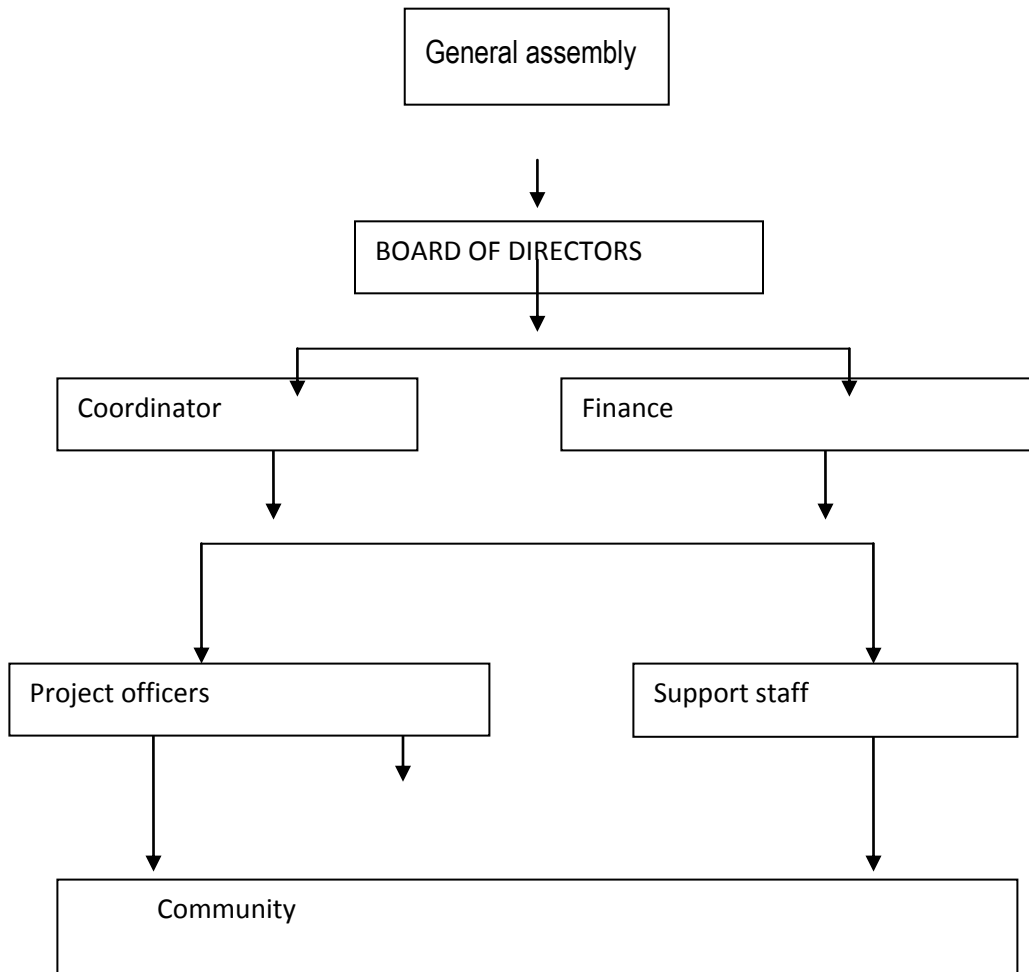
- a) Shall be elected by the General Assembly for a term of three years.
- b) Responsible for collecting and receiving all monies on behalf of the organization which shall include but not limited to the membership and annual subscription fees and donations shall disburse finances and or pay all Bills of the organization under the directions of the Board of Directors.
- c) Keep accounts of the organization and present an audited statement of accounts at the general assembly.
- d) Be co-signatory to all financial transactions of the organization. To be assisted by one board adviser.

d) The coordinator

- a) In charge of the secretariat
- b) Shall act as the chairperson to all programmes in organization shall be his / her duty to initiate objective programmes as per in this constitution. Shall be answerable to the Board.
- c) Shall be assisted by the field officer.

ARTICLE 8: THE ORGANOGRAM OF THE ORGANIZATION.

The Organ structure of the Organization shall be as below till it is amendment by the Board of Directors



ARTICLE 9: ELECTIONS.

- a. Just before the elections, the General Meeting shall appoint a temporary chairperson to conduct and supervise the elections through democratic means.
- b. Election to all offices of the organization shall be by secret ballot. In the event of a tie, the chairperson shall have a casting vote, otherwise he/she shall not vote
- c. All members standing must have paid subscription fee and registration fee for all years. Those who wish to take posts shall pay 20,000 for running of elections and headed receipts are given. Officers shall hold office for three years
- d. Members seeking elections or re-elections to any of the organization's offices shall be nominated and seconded

ARTICLE 10: ANNUAL GENERAL MEETING.

- i. The annual General Meeting shall be held in the third week of December before Christmas every year.
- ii. The Secretary General acting under the directions of the Board shall convene the general annual meeting. The notice shall indicate when and where the annual general meeting shall be held and the proposed agenda. The notice shall be sent out not less than three weeks in advance.
- iii. Attendance shall be open to all paid up members.
- iv. The quorum of the annual general meeting shall be 70% of all paid up members
- v. The annual meeting shall receive annual reports from,
 - a) The chairperson Board of Directors' report on the overall organization's stand.
 - b) The chairperson, coordinator to promote project activities of the organization.
 - b) Treasurer's audited statement of accounts.
 - c) The Treasurer shall circulate the organization's financial statement to the members at least a week before the Annual General Meeting.

ARTICLE 11: BANK ACCOUNT.

- a) The organization shall have a Savings/Current Account at any Bank incorporated in Uganda. The account shall be operated under the joint signature of the Treasurer and counter signed by the Chairperson Board as the principle signatory and the Secretary General.
- b) The chair person, secretary and treasury shall be the signatory to the bank accounts of this organization.
- c) In case of withdraw of funds two or three signatories must sign on the cheque or bank document to signify with draw of funds.

ARTICLE 12: EXTRA-ORDINARY MEETINGS.

- a) Members may request for an Extra-ordinary meeting. Such request shall be supported by not less than 50%of the paid up members.
- b) The Board may request to hold an Extra-ordinary General Meeting of the organization for special purposes.
- c) The notice shall not be less than two weeks notice that shall be given to members of such a meeting. Such notice shall specify the business to be transacted.

ARTICLE 13: COMMITTEE MEETING.

- a) The Board shall meet as often as practicable.
 - I. At least once in two months. Finance committee may meet as and when necessary or upon the request of the Board.
- c) The executive committee shall meet at least once every month.
- d) The Disciplinary Committee shall meet only upon the request of the Board.

ARTICLE 14 a) INCOMES OF THE ORGANIZATION.

The sources of incomes shall be:

Registration Donations, Gifts and the greed incomes by all members.

b) PROPERTIES OF THE ORGANIZATION.

- i. Money-membership fees and annual subscriptions
- ii. Precedes from the organizations activities.
- iii. Any monetary contributions in the name of the organization.
- iv. Furniture and equipment including stationary purchased out of the organizations funds or donated to the organization.
- v. All the assets of the organization movable and immovable shall be in the custody of the Board of Directors who shall give an account of the same at the Annual General Meeting.

No part or whole of the assets of the organization shall be sold, assigned or transferred, surrendered or otherwise dealt with by the Board of Director's without the consent of the Annual General meeting or Extra-ordinary General Meeting.

ARTICLE 15 AMENDMENT OF THE CONSTITUTION.

- i. Proposal to amend the Constitution shall be considered by the Board. Such proposals if approved the board shall circulated to members at least a month before the Annual General Meeting.
- ii. A member wishing to propose an Amendment to the Constitution shall forward his/her notice to the Board at least two months before the Annual General Meeting.

ARTICLE 16: RULES AND REGULATIONS.

Rules and regulations that shall in particular be Code of Professional Ethics as in Article 5 shall be formulated by the Board of Directors for the smooth running and properly conduct the affairs of the organization and such rules and regulations may be amended by the said Board as and when necessary. Such rules and amendment thereof shall be circulated to members.

Article 17. Dissolving the Organization

- a) Decision to dissolve the organization shall be taken at Annual General Meeting or the Extra-ordinary General Meeting.
- b) A motion to dissolve the organization shall be supported by two thirds (3/4) paid up members. The Annual General Meeting or Extra-ordinary Meeting shall decide how best to disposal off the organization's assets after all outstanding obligations have been settled.

ARTICLE 18: INDEMNIFICATION OF THE BOARD AND COMMITTEES.

The organization shall be responsible for all reasonable actions of the Board Committees and consequences there on.

ARTICLE 19: Organization clause

Materials of the organization after closing up when there is organization winding shall be given to another organization with similar objectives in area of operation in kasese Uganda

Article 20: BOARD OF DIRECTORS.

We the members of who are assigned below and others do hereby adopt this Constitution as our supreme tool for the organization.

Names	Titles	Telephone
Kabougho Regina	chaire	0778718653
Kule Noah	SEC	
Ngene Hellen	Vice chairperson	n/n
Masika Sylvia	Treasurer	0777637153
Masika Hellen	ASS ,Sec	07772567567
Bwambale Mathew	Adviser	0772606633
Biira Jovia	Member	0789313294
Kabugho Magdalena	Member	0788093685