**THE REPUBLIC OF UGANDA**

**THE CONSTITUTION OF** **MOUNTAIN VIEW COLLEGE\_MUBUKU**

**(MVC)**

**Drawn By Members**

**(c). 2009**

**PREAMBLE**

We the four members namely Mr.Kaheru Nicolas, Mr. Nahabwe Godfrey, Mr. Turyazayo Moses and Mr. Kule Rabson with the view of opening up a college have today Monday 22/September 2009 convened at Kasese town with the aim to;

1. Establish a vocational training institute
2. Develop a joint voice for the voiceless and neglected youth out of school
3. Build consensus on joint mission, goal, vision and develop a strategic plan for the way forward and sustainable future.
4. Establish mechanisms for improving information sharing and communication skills among the youth organisations.

**ACKNOWLEDGE**, the efforts of the government of the republic of Uganda in developing policies and strategies to combat HIV/AIDS and prevention of disabilities, and human rights based approach remains a concern about human rights violation of Ugandans with disabilities living with HIV/AIDS at home, public places, workplace, worship places and health centres.

**RECOGNISE**, that lack of a well coordinated organisation of Women and children living with HIV/AIDS at county and district levels has weakened the influence of us to lobby for HIV/AIDS and people with disabilities policy implementation programs in Bughendera county, Bundibugyo district and in Uganda.

**EXPLORED,** that funding opportunities and mechanisms available and accessible for BWADA-u association through various district, national and international programs and committed to share the information among people with disabilities living with HIV/AIDS, networks and associations in order to increase the number of concept for proposal writing by BWADA-U.

**FOREWORD**: the inspiration to write this constitution was born in us due to the experience women with disabilities living with HIV/AIDS and our children under extremely challenging conditions of living in changing environment and a host of encouraging achievements in Bughendera County, Bundibugyo district. By making an assessment of the changes, missing gaps and trends regarding the situation of women and children with disabilities living with HIV/AIDS.

**DECIDE:** to establish an association that will be bringing together all persons with disabilities living with HIV/AIDS with the aim of experience and information sharing, in order to strengthen the influence of disabilities and HIV/AIDS on Uganda policy responses.

**BWADA-U**, elected a board of seven members, assigned specific tasks for improvement and sustainability of this association

**DO HEREBY**, resolve on this..........................................day of......................................in this annual General meeting/Assembly of BWADA-U in the name of all members of people with disabilities living with HIV/AIDS present, absent and yet to come to adopt this constitution for the guidance of our association.

1. **ARTICLE 1. NAME OF THE ORGANISATION.**

The name of the organisation shall be Bughendera Women and children/OVCs with disabilities living with HIV/AIDS Association-Uganda

* 1. **ARTICLE 2. ABBREVIATION:**

The Association abbreviation shall be BWADA-U representing in Full the name of the organisation of Bughendera Women and children/OVCs with disabilities living with HIV/AIDS Association-Uganda.

The abbreviation shall be used on the official documents and properties of the Association.

* 1. **ARTICLE 3. NON GOVERNMENTAL ORGANISATION.**

This Non Governmental organisation community based organisation is recognised by the government of Uganda as a voluntary service delivery organisation, non political, working independently at the implementation of the government’s, non governmental organisation and individual well-wishers both local and international programs and project activities.

* 1. **ARTICLE 4. TARGET GROUP AND AREA OF OPERATION.**

The organisation shall operate to serve the best quality service delivery to women with disabilities living with HIV/AIDS and their children in Bughendera County Bundibugyo district. However depending on results and availability of resources, the organisation may extend her services to the whole district and other neighbouring districts.

* 1. **ARTICLE 5. PHYSICAL LOCATION AND OFFICIAL ADDRESS.**

The BWADA-U physical office shall be located in Bughendera County Bundibugyo district but may open up coordinating branch offices in other parts of the district to ease networking.

BWADA-U shall open up a postal address but for the mean time shall use P.O.Box 1126, Bundibugyo, Uganda.

BWADA-U shall open up an email address, the password of which shall be determined by the members of the board and shall only be used by the coordinator or his/ her delegate.

* 1. **ARTICLE 6. VISION.**

To have a community free of home based domestic violence and living positively with HIV/AIDS as a solution measure to poverty

* 1. **ARTICLE 7. MISSION.**

Create HIV/AIDS awareness, social economic and psychosocial problem of stigmatised people.

* 1. **ARTICLE 8. MISSION STATEMENT.**

To reduce the psychosocial adverse effects of HIV/AIDS and contribute towards a sustainable improvement in the well being of People living with HIV and AIDS and their families in Bundibugyo District.

* 1. **ARTICLE 9. GOAL**

To reduce the high rate of disease spread among the community and improve the situation of people living with HIV/AIDS.

* 1. **ARTICLE 10.OBJECTIVES**

The objectives of the Organisation are:

* To contribute towards psychosocial support, welfare through counselling and income improvement and strengthening community psychosocial structures.
* To reduce the negative attitudes of communities towards people with disabilities living HIV/AIDS and create awareness of positive living.
* Advocate for the rights of PLWHA, Orphans and vulnerable groups.
* To contribute towards improved sexual and reproductive health services in the communities.
* To contribute towards improved hygiene and sanitation conditions of the target people through home based care.
* To ensure accessible and affordable communication exchange through IEC/BCC.
* To ensure sustainable livelihood of PLWHA and OVCs through education support and income generating activities.
* To ensure economic empowerment of the disadvantaged groups.
* To establish a food and nutritional centre to act as a demonstration and supply centre for food and nutrition to children and pregnant mothers living with HIV/AIDs.
* To promote information and technological centre for easy information access to the community by BWADA-U information centre.
* To rehabilitate young children with disability affected and effected with HIV/AIDS law offenders and ensure their rights are observed
* Hold reconciliation functions, conflict resolutions, intercessions, stress management training, guidance and counselling, proper inheritance and trainings in will writing.

 **2.0. ARTICLE 11. GUIDING PRINCIPLE**

 (b). This association constitution shall be our supreme bye—law and guiding principle to authorise all members and employed staff of the organisation for any resolution, decision, policy making, amendment of any article (s) in this constitution shall be done by all members in a general assembly meeting and they shall always consult this constitution.

 (b). This association is made to address main programs for the conducive self sustainable environment of people with disabilities living with HIV/AIDS and their children in Bughendera county and Bundibugyo district.

 **3.0. ARTICLE 12. MEMBERSHIP, RIGHTS OF MEMBERS AND OBLIGATIONS.**

1. The organisation membership is open to individuals and organisations, preferably hailing from Bundibugyo district who shall have accepted to be bound by this constitution and shall meet the requirements as laid down by this constitution and the general assembly and approved by the board and shall have all or atleast one of the following:

* Disability
* HIV/AIDS
* Landmine /Emergency Victim.
* Orphans of HIV/AIDS
* Any carefully selected person of the organisation with skill to help in association developments

Membership shall be irrespective of tribe, colour, religion, political affiliation and or sex.

Interested members shall fill in a membership form for admission in the association.

1. **Full membership.**

Is open to all people with disabilities living with HIV/AIDS on free charge basis but through the following methods.

* Assessment and registration of HIV/AIDS Women and OVCs and emergency victims shall be done free of charge.
* All employed staff of the organisation shall be members and may be requested to support the association when need arises.
* The support qualifications to the association shall be by rendering services of technical, advisory of securing assistance in form of funds, materials and or properties and implementation of association workplans.

Membership shall be divided into the following;

1. **Ordinary members**: shall be selected people with disabilities living with HIV/AIDS. These shall be associate members and shall be:
* People born in Bundibugyo district
* Ordinarily resident of Bundibugyo district and have remained in the district for a period as accepted by the general assembly.
* Persons with proven ancestry from Bundibugyo district.
1. **Affiliate members**;
* Shall be NGOs who shall be willing to work and cooperate with BWADA-U towards the achievements of their aims and objectives. Affiliate membership shall be open to any organisation, body and society operating in Bundibugyo district or elsewhere in Uganda but pursuing the same or similar aims and objectives as the association subject to fulfilling the following conditions;
* Application by the organisation, body or society
* Submission by the applicant organisation, body or society of her constitution, brochure and or article of association or memorandum of association
* Recommendation by the board
* Approval by 2/3 majority of the general assembly
* The general assembly shall determine the payment of membership and annual subscription fees
1. **Honourally members**. Shall be those though not ordinary and affiliate members, shall contribute towards the achievements of the association aims and objectives and these shall include the original founders.

The association shall grant ordinary membership to any person subject to fulfilling the following conditions:

* Recommendation by the board.
* Approval 2/3 majorities of the voting members at the general assembly.
1. **Life Membership**. Shall however be accorded only to the original founders of the organisation. They shall however be admitted to the membership by the board upon application and shall have rendered long and distinguished service to the organisation subject to fulfilling the following conditions;
* Retirement from active participation in the organisation activities.
* Recommendation by the board.
* Approval 2/3 of the voting members of the general assembly.
1. Affiliations.

The association shall affiliate to the district, regional, national and international network partner organisations.

The association shall sign memorandum of understanding(M.O.U) to take on the contract of implementing programs/ activities.

The association shall seek consultancy if needed for proper project implementation for example on voluntary or hire.

1. **Rights and obligations of members:**

**Members shall:**

* Participate in decision making
* Participate in association proceedings
* Accept to elect or be elected in any office of the organisation and shall accept to represent the organisation in any activity once called upon.put to proper use the organisation facilities.
* Petition for explanation by office bearers or amendment of the constitution.
* Demand for the accountability of association funds.
1. **Beneficiaries and Benefits to members.**

The association direct beneficiaries shall be HIV/AIDS Women and Vulnerable children and all victims of emergencies

However the communities in which such people are living shall also be indirect beneficiaries

**The Benefits shall include:**

* Access to employment opportunities in the organisation.
* Access to association training opportunities.
* Access to association facilities
* Access to association programs and services.
* Those who shall have rendered special services to the association shall be honoured appropriately.
1. **Cessation from Membership**

 One shall cease to be a member of BWADA-u on the following grounds;

* If upon her interest one puts it in writing her intention to resign.
* If one dies and the family has no capable person to replace her as next of kin.
* On the event of violating the association’s constitution.
* If in the opinion of the board, one’s behaviour adversely affects or damages the image and reputation of the association.
* When a member or staff misuses the properties or funds of the association and is proved to be guilty of the offence. But this member shall be given a seven days grace period to defend herself and the last decision shall be made by the board.
1. **Resignation**

Resignation shall either be forced on to an official by the general assembly with approval of the board or it may be voluntary.

In either case , the application for resignation should be submitted to the chairperson/coordinator who will then call for a board meeting overnight to discuss the matter before a decision is passed on to the general assembly.

Forced resignation shall be interpreted as a *vote of no confidence*. This will take place when:

* A member fails to execute her/his duties as required of her/ him.
* A board member or staff misappropriates funds and personalises the association property.
* Two thirds of the general assembly is convinced that the board executive member’s bad performance and or misconduct are unwarranted.
* Such member shall be informed in writing to withdraw from the association within a specified period in such a letter unless the actions and or behaviours are criminal, such a member shall have been warned three times.
* Membership and subscription fees paid by such a member shall not be refunded.
1. **Vacancies on the Board.**

In absence of the members(s) on the board, the chairperson shall appoint one or some of the board member(s) pending elections which must be carried out within a period not exceeding three months.

The term “absence” in the above bullet shall refer to a circumstance where the officer in question;

* Has died,
* Is unable to perform her duties due to prolonged sickness.
* Has been out of the country for a period that allow her execute her duties.
* Has been deemed incompetent by atleast two-thirds of the board members.

 **4.0. ARTICLE 13 ADMINISTRATIVE STRUCTURE:**

The following shall be the organisation administrative structure/organs.

1. General assembly
2. Association board
3. Secretariat
4. Committees
5. Community
6. **GENERAL ASSEMBLY;**
7. The general assembly shall consist of all members of the association
8. The general assembly shall be the supreme authority of the association and thereby responsible for electing, suspending or dissolving the association board or employment of staff.
9. Approve the strategic and workplans, balance sheets, annual reports and budgets made by the association board.
10. Advising, defending and ensuring continuity of the fulfilment of the policies, goal, mission, vision and objectives of the association.
11. Approve of consent to disposal and sale off of association assets and properties.
12. Ensuring that the association constitution is respected and followed in implementing the association activities and programs.
13. Receive and pass petition of no confidence and resignations.
14. Make and approve the constitution review and amendments.
15. Evaluate and monitor the implantation of programs and policies of the association.
16. **THE ASSOCIATION BOARD**
* The board shall comprise of nine (9) women members as follows. The chairperson, Vice chairperson, treasurer, secretary and five other members.
* The board members shall be volunteers who have the association at heart for her sustainability and development.
* Shall establish association’s p[policies.
* Shall assist the management by acting as a court of appeal and suspend staff in a hostile association’s environment in any fraud.
* Shall perform the governance of the association which shall be the way powers and rights are distributed in the association and planning how and where to get and allocate the resources with the management.
* Shall supervise and monitor the staff for good management of the association.

**2.1 Elections of board members.**

* There shall be elections of the board and other office bearers in a general assembly meeting.
* They shall first elect a returning officer out of the expected electoral college or may completely be not a member of the association where the need may be.
* Shall take the chair in full control to conduct the elections in a free and fair neutral method.
* If seen one sided, the electoral college shall immediately change her and elect another person to takeover.
* The general assembly shall also elect three (3) members to make a team of four (4) people to fairly conduct the elections as the electoral commission of the association.

**2.2. Voting.**

* Nominations of candidates shall be by methods suggested by the members present.
* The candidate nominated by her name shall be secvonded by other two 92) members.
* A candidate shall be given ample time to discuss her capabilities to perform the duties in the post vetted for.
* All voting shall be by secret ballot or show of hands/ signs depending on the agreed upon method by the majority voters.
* Every voter shall cast one vote for a candidate standing for a post.
* After casting votes, the votes shall be counted immediately in front of the voters.
* The returning officer shall declare the results immediately.
* The winner shall be the one with the majority votes.
* In case of equal tallying votes, the returning officer shall order for a re-run voting immediately until a successful candidate is obtained.

**2.3. Swearing in and handing over.**

* The association management and the outgoing board shall always organise a function for swearing in and handing over of office bearers in the association.
* One of the association’s founder members shall be selected in time to call the guest of honour to preside over the swearing in and handover ceremonies of new office bearers.
* The guest of honour shall be given a copy of the Holy Scripture book in the right and the association constitution in the left hand to be followed by mentioning of the words to swear for good governance and commitment of the association’s oath.
* The association shall have a handover ceremony during which the elected board and recruited staff will assume office.
* The handover ceremony shall take place seven (7) days after elections or recruitment.
* The outgoing board members shall be given time to prepare their handover reports to the incoming board members.
* Incase of staff, the outgoing staff shall be audited and asked to prepare a handover report to the newly recruited staff who shall sign for the assets and properties of the association handed over to them.

**2.4. Association Oath**

The association shave have her oath as:

I........................................... (By mention your name) on this day and year (mention the office/post) do hereby solemnly swear in the name of the almighty God to guide me “O” GOD to truly and diligently execute the duties conferred upon me by the electorate with determination, dedication and integrity without fear or favour and to uphold and defend this association constitution and that, it represents to the best of my knowledge and ability, so help me God.

**2.5. DUTIES OF THE BOARD MEMBERS**

 **A). The chairperson/ coordinator.**

The general assembly shall elect the chairperson of the board who shall perform the following duties:

* Shall be the head of the association to supervise, monitor and guide all members, management and secretariat.
* Shall preside over all meetings for both general assembly and the board.
* Shall undertake emergence decision on behalf of the board and authorise other members to perform duties immediately.
* Shall approve all association expenditures
* Shall be the chief signatory to all association bank accounts and properties and the accounting officer of all monies in the association. Shall call for meetings
* Shall delegate duties to board members.
* Shall recommend and confirm staff upon completion of probationary period.
* Shall be the official representative and executive officer of the association.
* Identify possible donors.
* Compile annual reports to the board.
* Pay staff allowances and salaries/wages at the end of each month

**B). Vice chairperson.**

The vice chairperson shall be elected in the general assembly and shall carry out the following duties:

* Deputise and perform all duties of chairperson when absent.
* Be an ex-officio on the board when the chairperson is present but can be given chance to discuss in any meeting.
* Shall perform any other duty assigned to her by the chairperson.
* Head the public relations.

**C). Treasurer**

The treasurer shall be elected by the general assembly and she shall:

* Collect all funds bank them and keep all financial records
* Compile monthly and annual financial reports.
* Authorise all expenditures of the association
* Make draft budgets
* Be the financial adviser and implementer of any financial internal control system.
* Be one of the signatories to the bank accounts.
* Design methods and strategies of fundraisings.
* In charge of recording all association properties.
* Prepare and circulate financial statements to all members and donors where there is need.

**E). Secretary:**

Shall be elected by the general assembly and shall carry out the following:

* Attend both the general assembly meeting and board meetings.
* Coordinate activities of the association.
* Note and keep minutes of all executive, general and extra-ordinary meetings.
* Be the custodians of the association’s seal/ stamp and shall maintain records of all transactions requiring authentication of association seal/ stamp.
* Carry out duties assigned to her by the chairperson or board.
* Be one of the signatories to the association bank accounts.
* Be in charge of dissemination of periodical reports on association activities, achievements, missing gaps, e.t.c.
* Coordinate and communicate all relevant information to members as may be reasonably requested by them.
* Liaise with all branches of the association.
* Publicise the association’s ideologies and activities.

**F). Other members of the Board**

Other five (5) members of the board shall be elected in the general assembly meeting and shall;

* Help in governing of the organisation activities.
* Be heading other programs of the association.
* Supervise and monitor activities.
* Attend and participate in board meeting
1. **MANAGEMENT**

There shall ne the management committee comprised of all association staff and some board members and this shall.

* Support the association developmental strategic planning and implementing of activities and programs.
* They are responsible for turning board intentions into action plans for administration of the system procedures needed to get the association positive results.
1. **THE SECRETARIAT;**

There shall be a secretariat comprising of employed staff whether paid or volunteer which shall be headed by a team leaders seconded by selected program officer to handle various association programs.

* The secretariat shall be responsible for the day today management of the association affairs including administration of finances by the accountant who will be answerable to the board.
* Shall be in full control of secretarial services and all information communication technology equipments of the association assisted by a technical team. Shall be responsible for staff salaries and general welfare in collaboration with the board.
* The secretariat shall be comprised of the following staff as main office;
* The team leader
* Program officer
* Project officers
* Psychosocial counsellor
* The interpreter
* Accountant.
* Program trainers
* Field volunteers
* Store keeper
* Office attendant
* Security personnel
* The drivers.

All the above and others as may be deemed necessary shall be approved and appointed by the board to become staff of BWADA-U.

They shall attend management committee meetings as technicians in their fields of work and give the way forward especially as:

**Program officer**

* Shall be one to program and recognise the association activities and programs.
* Shall be involved in all association events
* Shall be one of the staff members.

 **Interpreter.**

* Shall be the one to interpret all association’s events for easy understanding.
* Shall read all documents and interpret them in sign language
* Shall always be involved in every event.
* Shall be one of the staff

**Project officer**

* He/ she will be responsible for requesting of monies for the day to day implementation of activities.
* Shall be responsible for effecting transactions e.g. payments like transport refund and present support documents (receipts, invoices e.t.c.) to insure proper expenditure of organisation funds.
* Shall be a signatory to the Bank account(s) of the organisation where need arises.

**Accountant**

* Shall be responsible for banking monies received in the organisation as well as withdrawing money.
* Keep money at his/ her exposure in safe custody and able to produce it when it is required.
* Handle cash and cheque transactions of the organisation.
* Be an agent to the bank account as the staff responsible for handling financial matters.
* Prepares financial report/ accountability for monies used in the organisation over a period of time working hand in hand with the project officers when required by the development partners, head of secretariat and the board.
* Ensure control systems are in place and effective. And avoid irregularities in management of transactions. Separate duties shall be done when requisitions, authorizing approval, praying and recording of cash transactions.

**Other Committees.**

The other association committees shall include:

**i). The technical committee;**

* Shall be headed by the technical adviser.
* Shall be comprised of the coordinator, program officer and project officers of various departments of the association.
* Shall supervise all technical works of the association development plans.

**ii). The finance committee**

* Shall be headed by the association treasurer seconded by the accountant.
* The chairperson/ coordinator, secretary, technical adviser, and other selected members shall be members of the committee,
* Shall ensure that all funds are kept on the bank account
* Shall approve the current expenditure done by the accountant and other staff
* Shall ensure that all financial requisitions are well written, approved and used properly.
* Ensure staffs are paid.

**iii). Disciplinary committee.**

The association shall have a disciplinary committee responsible for the discipline of all types of disciplinary issues of members, staff and committees.

It shall:

* Be headed by the psycho-social counsellor to handle various forms of indiscipline.
* Advise the board on matters concerning human characters of people with disabilities living with HIV/AIDS.
* Shall have powers to call and summon any member of board and staff of the association incase of indiscipline acts.
* Recommend to the board, the dismissal, demotion, warning and or any other punishment to an undisciplined staff or member of board.

 **2.2. Meetings:**

The association shall have the following meetings for proper management.

* The general assembly meeting.
* Board meetings.
* The management and committee meetings
* Extra-ordinary meetings
* Notice of all meetings shall be done by the secretary either through radio announcements, notice in writing, sending emails via internet newspapers or telephone calls and this shall be atleast seven (7) days before the meeting day.
* Working committee shall meet whenever need arises.
* Attendance of all the above meetings shall remain responsibility and obligation of all concerned members.
* All business transacted at the extra-ordinary meetings shall be deemed special.
1. **General assembly meetings.**
* The association shall hold a general assembly meeting once in a year comprising all categories of members.
* Shall be held towards the end of every calendar year especially in the month of November to December. The meeting day shall be decided on by the members.
* The general assembly shall allow even well-wishers especially funders and advisers to attend as observers and advise where necessary
* The general assembly shall be presided over by the chairperson.
* The quorum shall be atleast ¾ of all the members provided the chairperson or her vice and the secretary are present.

 **(ii). Board meetings.**

* The association shall hold a board meeting quarterly a year (after every three months)
* The members of the board meeting shall be facilitated with lunch and transport refund when available and shall be arranged by the coordinator and accountant.
* The board meeting shall be presided over by the chairperson.
* The quorum shall be ¾ of all board members provided the chairperson and secretary are present.

(iii). Management meetings

* The association shall have the management meetings to be held every six months thus twice a year.
* The members of the meeting shall be facilitated with lunch and transport refund if available and shall be organised by the program officer and the accountant.
* Shall be responsible for lobbying and advocacy
* The quorum shall be ¾ of all members of the management committee.

 **(iv). Extra-ordinary meetings**

* The association shall hold extra-ordinary meetings any time need arises in the association’s operations.
* Shall be called by the chairperson, secretary and the program officer any time.
* Shall not be necessarily facilitated if the association’s funds are not enough to do so but if available shall be negotiable.
* The meeting shall have no order of quorum required. Any number of members shall proceed with business.

**2.3. Standing orders/ code of conduct in the meetings.**

* There shall be standing orders to guide the association’s meetings on how they shall be conducted.
* All meetings shall be opened with a prayer, a decided volunteer to lead it.
* The order of conduct in all meetings shall be by first reading the business agenda.
* Members shall be allowed to add or subtract other agendas decided by the members present.
* An effective communication for all meetings shall be made to ensure members presence.
* Standing order shall be suspended if 60% of the members present in the meeting agree to use other method to move on their meeting that time.
* Local languages in the target area shall be used during discussions in the meeting but minutes of which shall be written in English language for purpose of visitors.
* There shall be an interpreter of sign language to easy communication to those with hearing and speaking impairments.
* If a member has an item to be included on the agenda especially if concerning amendment of this constitution, it should be submitted to the secretary two weeks before the meeting for proper scrutiny and forwarding to the chairperson and should have been supported by atleast a half (1/2) of all members.

**2.4. The Association speaker.**

* The members present in any meeting shall first elect the meeting’s speaker to help the chairperson and secretary to move the business. The speaker shall allow any member in the meeting to speak and air out her views by the order of the meeting.
* If a member is permitted to speak, the member’s speech/ sign shall need to be interpreted and supported by other members present and the speaker shall order to move the motion.
* A ruling shall then be passed as a motion or not.
* The speaker shall put the house to order
* She shall have powers to send out indisciplined members.

 **5.0. ARTICLE 14. FINANCES:**

 **1. Sources of Funds.**

 The association sources of funds shall be;

* Membership fees of 100,000/= each member
* Annual Subscription fees of 50,000/= each
* Pooling of funds by association members 20,000/= each
* Affiliate membership fees of 50,000/=
* Donations, grants and gifts
* Local, national and international fundraising initiatives.
* Loans.
* Association projects
* Any other lawful accepted source as may be identified by members.

**ii. Books of Accounts shall:**

* Be kept by the treasurer and at the association’s registered office.
* Audited by a registered firm approached by the general assembly.
* Shall be handed over to the accountant by the treasurer.

**iii. The Bank Account.**

* The association shall open up bank accounts in such banks and in such branches as the general assembly shall deem fit for the effective running of the organisation.
* All monies got from the various sources shall be banked before being put to use.
* The board shall be responsible for the control of the association funds.
* The chairperson/ coordinator/ director shall be the principal signatory to the association’s accounts and shall withdraw money with either the treasurer or secretary or both.
* The signatories shall be allowed to withdraw a certain sum of money for the day to day running of the organisation activities beyond which they shall seek approval of the board.
* Two of the three signatories present shall withdraw emergency funds.
* The coordinator shall sent her delegate to the bank but with only her written authority addressed to the bank manager.
* Funds shall be withdrawn or release to carry out the activities of the organisation only. The released funds shall be kept as petty cash (cash float) by the accountant.
* The organisation is forbidden from paying dividends, bonus or otherwise to its members, the association shall however pay allowances and salaries to her employees.
* The general assembly shall appoint an auditor whose duty shall be to audit the association books of accounts and shall report to the board.

**6.0. ARTICLE 15 FINANCIAL YEAR:**

* The association’s financial year shall start January 1st and end December 31st of every calendar year.

 **7.0. ARTICLE 16 PROPERTIES AND INSURANCE.**

* All assets/ property purchased and belonging to the organisation shall be recorded in the inventory book kept by the organisation accountant.
* All assets shall bear the organisation’s abbreviation BWADA-U and that of the donor agency to distinguish it from other properties.
* The association properties shall not be subject to personalisation by any of the users.
* For avoidance of doubt, the certificates of title or any other property of the association shall not be used as security of whatever kind in favour of a third party.
* The board without dissent support, however, in case of the association wishes to use the said properties as security in furtherance of its objectives, such transaction shall be unanimous.
* Records of the association properties shall be in the custody of the secretary.
* It is the responsibility of every member of staff or board to see to it that the association’s properties are well handled.
* All properties, land, fixed assets, furniture and structures shall be registered in the names of BWADA-U.
* The board shall take out insurance cover with a registered and reputable firm as board may deem necessary for the protection of the association’s properties (assets and deposits) and or her staff

**7.1. Acquisitions:**

* Any acquisition of property/ asset as a result of activities / programs should be by vouchers and memorandum of understanding (M.O.U) signed between the giver/seller and the association and should be well kept in the association office files.
* Any purchase of goods should first be passed through the hands of the management and store keeper for proper records.
* Any acquisition in terms of asset/ property shall bear the word BWADA-U on its face and where necessary the abbreviation of the donor agency.

 **8.0. Association’s Seal and or stamp**

* The association shall have an official seal but for the mean time shall use a rubber stamp until a seal is obtained.
* The association’s seal or stamp shall bear the full names or abbreviation of the association and the post office box number and date.
* It shall only be used on official documents and properties for recognition by only authorised officers and shall be under safe custody of the secretary and chairperson.
* Other officers may however only use the association’s official headed paper

**9.0. ARTICLE 17 GENERAL PROVISIONS:**

* The association shall have provisions for amendment to this constitution’s articles at the general assembly meeting but drafted by the board and technical committee.
* Any amendment shall be supported by 60% of the voters in the general assembly.
* All proposals and concepts shall be amended by the technical committee team in collaboration with the board and submitted to the secretary for final documentation.

**10.0 ARTICLE 18 COMMENCEMENTS**

* The association’s constitution shall commence on the date it is signed by the association chairperson and all members.
* It shall be fully recognised after being registered by the district and national authorities.

**11.0. ARTICLE 19 DISOLUTION OF THE ASSOCIATION**

* Incase of the association dissolution, a general assembly shall be called to meet.
* A two (2) months time notice of moving a dissolution motion shall be served to the association members to hold a general assembly.
* If 60% of the members support the dissolution of the association, an evaluation assets disposal team shall be elected by the general assembly meeting to carry out the evaluation of the assets and liabilities of the association.
* After assets and properties evaluation has been carried out, some shall be disposed and sold off to pay association debts and liabilities accumulated during the active time of operation.
* Other assets and properties shall be given to the organisation caretakers.
* The remaining assets and properties shall be handed over top another neighbouring NGO/ CBO operating with similar objectives to develop the community in the same area.

**12.0. ARTICLE 20 DECLARATIONS**:

We the several persons, whose names and descriptions are hereby into subscribed, are desirous of being formed into this nongovernmental organisation (NGO) in pursuance of the constitution has been approved as the first of Bughendera Women and children with disabilities living with HIV/AIDS-Uganda and we respectively agree and put our hands and stamp.

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