**TANZANIAN WOMEN HOPE ORGANIZATION**

**(TAWHO)**

**CONSTITUTION**

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**CONSTITUTION**

**PREAMBLE**

Tanzania women hope organization is a women based organization which was established by women who faced several common challenges related to health, financial, psychological and socio- cultural. They came together to develop a sound way of how they can make their challenges heard, empower themselves and uplift other women with the same challenge with the inclusion of their children. The founders of Tanzania Women Hope Organization (TAWHO)), Herein after referred to as the “Organization ”, established for the purpose to promote, support and advocate for the right of Women to access social economic and health services irrespective of age and other whatsoever status. The main aim of the advocacy is to have all forms of stigma and discrimination attached to the groups eliminated thereby making easier for them to access friendly services and benefits from available opportunities.

The organization headquarter is located in Pugu ward, Ilala District, Dar es salaam Region of United Republic of Tanzania. We believe that every Woman deserves to have a loving home, a family and Caretakers that cater to the Women’s physical and emotional well-being and development.

Realizing the need for Women services in community, this organization is determined to provide education, skills and practices in terms of health, economic, socio-cultural so as to enable Women leave a peaceful life. This organization shall not discriminate on grounds of one’s race, colour, language, religion, sex and/or age, considering that all human beings are created in the image of God.

Therefore, as members and founders of TAWHO we do hereby proclaim this constitution as a guiding document to all present and future members. All members shall abide and keep due to this constitution in the process of executing the objectives of corporation. We do hereby resolve that we adopt this constitution of TAWHO this………….day of ……………….. 2023, for ourselves and others to come.

**Article 1. NAME, NATURE and ADRESS OF THE ORGANIZATION**

1. Name

It’s hereby established an Organization to be known as **Tanzania Women Hope Organization** (TAWHO).

1.1 Nature of the organization

The Organization shall be a private, non-profit making, non-tribal, non-

Political, non –sectarian and non-government organization, with a common

Seal and with Capacity to sue or to be sued.

1.2 The address of the organization will be:

Tanzania Women Hope Organization (TAWHO)

P.O. Box 20950

Ilala-Dar es salaam

1.3 The organization’s headquarters will be at Majohe Shule street, Ilala District Dar es salaam region

1.4 The organization will operate in Tanzania.

**Article 2. OBJECTIVES AND FUNCTIONS**

TANZANIA WOMEN HOPE ORGANIZATION (TAWHO)will be a non- Governmental organization based on principles that are non- religious, non -political and non- profit making whose chief aim is to**:-**

1. To provide hope and confidence of the said Women in their future by giving them shelter, education and skills. To build hope and confidence of the Women and their future by giving education and skills
2. To ensure community have safe and caring environment, nutritional needs, access to education, physical and mental wellbeing and protected from abuse of any kind
3. To raise awareness in the society so that Women become responsible and promote sound use of natural resources
4. To establish projects for the purpose of gaining knowledge and practising entrepreneurship skill
5. To conduct poverty alleviation activities and the initiation of income generating projects for the ultimate improvement of the living standards of the community.
6. To educate, train and sensitize the society on the issues of HIV/AIDS, STDs (Sexually Transmitted Diseases) and Reproductive Health.
7. To mobilize and solicit financial support from local and international Organizations, institutions, companies, individuals and the Government for the operational and development activities of the Tanzania Women homes center.

**Article 3, MEMBERSHIPS**

3.1,Membership forTanzania Women Hope Organization (TAWHO)will be open to everyone who is prepared to abide by this constitution.

3.2**, CLASSES OF MEMBERSHIP**

Membership in Tanzania Women Hope Organization (TAWHO) will fall under four categories:

3.1, **Founder Members:**

These will include the founder members who will also be main signatories and who applied for the registration of the organization.

3.2.  **Ordinary Members:**

These will be members who joined the organization after its inception and who will abide with this constitution.

3.3, **Co-opted Members:**

This type of membership will be granted to organizations or experts whose professionalism will help the organization achieve its objectives.

3.4, **Honorary Members:**

Membership will be granted to a person or people who have assisted to develop of the organization in one – way or the other.

**Article 4, CONDITION OF MEMBERS**

Apart from honorary and co-opted membership all other members will be required to fill membership application forms. The forms will be examined discussed and verified by the organizing committee in a general meeting. A member will have to be **18 years** and above and abide with the constitution of the organization.

**Article 5, MEMBERSHIP ROLES**

All members of Tanzania Women Hope Organization (TAWHO) will be required to do the following:

5.1: Be actively involved in achieving the objectives of the organization.

5.2:Attend all meetings called for by the organization.

5.3: Pay all fees and contributions proposed in the organization’s meetings.

5.4: Participate in various committees belonging to the organization.

**Article 6** **TERMINATION OF MEMBERSHIP**

A person may cease to be a member of the organization if she/he fails to qualify for the roles stated in article 5, if:

6.1: If such a person deliberately fails to fulfill the organization’s obligations.

6.2: If such a person does not pay the fee and contribution for membership for

a period of four consecutive months without a genuine reason.

6.3: If such a person becomes insane and the doctor approves.

6.4: If one behaves in a manner likely to cause damage to the organizations

Property or its image.

6.5: In the event of death.

6.6:Any other reason bound to incapacitate the on- going of the organization or in fulfilling its responsibilities such as use of abusive language, gossip and lies

**Article 7 RIGHTS AND RESPONSIBILITIES OF A MEMBER.**

7.1 A member will be required to attend all meetings and be eligible to vote.

7.2 A member will have the right to vote or contest any post of leadership in the organization.

7.3 A member will have to abide and exercise the organization constitution.

**Article 8 MEMBERSHIP RESIGNATION.**

8.1 A member will resign by notifying the organization’s office through writing and the Resignation letter must be approved by Members.

8.2 Registration fees and other contributions by the member will not be refunded.

**Article 9 ORGANIZATION STRUCTURE.**

**9.1** The organization will hold general meeting, organizing committee and minor committees whose responsibility will be to implement the various project and whose term will expire immediately after the project has been completed.

**Article 10 ORGANIZATION MEETINGS.**

TAWHO will conduct its meetings as follows:-

**10.1** Yearly general meetings.

**10.2** Organizing committee meetings.

**10.3** Minor professional committee meetings.

**Article 11 YEARLY GENERAL MEETING.**

**11.1** There will be a yearly general meeting to involve all members. This meeting will be entitled to outline basic issues affecting the organization.

**11.2** The general meeting will be conducted once a year.

**11.3** Presence of half of the members will form a quorum.

**11.4** The chairman / person of the organization will chair the meeting. In the event of his absence the Vice- Chairman / person will chair the meeting. Any other member can chair the meeting with approval from the other members in case both of the aforesaid are absent.

**11.5** The organization executive secretary will take (write) all the minutes of the meeting.

**11.6** A part from the classes of membership defined in article 7.1 and Article 7.4 all other members will have the right to vote, propose or give decision by show of hands or secret ballot.

**11.7:** If the votes tie the chairman / person will cast one vote to settle the vote.

**Article 12 ROLES OF THE GENERAL MEETING.**

The general meeting will be entitled to do the following.

**12.1:** To approve the Constitution.

**12.2:** To approve by – laws on organization leadership.

**12.3:** To examine and discuss group’s development records.

**12.4:** To elect the members of the organizing committee.

**12.5:** To examine the records of the organization’s accounts.

**12.6:** To renew or extend contract period of professional committees and allocate them duties.

**12.7:** To elect the leaders of the organization.

**12.8:** General meeting will prepare its leadership strategies as concerns voting, inviting guests and distributing its reports.

**Article 13.** **MEETING NOTICE**.

**13.1:** A 14-day notice will be delivered to members with information on dates, venues and meeting agendas.

**Artcle 14 EMERGENCY MEETING.**

**14.1:** Any other meeting apart from the general meeting will be called an extra ordinary meeting and such meeting may be called to:

**14.2:** To approve the constitution.

**14.3:** To discuss urgent issues that could not hold on waiting until the general meeting is called for.

**14.4:** Any other situation that may warrant such a meeting as the organizing committee may deem fit.

**ARTICLE 15.** **ORGANIZING COMMITTEE MEETING.**

**15.1:** There will be an organizing committee meeting comprising of:

**15.2:** Chairman / person.

**15.3:** Executive secretary.

**15.4:** Treasurer.

**15.5:** Other committee professional heads.

**Article 16 ROLES OF ORGANIZING COMMITTEE.**

**16.1:** To prepare the organization’s development records.

**16.2:** To implement the organization development objectives proposed in the general meeting as concern accounts and administration.

**16.3:** To ensure that all the organization’s accounts are accounted for well. (i.e used for the purposes meant).

**16.4:** To prepare a list of new members for the sake of discussing and approving them in the general meeting.

**16.5:** To do any other duty allocated to it in the general meeting.

**Article 17. MEETING OF THE ORGANIZING COMMITTEE.**

**17.1:** The organizing committee will be meeting once every two months to assess its activities.

**17.2:** Presence of half of its members will form a quorum.

**17.3:** The meeting will be chaired by the chairman / person while the secretary will take the minutes and summary of the issues discussed in the meeting.

**17.4:** The organizing committee will prepare its meeting time table.

**17.5:** The organizing committee will involve any person whom according to his/ her profession or experience can help develop and enhance the organization’s chances of achieving its objectives.

**Article 18 TENURE OF OFFICE**.

**18.1:** The delegates of the organizing committee will hold office for three years when fresh elections will be held.

**18.2:** Any delegate who falls to attend meetings three times consecutively without a genuine reason will be removed from office and his post filed with another person.

**Article 19 ORGANIZATIONS EXECUTIVE.**

**19.1:** Leaders of the organization will involve the chairman / person, executive secretary, treasurer and various professionals.

**Article 20. ROLES OF EXECUTIVES**.

**20.1:** Chairman / person:

He / she will be elected in the general meeting and his/her roles will be:

**20.2:** To chair all organization’s meetings.

**20.3:** To represent the organization in all meetings, conferences and seminars.

**20.4:** To sign all the organization’s documents.

**Article 21 ORGANIZATION EXECUTIVE SECRETARY.**

**21.1:** Will be elected in the general meeting and his roles will be:

**21.2:** To keep all the organization’s records, he / she will be policy maker to ensure the smooth running of the organization.

**21.3:** To examine all implementation reports from the various sectors of the organization.

**21.4:** To write all the organization’s summaries.

**21.5:** To prepare development reports in monthly, quarterly, half and yearly terms.

**21.6:** To execute any other duty allocated to him / her in an organizing committee meeting.

**21.7:** To be assisted by assistant executive secretary.

**Article 22 TREASURERS**

**22.1:** Will be elected in a general meeting and his responsibilities will include;

**22.2:** To advise the organization on ways of improving the organization’s income;

**22.3:** To be custodian of all the organization’s accounts;

**22.4:** To keep records of the organization Income and Expenditure;

**22.5:** To organize for the accounts inspection by Auditors approved in a general meeting.

**Article23 TENURE OF OFFICE**

**23.1:** The chairman / person, executive secretary will hold office for three years

And can be re- elected for only one further term.

**Article 24 Sources of Income for the Organization.**

The organization will get income from the following sources:-

**24.3:** Loans from financial institutions.

**24.4:** Funds raising activities.

**24.5:** Any other legal income generating activity.

**24.6** The funds of the Center shall be emanating from local and foreign donors.

**Article 25 SIGNATORIES**

**25.1:** All the organization accounts will be opened in a bank in DAR ES SALAAM REGION and the signatories will include chairman/ person; secretary and treasurer.

**Article 26** **INSPECTIONS.**

**26.1:** All the organization accounts will be inspected by an auditor once a year.

The auditor will be appointed in a general meeting.

**Article 27 FINANCIAL YEAR**

**27.1:** The organization’s financial year will commence on 01st January and run till 31st December.

**Article 28** **JURISDICTION OF THE ORGANIZATION**

**28.1:** The organization will have the mandate and authority to do the following:

**28.2:** Sue or be sued in a court of law.

**28.3:** Enter into agreements with institutions and organizations.

**28.4:** To own and use assets.

**Article 29** **ORGANIZATION OFFICIAL STAMPS.**

**29.1:** The organization’s office stamp will hold the names Tanzania Women Hope Organization **(TAWHO)**

**29.2:** The official stamp will be in the custody of either the chairman or the executive secretary to the organizing committee.

**Article 30**  **CONSTITUTIONAL CHANGES.**

**30.1:** Any proposal to amend or change the constitution must be done in writing to the executive secretary a month before the general meeting.

**30.2:** Constitutional changes or amendments must be approved by half of the members.

**Article 31 CONSTITUTIONAL CONFIRMATION.**

**31.1:** This constitution was drafted and approved by the founder members whose names and signs are attached herewith for registration by the registry of non- governmental organizations.

**31.2:** This constitution was unanimously voted for at general meeting held at …………………… on ………..day of………….. 20…...

**Article 32.** **DISSOLUTION OF THE ORGANIZATION.**

**32.1:** In the event of the organization being dissolved, the executive committee will look for a liquidator who will ensure that all debts that the organization owes banks, people institutions, are cleared.

**Article 33** **Society Dissolution.**

The Society can only be dissolved if;

**33.1:** 80% of the members vote for dissolution and it is approved by the management.

**33.2:** Upon dissolution the members will decide on the fate of the organization’s assets.

**Article 34** **SOCIETY AGREEMENT.**

**34.1:** The list of members shown below has agreed with this Constitution.

|  |  |  |  |
| --- | --- | --- | --- |
| NO: | NAME: | ADDRESS: | SIGNATURE: |
| 01. | IKUPA JOSEPH MWAIPAJA |  |  |
| 02. | HAPPINESS CAIRO MBUJA |  |  |
| 03. | HADIJA ANDREW MWAMBULA |  |  |
| 04. | NAZA KISAKA FUE |  |  |
| 05. | DIANNA EDSON |  |  |
| 06. | DR. HARID MWAMBULA |  |  |
| 07. | DAVID HARID MWABULA |  |  |
| 0.8 | **JOHN DAUD FUNGO** |  |  |
| 0.9 |  |  |  |
| 10 |  |  |  |

**Dated at…………………this……………day of……………………….2019**

Witness to the above signatures:

Name;………………………………..

Address;………………………………

Signature………………………………

**Qualification.……………………..**