

CONSTITUTION

SAVE_ MY_ SOUL FOR_ AFRICA IGANGA, Uganda (SMSA)

ARTICLE 1: NAME

The name of the CBO shall be Save my soul for Africa (SMSA)

ARTICLE 2: GEOGRAPHICAL AREA

County: bulubandi nandekula

Sub county: Nakigo

ARTICLE 3: CONTACT PERSON

The contact person shall be Naminya Rajabu

Telephone 0705097565

ARTICLE 4: VISION

To have a healthy and happy community.

ARTICLE 5: MISSION

To Empower children and youths to lead social and economic change in their communities

ARTICLE 6: OBJECTIVES

- To support women and girl child to realize their full potential
- To increase prosperity among members and the community at large
- To help in capacity building of members and the community
- To build good community relation among members
- To support welfare activities among members
- To educate members on the importance of public health
- To create lively minds to children and youths with disabilities

ARTICLE 7: ACTIVITIES

- ❖ Health Improvement among communities
- ❖ Life skills in schools and support program
- ❖ Guiding and counselling
- ❖ Health Improvement
- ❖ Single mothers' health and economic support.

ARTICLE 8: FUTURE ACTIVITIES

- ❖ construct a health unit to provide treatment at relatively cheaper cost.

ARTICLE 9: GENERAL COMMUNITY MEMBERSHIP

- ✓ Must be 18 years and above and of sound mind
- ✓ Must be a resident of the geographical area which SMSA serves.
- ✓ Member should be non-political, non-tribal, honest, a team player and respectful.
- ✓ Must abide by the rules of the Constitution of SMSA

ARTICLE 10: MEETINGS

- ❖ The SMSA will have the following types of meetings:
- ❖ Annual General Meeting to be held in March of each year.
- ❖ Management Committee Meeting to be held once a year in September
- ❖ Two meetings per year one of which will be the Annual General Meeting
- ❖ A Special Meeting can be called by any member.
- ❖ A 21day notice will be given before any meeting Members can request items to be placed on the Agenda two weeks before the meeting.
- ❖ Quorum is 2/3 of the members
- ❖ A sub- committee shall be formed when need arises.

ARTICLE 11: MANAGEMENT COMMITTEE

- The CBO shall have one committee (Management Committee)
- Members shall be selected and shall be between 7 and 9 members
- Members must abide by the CBO Constitution

ARTICLE 12: MANAGEMENT COMMITTEE OFFICE BEARERS

- Coordinator
- Chairperson
- Vice chairperson
- Secretary
- Treasurer

ARTICLE 13: DUTIES OF OFFICE BEARERS

Director

- ❖ Ensures smooth running of the CBO
- ❖ Helps in fund raising for the CBO
- ❖ Doubles as secretary on BOD
- ❖ Signatory to bank account

Chairperson

- ❖ Spokesperson
- ❖ Presides over meetings
- ❖ Signatory to bank account
- ❖ Shall confirm CBO minutes
- ❖ Shall ensure members abide by the CBO Constitution
- Smooth running of the CBO

Vice chairperson

- ❖ Performs chairperson duties in his or her absence
- ❖ Shall not be a bank signatory

Secretary

- ❖ Records deliberations of the group meetings
- ❖ Reads previous minutes
- ❖ Prepares and sends letters / messages to announce upcoming meetings
- ❖ Signatory to the bank account
- ❖ Keeps group records

ARTICLE 14: ROLE OF MEMBERS

- Participate in all activities to help SMSA achieve its goals.
- Collaborate with other organizations (networking)
- Assist in raising funds for the group
- Elect office bearers

- Approve the annual financial report submitted by the treasurer

ARTICLE 15: VOTING PROTOCOL

- Voting shall take place by a show of hands
- In the case of a tied vote the Chairperson shall have a second vote
- The Executive Director and Founder has a final Veto vote over the Director.
- Members have the right to vote by proxy.

ARTICLE 16: WELFARE FOR MANAGEMENT COMMITTEE MEMBERS

The nuclear family comprising of father, mother, mother/father and children below 18 years are eligible for a contribution

ARTICLE 17: DISCIPLINE

- All members shall respect the group Constitution and abide by it.
- Fines will be as follows: -
 1. Late ugx10,000
 2. Absent without apology ugx50,000
 3. Phone calls during meeting ugx5,000

ARTICLE 18:

A) DISMISSAL OF A MANAGEMENT COMMITTEE MEMBER

Reasons for dismissal:

- Gross misconduct
- Being absent for 3 consecutive meetings without a valid reason
- group project.

B) WITHDRAWAL A MANAGEMENT COMMITTEE MEMBER

REASONS FOR WITHDRAWAL

- Relocation to another geographical area
- Personal or professional issues
- Uncomfortable with centre's objectives

Any member who withdrawals will be refunded his total contribution towards group project minus 10%

ARTICLE 19: ELECTIONS

- ❖ Elections shall be conducted every three years
- ❖ Officials can be re-elected for two terms only, unless the Management Committee votes 80% in favor of extending one or more of members' terms
- ❖ Interim elections can be conducted if an official is very sick, passes on or if an official is found guilty of an offence.

ARTICLE 20: FINANCIAL MANAGEMENT & FUNDING

- SMSA shall source its funds from donors and grants.
- All money raised by SMSA will be used only for the agreed upon goals and Needs of SMSA.
- Group finance records shall be subjected to audit by a government auditor or a private auditor annually.
- An Annual Financial Report will be prepared by the Executive Director and the Treasurer and presented to the members for approval at the Annual General meeting in March of each year.
- The Executive Director and interested management Committee members will prepare an Annual Budget at the end of each fiscal year for the upcoming year and will present it to the MC for approval at the Annual General Meeting.
- The financial year will be from April 1 to March 31

ARTICLE 21: BANK ACCOUNT

- ❖ The group shall open a bank account in the preferred bank and the
 - signatory shall be three officials: chairperson, secretary, treasurer and the Director
- ❖ Two signatories one of whom must be the Director are required during all bank transactions.

ARTICLE 22: AMENDMENTS TO THE CONSTITUTION

- The Constitution will be reviewed every three years.
- Proposals for amendments to the Constitution must be delivered to the Secretary in writing 14 days before the Meeting
- A quorum of three quarters of the members is required to amend the

Constitution

- Articles of contention can be discussed within the three months prior to the proposed amendments.
- Amendments can be made with an agreement of 2/3 majority of members.
- The Executive Director and Founder has a veto vote over the others.

ARTICLE 23: DISSOLUTION

- ✓ The CBO shall not be dissolved as long as members can seek help and or arbitration for any dispute from government offices. But if the need arises; the group shall be dissolved by a resolution passed with a two thirds majority of the Management Committee.

ARTICLE 24: Transitional Provision:

We, the undersigned members of the organization for and on behalf of the Organization,
subscribe to the amended constitution of the Organization and certify that this Constitution of

Save my soul for Africa (SMSA) is not contrary to the provisions of any law in the Republic of Uganda and;

11.2 We, the under signed for and on behalf of SAVE MY SOUL FOR AFRICA undertake to register the constitution as first Trustees of the same in accordance with the laws of Uganda pertaining to registration of constitutions for organizations.

Name	Designation	phone number	signature
Mr. Mutambuze Salim	Chairperson	0778418957	
Mr. Naminya Rajabu	Executive Director	0705097565	
Mr. Luluma Innocent	Member	0753284636	

In the presence of

Designation

On this

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