

Our Ref: Comm/1052

NO. 04111/2020

Your Ref:



THE REPUBLIC OF UGANDA

**Office of the Community Development Officer,
Namuumba District
P.O Box 53, Busembatia.**

Date: 10th July, 2020

CERTIFICATE OF REGISTRATION

This serves to certify that Save a Teacher Foundation – Namutumba (SATF) of Namutumba Town Council Village, Namutumba Town Council Sub County, Namutumba District is a registered association with the community, culture youth, woman and elderly in the Development section of the Community, based services Department.

The Association's objectives includes among others:

- ❖ To bridge the gap amongst the teachers.
 - ❖ Mobilize teachers for resources during emergencies
 - ❖ To save the lives of member teachers in times of emergencies
 - ❖ To establish projects of economic character to boost the development of the members of the foundation.
 - ❖ To help in fighting against any ethical conduct to teachers by ensuring that they adhere to the code of conduct.
 - ❖ To ensure a decent send off of the fallen member of the foundation.
 - ❖ To affiliate with other organizations to save a teacher.
 - ❖ Do all other lawful activities to the attainment of the above objectives.

This office promotes self-help initiatives of the associate members and further recommends them to other development partners after one Year probationary period and after submitting an annual work plan, progress report and renewable every financial year.

This Registration is therefore valid until: 30th June, 2021.

Babalanda Khalif - Al - Hadad
Ag. District Community Development Officer,
NAMUTUMBA DISTRICT LOCAL GOVERNMENT



THE REPUBLIC OF UGANDA

THE CONSTITUTION OF SAVE A TEACHER FOUNDATION - NAMUTUMBA (SATF)

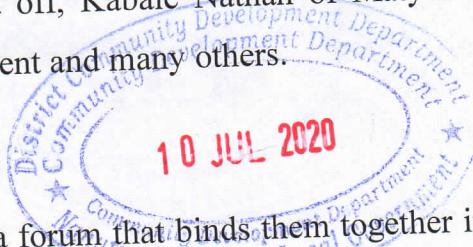
Drawn by

Representatives and approved by all Members on Wed 15th Jan 2020

PREAMBLE

Basing on the nature of civil service and the teaching fraternity specifically, there is no plan for emergencies. It is on this principle therefore, that the Teachers in Namutumba District were forced to come together to form a foundation which will help to solve the issues of emergencies which teachers of Namutumba District may encounter. Such emergencies include fatal accidents, severe illness like stroke, cancer and death that are not supported by the local government.

There are several instances for example where teachers have been left helpless for example. Kakulu Ahmed a teacher from ivukula s/c who got a stroke attack, another teacher from kibale sub-county whose legs were cut off, Kabale Nathan of Matyama primary school who passed on instantly in a fatal accident and many others.



Concerns are expressed that teachers in schools lack a forum that binds them together in all aspects of life especially in solving their problems. It is in this context that save a teacher foundation came on board after a long period of consultations in schools and with the district education office to find common objectives that will make us cooperate and become one entity as teachers.

We members of save a teacher foundation Namutumba,

DO HEREBY RESOLVE: To form ourselves into a foundation called save a teacher foundation – Namutumba (**SATF**) and adopt and bind ourselves by this constitution known as the constitution of save a teacher foundation – Namutumba (**SATF**)

Dated this Wed 15th Day of January 2020 the year of our lord.

ARTICLE 1: NAME

The name of the foundation shall be Save A teacher Foundation –Namutumba. (SATF)

LOCATION/ ADDRESS & CONTACT INFORMATION:

The foundation shall be located in the major town of Namutumba district (Namutumba Town Council).

Contact Person:

Mr. Mubi Joel

Tel: 0773557043

Mr. Mutono Isaac

Tel: 0775102897

Mr. Waiswa Emmanuel

Tel: 0787772162

Mr. Moshi Sultan

Tel: 0783719276



ARTICLE 2: HEADQUARTERS

The headquarters of the foundation shall be found in the major town of Namutumba district (Namutumba Town Council).

ARTICLE 3: VISION, MISSION, AIMS, MOTTO AND OBJECTIVES OF THE FOUNDATION AND THE PHILOSOPHY

Vision:

To transform teachers' Mindset towards saving one another

Mission:

Our mission is to "UNITE TEACHERS TO SAVE ONE ANOTHER FOR EFFECTIVE SERVICE"

Motto:

Save a teacher is a call.

AIMS:

To save a teacher in emergencies beyond the sources of income of a teacher at a particular moment.

Objectives:

The objectives of the foundation shall be:

- A).To bridge the gap amongst the teachers.
- B). Mobilize teachers for resources during emergencies.
- C).To save the lives of member teachers in times of emergencies.
- D).To establish projects of economic character to boost the development of the members of the foundation
- E).To help in fighting against any ethical conduct of teachers by ensuring that they adhere to the code of conduct.
- F).To ensure a descent sendoff of the fallen member of the foundation
- G).To affiliate with other organizations to save a teacher.
- H). Do all other lawful activities to the attainment of the above objectives

**Core values:**

- Unity
- Empathy
- Sympathetic
- Respect
- Confidentiality
- Co-operation
- Transparency
- Accountability
- Discipline

Our Philosophy

Save a teacher foundation is a faithful, non-profit selfless calling of co-operation amongst teachers to the member victim wherever he/she is without discrimination.

ARTICLE 4: MEMBERSHIP

Membership shall be of the following categories

a) Ordinary membership

Ordinary membership shall be open to all qualified teachers during & after active service.

b).Honorary members.

The executive committee shall have the powers to grant honorary membership to the people in the recognition of their contributions to the foundation and in serving a teacher. They will not hold offices and shall not vote.

c).Life membership.

The executive committee shall grant life membership to all registered members

d) Membership fee.

Membership fee shall be 5000/= and a monthly subscription fee of 1000/= which shall be determined from time to time by the general assembly.

e). Register of Members

Every sub county coordinator shall keep an up to date register of the members, a copy of which shall be submitted to the headquarters to facilitate compilation of the general register of the save a teacher members.

TERMINATION OF MEMBERSHIP

A member shall be terminated if

- a) She/ he is working against the interest of the foundation
- b) Fails to pay an annual subscription fee to the foundation for a period of 12 month without a reason.
- c) Any member who acts contrary to the foundation rules shall be terminated after undergoing advice/ counsel 3 times then fails to change

d) Disciplinary measures.

- i) All teacher members are subject to the teachers' code of conduct and foundation constitution.
- ii) Misconducting members shall be sanctioned by the disciplinary committee

ARTICLE 5: OBLIGATIONS AND DUTIES OF MEMBERS

All members shall be obligated to;

- Payment of non-refundable membership fee which shall be determined by the foundation from time to time.
- Attend foundation Annual general meetings.
- Payment of the Annual subscription fee as shall be fixed by the foundation from time to time.
- Comply with the foundation and administrative laws that shall be established by the foundation and its members.
- Perform all activities of the foundation



ARTICLE 6: RIGHTS OF THE MEMBERS

- a) Attend scheduled meetings.
- b) Exercise his/her right to vote.
- c) Freely express his/her view while at the same time respecting other people's views in any meeting of the foundation.
- d) Fully participate and contribute towards the achievements of the foundation objectives.
- e) Elect or be elected in any post in the foundation.
- f) Desiring to resign from the foundation, shall submit his/her letter to the General Secretary which shall take effect from the date of approval by the foundation members.

ARTICLE 7: ORGANS OF THE FOUNDATION

The organs of the foundation shall be:-

a) The Board of Directors of the foundation,

The founding members shall make up the Board of Directors.

They shall include;

- ✓ The patron
- ✓ Director administration
- ✓ Finance / accounts
- ✓ Welfare and disputes
- ✓ Planning and organizing
- ✓ Women affairs
- ✓ Professional standards and discipline
- ✓ Electoral processes
- ✓ Foundation projects.

These shall supervise the works of the executive committee and guide where necessary such that the executive committee does not perform its duties contrary to its major objectives.

The chairperson, secretary and the treasurer qualify direct to sit in the meetings of the board

b).The Executive committee

The executive committee shall comprise of the following;

- i) The chairperson
- ii) Vice chairperson
- iii) The general secretary
- iv) Assistant secretary
- v) The treasurer
- vi) The sub-county coordinators



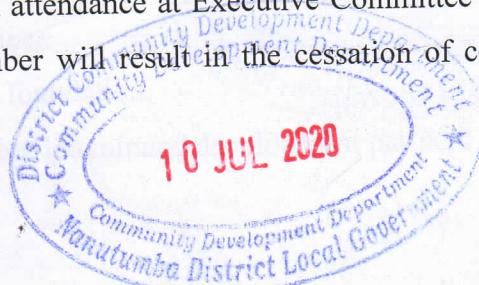
vii) Publicity

c. The sub-county committees

The school coordinators shall make up the sub county executive committee as decided by them and the leadership shall then after be submitted to the executive committee.

The Executive Committee:

- To identify and appoint technical and resource persons to execute specific duties in the interest of the foundation.
- To implement policies and resolutions passed by the General Assembly of the foundation.
- To be answerable to the General Assembly which is supreme organ of the foundation.
- Attend all executive committee meetings, non attendance at Executive Committee meetings for over four consecutive times by any member will result in the cessation of committee membership.



ARTICLE 8: ELECTIONS.

8.1 Mode of election

The elections shall be by secret ballot or as it shall be decided by the general Assembly before the elections.

Nomination of the eligible member from the majority by proposing and seconding and then after secret ballot as organized by the electoral committee.

8.2 Eligibility (qualification to election or to be elected)

All persons aspiring to election or to be elected shall be:

- Above eighteen years
- Should be a person of sound mind.
- Must fully register as a member of the foundation.
- Should be a qualified teacher.
- Must be a person of good character and integrity
- Must not have a bad criminal record.

8.3 Qualification for executive committee posts;

One shall qualify to be elected for the post of a chairperson, secretary or treasurer if he/she has served in an executive post right from the sub county level for one term

8.4. FUNCTIONS OF BOARD OF DIRECTORS

- 1) To guide the foundation in planning formation of goal objectives and preparation of foundation action plans.
- 2) To enforce foundation rules and regulations
- 3) To mobilize and organize members for foundation activities
- 4) To motivate sub committees and foundation members to perform exclusively Well.
- 5) Supervise the subcommittee members performance
- 6) To identify and initiate innovative ideas for the foundation.
- 7) To collaborate and work in partnership with other likeminded development partners and local government.

8.5 Term of office

- All elected persons shall be in office for four year term and shall be eligible for re-election for three consecutive terms.

8.6 Termination from office.

Termination from office shall be:

- Voluntarily
- Death
- When members of the association give a vote of no confidence

ARTICLE 9: FUNCTIONS OF THE EXECUTIVE COMMITTEE MEMBERS.

a. Chairperson

1. Chairing the meetings at the executive and general assembly.
2. Have powers to delegate duties to any member of the executive committee and other members of the foundation.



3. Represent the foundation in other form
4. Have a casting vote in case of a change during voting in any meeting.
5. Be a core signatory to group's book of accounts, financial statements and other transactions of the foundation.
6. Be the chief executive and spokesperson of the foundation.
7. Ensure the foundation plans, programmes and projects are properly implemented.
8. Receive all correspondences on behalf of the foundation and reply or seek for reply as necessary.
9. Be eligible to make decisions on behalf of the executive committee in case of emergency provided that he/she presents such a decision to the executive committee during its next meeting for Certification.
10. Ensure participation of all members in decision making processes.
11. Supervise other members and ensure that they carry out the foundation activities.
12. Lead in making foundation work plans.
13. Resolve conflicts and maintain harmony among the foundation members.
14. Solicit for resources to support foundation operations.
15. After a term of office if not re-elected, qualifies to be adopted into the board of directors provided his/her service was transparent and with no criminal record.

b. Vice Chairperson

1. To act in absence of the Chairperson.
2. Shall undertake all other duties as may be delegated by the chairperson or foundation.

c. Secretary

1. Be the executive secretary of the foundation
2. Be responsible for general administration and keeping an up to date records of all the foundation assets etc.
3. Record all proceedings of all meetings and keep minutes for all such meetings.
4. In consultation with the chairperson, draw up and publish the agenda for meetings for the executive committee and the General Assembly.

5. Provide information on the progress for any organ of the foundation from time when required to do so.
6. Keep all confidential matters of the foundation.
7. Be co-signatory to all financial matters of the foundation including all its bank account.
8. Select and prepare the place of meeting.
9. Write and distribute letters to the members of the foundation.
10. Read aloud minutes of the previous meeting.



d. The Treasurer

1. Keep all financial accounts of the foundation.
2. Collect annual subscriptions and other funds from members and well wishers.
3. Be a co-signatory to all financial statements of the foundation and transactions.
4. Draw out and coordinate activities for mobilization of funds of the foundation.
5. Receive and disburse under the direction of the committee all money belonging to the foundation and shall receipt for all money received by him/her and preserve vouchers for all money paid by him/her.
6. Be responsible to the executive committee and to the members and shall ensure that proper books of accounts of all money received and paid by the foundation are written up, preserved and available for inspection.
7. Present annual accounts to the General Assembly.
8. Avail audited books of accounts of the foundation whenever requested to do so by the organs of the foundation and other relevant bodies.
9. Execute his/her work in close consultation with the chairperson and the general secretary.

e. Publicity

1. To mobilize members.
2. Information gathering and dissemination.

ARTICLE 10: MEETINGS AND FUNDRAISING

The foundation meetings will be held monthly to review performance and plan for the next month.

Time Duration: the meeting shall be conducted not more than two hours.

Types of meetings

1. Executive planning meetings
2. Emergency meetings
3. Fundraising meetings
4. Sub committee meetings
5. Annual General meetings

ARTICLE 11: CEASATION OF EXECUTIVE AND SUB COMMITTEE DUTIES

1. Bad leadership.
2. Misconduct.
3. Failure to perform their duties.



ARTICLE 12: SOURCE OF FUNDS OF THE FOUNDATION

1. Membership fee contributions.
2. Subscription fees.
3. Government.
4. Nongovernmental organizations and institutions
5. Friends.
6. Donations
7. Grants
8. Fundraising.

ARTICLE 13: BOOKS OF ACCOUNTS OF THE FOUNDATION

Any member in the foundation is allowed to see the books of accounts in accordance with the General Assembly of the foundation.

ARTICLE 14: HOW TO USE ACCOUNTS AND WHO ARE THE SIGNATORIES

The foundation account shall be opened from Post Bank as agreed with all members and all the money of the foundation shall be kept in the Bank for safety.

The Signatories:

The signatories shall be the chairperson, general secretary, treasurer

Transaction procedure:

1. During any transaction proceeds must be followed on acquisition and utilization of finances i.e. requisition to approval by respective officers in the foundation
2. Use of financial supporting documents shall be observed such as cash book, requisition forms, vouchers, receipts and delivery notes for items
3. Accountability with accompanying report on how monies were spent



Management of association finances:

All sub county coordinators shall submit any money received from members in the sub county to the main treasurer together with a report. The main treasurer banks all money received.

ARTICLE 15: COLLABORATION WITH OTHER ORGANISATIONS

The foundation shall promote collaboration with Government, Non Governmental Organizations and other bodies for purposes of achieving its vision and mission through funding and implementation of joint initiatives. The foundation has agreed to collaborate with NGOs, Government and other organizations that can fund the foundation to bring about development. The foundation shall also engage duty bearers through Advocacy for better service delivery to enable all human beings enjoy their rights.

ARTICLE 16: THE DURATION OF THE FOUNDATION

The foundation shall be reliable and sustainable.

ARTICLE: 17 BYE - LAWS.

- i) The election shall be after a period of four years (4years)
- ii) The annual general meetings shall be conducted at the end of every year unless otherwise. (Our years begins in January 1st – 31st December)
- iii) Only members of the foundation shall be considered for help and support.
- iv) The amendment of the constitution shall be subjected time to time as decided by the general assembly resolution.

ARTICLE 18: CONFLICT MANAGEMENT AND RESOLUTION

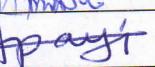
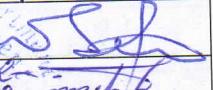
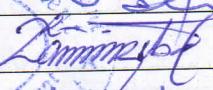
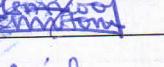
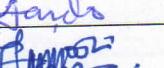
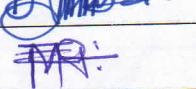
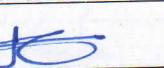
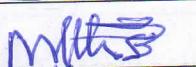
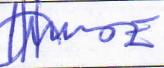
The board of directors shall sit down and solve the conflict in the foundation.

If conditions demand the general assembly shall be called for ultimate decisions.

ARTICLE 19: AMENDMENT OF THE CONSTITUTION

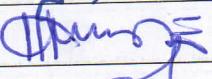
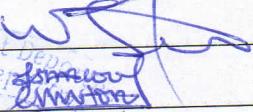
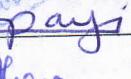
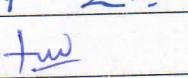
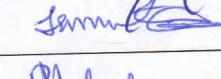
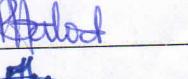
If any of the laws made are tight or loose, the General Assembly shall sit and amend it.

LIST OF EXECUTIVE COMMITTEE MEMBERS

NO.	NAME	POSITION	SIGNATURE
1.	MUBI JOEL	Chairperson	
2.	APAI LUCY	Vice chairperson	
3.	WAISWA EMMANUEL	Secretary	
4.	KAZIBA JETHRO	Assist. Sec.	 10 JUL 2020
5.	MUTONO ISAAC	Treasurer	
6.	NGOBI ZAIDI	Publicity	
7.	MOSHI SULTAN	Member	
8.	MUSHOYA GEOFREY	Member	
9.	LUKUMA ROBERT	Member	
10.	MWISI ISHA	Member	
11.	WAISI WAMBOZA VICENT	Member	

ARTICLE 20:1

LIST OF MEMBERS OF SAVE A TEACHER FOUNDATION - NAMUTUMBA

NO.	NAME	POSITION	SIGNATURE
1.	MOSHI SULTAN	Member	
2.	MUBI JOEL	Member	
3.	NGOBI ZAIDI	Member	
4.	WAISI WAMBOZA VINCENT	Member	
5.	WAISWA EMMANUEL	Member	
6.	MUTONO ISAAC	Member	
7.	LUKUMA ROBERT	Member	
8.	MUSHOYA GEOFREY	Member	
9.	APAI SHIDA LUCY	Member	
10.	NAMBI ESTHER	Member	
11.	NABUGANDA SUZAN	Member	
12.	NAIGULU JANAT	Member	
13.	NAMWE PAUL	Member	
14.	BOGERE SALIM	Member	
15.	MUNABI JOSEPH	Member	
16.	BALILUMO JOHN BOSCO	Member	
17.	KAZIBA JEZERO JETHRO	Member	
18.	KIRUNDA JOSEPH	Member	
19.	BYAMPOLA HANOLD	Member	
20.	NKENGA VICENT	Member	

21.	MWISI ISHA	Member	<i>Mw</i>
22.	BABIWUNA FAUZA	Member	<i>Baf</i>
23.	MPUNGU RONALD	Member	<i>Bar</i>
24.	MASENDE ESAU	Member	<i>sw</i>
25.	OBBO NICHOLAS OPOYA	Member	<i>Jh</i>
26.	WAMPANDE CHARLES	Member	<i>W.</i>
27.	MUGAYA MAHAMMAD	Member	<i>Mugay</i>
28.	ICULET JANE	Member	<i>iculet</i>
29.	NAMUWAYA BETTY	Member	<i>Hmka</i>
30.	DAMBA JUDE DANIEL	Member	<i>Cud</i>
31.	MUGONYI JOSHUA	Member	<i>U</i>
32.	NAMITALA SUMAYA	Member	<i>Namitala</i>
33.	NAMULEMO JOAN	Member	<i>Namulemo</i>

af. MUKISA DAVID

MEMBER

[Signature]

Adopted by Save A teacher Foundation - Namutumba on the day of Of
the year At Am/pm

Signed by:

Chairperson

MUBI JOEL
[Signature]

Secretary

WAISWA Emmanuel
[Signature]