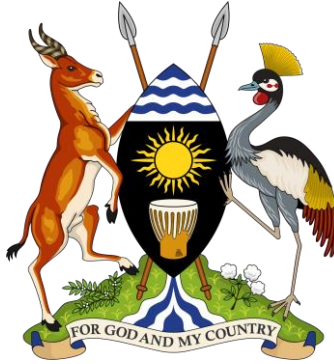


**THE REPUBLIC OF UGANDA**



**THE  
CONSTITUTION  
OF  
AZAD CHARITY FOUNDATION**

**Drawn by:**

Azad Charity Foundation

## **PREAMBLE**

Azad Charity Foundation is a community-based organization that operates in Central cell, Central ward, Sironko Town council, Budadiri, Sironko district in eastern Uganda, helping Orphans, widows, poor and displaced people as a result of the heavy rainfalls during the rainy seasons. We do this by promoting activities like agriculture, emergency relief aid, food packages, water and sanitation aid, education services, Health care, Orphan care among others.

## **VISION STATEMENT**

To reach every needy person in the community and around the community through a pyramid approach and a tree approach.

## **MISSION STATEMENT**

To reduce on the poverty levels in the communities through promoting self-reliance income generating activities.

## **ARTICLE 01: NAME AND LOCATION**

The name of the organization shall be Azad Charity Foundation abbreviated as (ACF) and location of this community-based organization shall be Central cell, Central ward, Sironko Town council, Budadiri, Sironko district in Eastern Uganda.

## **ARTICLE 02: OBJECTIVES**

- To ensure a health child
- To promote religious doctrines to every child in the community
- To provide food to every needy family
- To provide school material to the needy children
- To provide clean water to every person in the community
- To improve agriculture to for quality food stuffs
- To construct an orphanage for the orphans and the homeless children
- To construct schools, boreholes.
- To provide food aid to the orphans, the poor and the needy children.

### **ARTICLE 03: MEMBERSHIP**

Membership shall be open to any person with the love to support the vision and the mission of the organization.

A member will be of age Eighteen (18) and above

### **ARTICLE 04: ORGANIZATIONAL STRUCTURE**

It shall consist the following in the order;

- Chairperson
- Vice chairperson
- Secretary
- Treasurer
- Publicity
- Advisor

Four (4) committee members

The executive committee members shall be through elections where the members shall elect them at the annual general meeting and will serve for two (2) Terms in office.

The members on the expiring committee shall be eligible for re-election and will server for more two (2) years of office.

Filling a vacant position before general meeting shall be done in extra ordinary meetings

### **ARTICLE 05: FUNCTIONS OF THE EXECUTIVE COMMITTEE**

#### **CHAIRPERSON**

The chairman shall;

- Be the executive head of the organization.
- Co-ordinate all activities of the organization.
- Ensure that the constitution is followed.
- Be a signatory to the organization's bank account.

## **THE VICE CHAIRPERSON**

The vice chairperson shall;

- Perform all the duties of the chairman in his/her absence
- Become the interim chairperson if the office of the chairman falls vacant until the next annual elections.

## **THE SECRETARY**

The secretary shall;

- Be the secretary of the organization.
- Take minutes of the meetings held by the organization.
- Keep up to date the register of all the members.
- Shall be a signatory to the organization's bank account.

## **TREASURER**

The Treasurer;

- Shall be the finance officer of the organization.
- Shall be responsible about for the organization's financial reports.
- Shall be a signatory to the organization's Bank account.

## **ARTICLE 06: RULES AND REGULATIONS**

- The Foundation is non-political, non-profitable and non-tribal
- Every member will work to ensure that the organizations objectives are met.
- Executive members shall be through elections by the organization's members
- Any member who drives the organization into losses shall be expelled or else agree by the terms that will be brought about by other members.
- Misbehaving members shall be called to the disciplinary committee
- No member will be allowed to collect money from the local people in exchange of our services
- The chairman, secretary and the treasurer shall be signatories to the organization's bank accounts

- All members shall respect, support and guide each other to ensure that the organizations objectives are meet.

#### **ARTICLE 07: RESIGNATION**

Any member resigns to the effects, if he/she gives satisfactory reasons to the members and should be made known to the members in written before tendering to sign.

The treasurer may only resign after putting his/ her financial records right with the executive committee members.

#### **ARTICLE 08: DISSOLUTION OF THE EXECUTIVE MEMBERS**

Shall be dissolved if the vote of no confidence is passed by more than two thirds (2/3) of the members present in the general meeting.

Failure to appear on two successful meetings, members shall vote for the organization.

#### **ARTICLE 09: FIANCES**

- The organization's fiancés shall consist of;
- Savings from the organization's members.
- Donations for donors.
- Donations from international organization / foundations.
- Donations from local authorities.
- Grants from international agencies.
- The organization shall open its account in any bank of their choice and the three signatories shall be responsible for the bank account.

The organizations bank shall be Diamond Trust Bank, Mbale Branch.

The bank account shall be managed by three signatories but any two (2) of the three (3) signatories can make transactions.

#### **ARTICLE 10: AUDIT**

The executive committee will act as internal auditors

The renowned auditing firm will be engaged to audit the foundation's organization's **financial** documents

On completion of work required, the auditors shall submit audited reports of the findings to the executive committee which will present the audit report to the general meeting.

#### **ARTICLE 11: DOCUMENTS**

All documents of **AZAD CHARITY FOUNDATION** shall bear its name in bold letters, address, stamp and if possible, a seal.

#### **ARTICLE 12: MEETINGS**

There shall be three types of meetings held;

- Annual general meetings (AGM)
- Special meetings
- Executive meeting

Annual general meetings shall be held in the second week of January every calendar year.

Special meetings shall be for emergency matters

Executive meetings shall be conducted after three month and quorum is to be realized

#### **ARTICLE 13: AMENDMENT OF THE CONSTITUTION**

Only the annual general meeting shall amend the constitution

Only amendment shall be read and discussed on the day of the vote

#### **ARTICLE 14: ELECTIONS**

Electing the executive members or changing a resolution shall be by show of hands

Where the vote tallies, the chairperson shall give the final vote

#### **ARTICLE 15: CONFIDENTIALITY**

All members of the organization shall respect confidentiality of proceedings and discussions of the meetings otherwise once decisions have been taken, all members shall adhere to and implement them.

In other events that the resolutions of the matters at hand calls for disclosure of confidential information to third parties, the executive mandate the chairperson or other person for the purposes.

#### **ARTICLE 16: DISSOLUTION AND AGREEMENT**

In case the organization ceases to run business, the following shall be done;

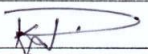





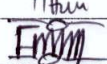
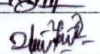

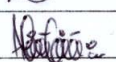
The general meeting shall be called.

The members shall agree and follow what has been discussed in the general meeting.

## RATIFICATION OF THE CONSTITUTION

The name of the members of **AZAD CHARITY FOUNDATION** listed below solemnly adopted this constitution, pledged to respect the foundation's desires

Therefore, they hereby endorse and ratify the constitution as the law through there aspiration shall be met

SN	NAME	TITLE	CONTACT	SIGN
1	KHAUKHA SHAKUR	CHAIRMAN	+256 763080892	
2	MAKAYI MUHAMMAD	VIVE CHAIRMAN	+256 770468674	
3	MABONGA SHAFIQ	SECRETARY		
4	SSEBULIBA FATAH	TREASURER		
5	MASABA AWALI	PUBLICITY		
6	WEREBA UMAIRI	Member		
7	WANYAMA ABDUL	Member		
8	MAFABI HASHIM	Member	—	
9	NAGIMESI BADIRU	Member	—	
10	KAKAYI AISHA	Member	+256 7712426	

Complied by:



MABONGA SHAFIQ

Secretary



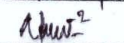


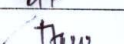

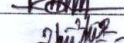
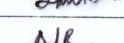
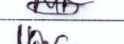
Approved By:



KHAUKHA SHAKUR

Chairperson

**LIST OF MEMBERS OF AZAD CHARITY FOUNDATION**

SN	NAME	TITLE	CONTACT	SIGN
1	KHAUKHA SHAKUR	CHAIRMAN	+256763080892	
2	MAKAYI MUHAMMAD	VIVE CHAIRMAN	+256770468674	
3	MABONGA SHAFIQ	SECRETARY		
4	SSEBULIBA FATAH	TREASURER		
5	MASABA AWALI	PUBLICITY		
6	WEREBA UMAIRI	Member		
7	WANYAMA ABDUL	Member		
8	MAFABI HASHIM	Member		
9	NAGIMESI BADIRU	Member		
10	KAKAYI AISHA	Member		









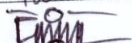



**MINUTES OF A MEETING HELD ON 2<sup>ND</sup> JULY ,2023 CENTRAL CELL, CENTRAL  
WARD, SIRONKO TOWN COUNCIL, BUDADIRI, SIRONKO DISTRICT TO FORM A  
COMMUNITY BASED ORGANIZATION**

**Agenda:**

1. Prayer
2. Introduction
3. Remarks
4. a) From the interim chairperson  
b) From LCI – Central Cell
5. Reactions and way forward
6. Closure

**ATTENDANCE**

Members present

S/N	NAME	SIGNATURE
1	KHAUKHA SHAKUR	
2	MAKAYI MUHAMMAD	
3	MABONGA SHAFIQ	
4	SSEBULIBA FATAH	
5	MASABA AWALI	
6	WEREBA UMAIRI	
7	WANYAMA ABDUL	
8	MAFABI HASHIM	
9	NAGIMESI BADIRU	
10	KAKAYI AISHA	

**MIN:01/07/2023: PRAYER**

The opening prayer was said by Mr. Masaba Awali who thanked the lord for keeping us till date and asked him to guide us throughout the meeting.

**MIN: 02/07/2023: INTRODUCTIONS**

The introductions were on individual basis where each person stood up mentioned his/ her names to the audience, told us his address from village, parish and sub-county.

**MIN: 01/07/2023: REMARKS FROM THE INTERIM CHAIRPERSON**

The interim chairperson Mr Khaukha Shakur welcomed the members and thanked them for coming to attend the meeting

He also thanked the LCI Central cell for attending the meeting.

He proceeded and said they agreed to mobilize their friends and he was appointed to be the interim chairperson till elections will be carried out.

He further said that forming the organization is good because it is going to help solve many problems and challenges that people are facing in the village and other parts of the country

He further said that the organization should concentrate on self-reliance income generating activities to reduce on over dependency in the community

He finally welcomed the LCI Chairperson to speak to the members and told them that he will be in charge of the elections

**MIN: 04/07/2023: REMARKS FROM THE LCI CHAIRPERSON**

The LCI Chairperson, Central Cell welcomed the members and thanked them for attending the meeting.

He also thanked members for the idea they had developed of forming the community based organization and said he was very happy for this was a sign of development in his Cell.

He further noted that many people are faced with challenges for instance poor and orphans cannot access better education and health services, widows are not able to feed their children and obtain other necessities of life and some orphans are just sleeping in the verandas. He said this could eventually be a solution to such challenges.

He added that through such organizations and other NGOs, people could benefit and uplift their standards of living

He finally declared the meeting open for discussion assured tight security for the members and promised them if allowed to carry out elections he will be transparent and wished them good luck in elections

### **MIN: 05/07/2023: REACTIONS AND WAY FORWARD**

Mr. Makayi Muhammad thanked the LC 1 chairperson for his deliberation and reacted by asking members to choose the name of the organization

Proposed the name as AZAD CHARITY FOUNDATION saying the core objective of the foundation is to save a needy child for a better tomorrow and was seconded by all members. Therefore AZAD CHARITY FOUNDATION was adopted a name for the new organization

Then inquired on how the executive and committee members can be elected

Responded and said that it can be through ballot papers or show of the hands. The members then unanimously agreed to elect by show of hands

Due to time factor, Mr. Mafabi Hashim suggested the voting of the executive members immediately.

The chairperson LC1 asked members to propose the names of members in various posts and members started proposing and voting as follows:-

### **ELECTIONS**

#### **CHAIRPERSON**

Mr. Ssebuliba Shafiq Proposed Mr. Khaukha Shakur as the chairperson and was seconded by Mrs. Kakayi Aisha then voting as follows:

Mr. Khaukha Shakur Was then elected as the chairperson of **AZAD CHARITY FOUNDATION**

#### **SECRETARY**

All members loudly proposed Mr. Mabonga Shafiq as a secretary and because it was everyone's wish Mr. Gidudu Ivan was elected the secretary of **AZAD CHARITY FOUNDATION**

## **TREASURER**

MR. Ssebuliba Fatah Was unanimously elected to be the treasurer of the **AZAD CHARITY FOUNDATION**

## **PUBLICITY SECRETARY**

The members suggested and agreed that Masaba Awali be publicity secretary of the organization

## **VICE CHAIRPERSON**

The chairman Mr Khaukha Shakur later on appointed his Vice. Basing on his reasons that he didn't share with us, he said "Mr. Makayi Muhammad is a trusted person and he had no reason to appoint him as the Vice-Chairperson

The LC1 chairperson thanked the members for carrying out the elections in a mature and organized manner

Therefore, he read the outcomes of the elections and said these are the members of **AZAD CHARITY FOUNDATION.**

The following members then suggested and agreed that the organization is going to carry out the following activities;

- Children care
- Orphan care
- Masjid/Mosque construction
- Health care
- Agriculture
- Empowerment
- Ramadan food packages
- Distribution of Quran
- Emergency relief aid
- Water and sanitation aid
- Livelihood and
- Qurban
- Construction of houses, schools and wells

**MIN: 06/07/2023: CLOSURE**

The elected chairperson Mr. Khaukha Shakur declared the meeting closed, wished the members safe journey back home and asked to give a closing prayer

Compiled by:

.....  
Mabonga Shafiq

**MABONGA SHAFIQ**

**SECRETARY**

Approved by:







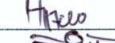
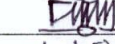

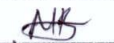

.....  
Mr Khaukha Shakur

**MR KHAUKHA SHAKUR**

**CHAIRPERSON**

Date: .....  
06/07/2023

Attendance list of the members who attended the meeting of forming a community based organization held on

S/N	NAME	SIGNATURE
01	KHAUKHA SHAKUR	
02	MAKAYI MUHAMMAD	
03	MABONGA SHAFIQ	
04	SSEBULIBA FATAH	
05	MASABA AWALI	
06	WEREBA UMAIRI	
07	WANYAMA ABDUL	
08	MAFABI HASHIM	
09	NAGIMESI BADIRU	
10	KAKAYI AISHA	
11	KHAUKHA SHAKUR	

**AZAD CHARITY FOUNDATION SENSITIZATION MEETING HELD ON 11<sup>TH</sup>  
OCTOBER ,2023 IN CENTRAL CELL, CENTRAL WARD, SIRONKO TOWN  
COUNCIL, BUDADIRI, SIRONKO DISTRICT**

**AGENDA**

1. Prayer
2. Introduction
3. Reading of previous minutes
4. Remarks
5. From chairperson **AZAD CHARITY FOUNDATION**
6. From the LCI chairperson
7. From the CDO
8. Closure

**MIN: 01/10/2023**

Opening prayer was said by Mr. Wanyama Badiru who thanked the Almighty creator for enabling the cooperation amongst us and for keeping us alive to the present day 11<sup>th</sup> October 2023, he called upon the Almighty lord to guide us in the day discussions.

**MIN: 02/10/2023**

Introduction was individually were we introduced ourselves individually, stating our addresses and our positions in the Organization.

**MIN: 03/10/2023: READING OF THE PREVIOUS MINUTES**

The secretary of the foundation Mr. Mabonga Shafiq read the minutes of the previous meeting

**MIN: 04/10/2023: REMARKS FROM THE CHAIRPERSON**

The chairperson Mr. Welcomed and thanked the members for attending the meeting

He also thanked LCI Chairperson Central cell and the CDO of Sironko town council for attending the meeting.

He then thanked the members for their co-operation and maturity they had shown during the formation of the organization and thanked them for entrusting him as the head of the organization

He proceeded by saying the organization is already formed and now the members are supposed to formulate the laws of the organization to guide them.

He proceeded and said that the group has activities to carry out and argued the members to be active in the activates.

He then said that there is need to register the organization and open the bank account in order for the organization to benefit from government development programmes and NGOs

He finally welcomed the LCI chairperson to speak to the members.

#### **MIN:05/10/2023: REMARKS FROM THE LCI CHAIRPERSON**

The LCI chairperson central cell welcomed the members for endeavoring to attend the meeting, he also thanked the CDO Sironko Town council for attending the meeting scheduled in his village to sensitize them about different governmental development programs

He further said that the organization is already formed and the organization is going to uplift people's standards of living from government programs and NGOs

He then welcomed the CDO to speak to the members present.

#### **MIN:06/10/2023: REMARKS FROM THE CDO**

The CDO Sironko Town council thanked the members for considering his position and invite him to the meeting.

The CDO said that his aim of coming was to create awareness on how to form community based organization and what it does, the constitution and what the minutes should comprise of.

He pointed key requirements of forming an organization as;

A Group may comprise of five to fifteen (5-15) members both male and female of age 18 and above (18+)

It should have a name, location and objectives

It should have a management committee involving the chairperson, vice chairperson, secretary, treasurer and publicity

The group should also have a procurement committee which involve the chairperson, secretary and treasurer.

He further elaborated on what the constitution and minutes should comprise of;

## **CONSTITUTION**

- Name and of the organization
- The organization's objective
- Membership
- Structure and organization
- Functions of the executive committee
- Rules and regulations
- Resignation
- Dissolution of the executive member
- Finance
- Auditing
- Amendments of the constitution
- Elections
- Confidentiality
- Documents
- Resolution and agreement
- Ratification of the constitution

## **MINUTES**

- Agenda
- Matters arising from previous meeting
- Communications
- Reactions and way forward
- Closure

He also emphasized that the organization must be registered and have a bank account in order to benefit from government programmes at the sub level, community based organization and NGOs. He said that the registration fee for registering the group or an organization is twenty thousand Uganda shillings (Shs. 20,000/=)

He emphasized that the registration be registered and have an account in order to benefit from from government development programmes at the sub county level and NGOs.



He then said that the registration certificate will be available or ready after registration requirements are met. The CDO encouraged group members to involve themselves in savings, income generating activities and develop lobbying skills for the organization to get funds from the government and nonprofit organization.

He then said that the organization should carry out its activities and give services to people

He concluded by wishing the members good luck in their organization

### **MIN: 07/10/2023: REACTIONS AND WAY FORWARD**

Nagimesi Badiru Ivan thanked the LCI chairperson Central cell and the CDO for their deliberation and asked the CDO about the registration.

The CDO said that the organization to be registered, it must have the following;

- A constitution adopted by the members
- Photocopy of members' identity cards
- A register for the members of the organization
- An organization should be known at the village and sub-county level in the existence by the LCI chairperson
- Application for registering the organization
- Paying registration fee

The CDO said that the executive committee and members should come up with the constitution and bank account for the organization and members agreed on that


Mr Ssebuliba Fatah asked the CDO how the organization can benefit from the government and NGOs. The CDO said that the organization can request for small loans from the and get some donations from donors.

Mrs. Kakayi Aisha requested the members to start saving and carry out the income generating activities. He added that the money for processing the registration activities was to come from us the members of the organization since its just starting and has no external funders.

**MINUTE: 08/10/2023: CLOSURE**

The chairperson Mr. KHAUKHA SHAKUR declared the meeting closed, he wished members safe journey back home and gave a closing prayer for the meeting.

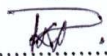
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.....

MABONGA SHAFIQ

Secretary


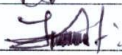








Approved by

  
.....

KHAUKHA SHAKUR

Chairperson

**ATTENDANCE LIST OF THE MEMBERS WHO ATTENDED THE MEETING OF  
SENSITIZATION ABOUT COMMUNITY BASED ORGANIZATION HELD ON  
11<sup>TH</sup>OCTOBER , 2024 IN CENTRAL CELL, CENTRAL WARD , SIRONKO TOWN  
COUNCIL**

SN	NAME	SIGNATURE
1	KHAUKHA SHAKUR	
2	MAKAYI MUHAMMAD	
3	MABONGA SHAFIQ	
4	SSEBULIBA FATAH	
5	MASABA AWALI	
6	WEREBA UMAIRI	
7	WANYAMA ABDUL	
8	MAFABI HASHIM	
9	NAGIMESI BADIRU	
10	KAKAYI AISHA	

**MINUTES OF AZAD CHARITY FOUNDATION HELD ON 15<sup>TH</sup>/02/2024 IN CENTRAL  
CELL, CENTRAL WARD, SIRONKO TOWN COUNCIL, BUDADIRI, SIRONKO  
DISTRICT**

Agenda

1. Prayer
2. Communication from the chairperson
3. Reactions and way forward
4. Closure

Attendance

Members present

**MINUTE: 01/02/2024**

An opening prayer was said by Mr. Masaba who requested God to guide us throughout our discussions.

**MINUTE:02/02/2024: COMMUNICATION FROM THE CHAIRPERSON**

The chairperson welcomed all members to the meeting and thanked them for their attendance. He urged them to continue with the spirit for the rapid growth of the group.

He further brought up an idea of opening a bank account for safe custody of the group funds

He concluded by asking the members to give their opinions on the financial institution that ought to be been used to safeguard the organization funds.

**MINUTE: 03/02/2024: REACTIONS AND WAY FORWARD**

Mr. Mafabi Hashim a member of the group, proposed bank of Baroda, Mr Masaba Awali proposed Equity bank, all being Mbale branch.

Mr Wadika Kennedy seconded Equity Bank Mbale Branch saying its costs of opening are friendly and that it has good customer care.

Conclusively, all members unanimously agreed that the bank preference was Equity bank -Mbale branch.

The chairperson then asked the members to propose the signatories to the account and the members once again agreed on the following unison.

- Chairperson
- Secretary
- Treasurer

It was agreed by the members that signing mandates for the account should be three approved members.

#### MINUTE:04/02/2024: CLOSURE

With the resolutions reached upon, there was no any other business to be discussed about but rather the chairperson declaring the meet closed at exactly 5:00 PM by a prayer.

Compiled by

*Mus*

Approved By

*K*

Secretary

MABONGA SHAFIQ

Chairperson

KHAUKHA SHAKUR

Attendance list of the members who attended meeting held on 15<sup>th</sup> February 2024 Central cell, Central ward, Sironko Town council, Budadiri, Sironko district.

S/N	NAME	SIGNATURE
1	KHAUKHA SHAKUR	<i>K</i>
2	MAKAYI MUHAMMAD	<i>M</i>
3	MABONGA SHAFIQ	<i>M</i>
4	SSEBULIBA FATAH	<i>S</i>
5	MASABA AWALI	<i>M</i>
6	WEREBA UMAIRI	<i>W</i>
7	WANYAMA ABDUL	<i>W</i>
8	MAFABI HASHIM	<i>M</i>
9	NAGIMESI BADIRU	<i>N</i>
10	KAKAYI AISHA	<i>K</i>

## **DONATION PROCESS**

**BANK:** Western Union, Money Gram, Ria Transfer and worldremit

**NAME:** Ssebuliba Fatah

**Country:** Uganda

**Contact :** +256763080892

**Email:** azadcharityfoundation256@gmail.com