# THE CONSTITUTION

# FOR

# HASSAN CHARITY AID UGANDA

COMMUNITY DEVELOPMENT
29
SIRONKO TOWN COUNCIL
P.O.Box 79, SIRONKO

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# THE CONSTITUTION FOR HASSAN CHARITY AID UGANDA

## Preamble

We the members of ***Hassan Charity Aid Uganda*** having realised the problems of poverty, limited access to capital and other valuable assets, ignorance, unemployment and lack of unit among women, we dedicated to organise ourselves to mobilise and contribute to other local set ups and Government in reducing the biting poverty by helping orphans, the poor and needy by promoting activities like Agriculture, emergency relief aid, qurban, Ramadhan packages, water and sanitation aid, distribution of Quran, education services, health care among others.

## Mission

To improve the quality of life in the community by empowering people to meet their social, moral and economic needs in a sustainable development through engaging in different activities.

## Vision

Improving on the standards of living in the community through activities like farming, catering, business entrepreneurs, savings and credit.

## Article 1: Name of the Group

The group shall be called ***Hassan Charity Aid Uganda***.

## Article 2: Location

The group shall be located in Center cell, Central ward, Sironko Town Council.




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**Article 3: Objectives**

- To care for orphans and provide health care to them.
- To carry out Quran to Muslim especially needy or poor children.
- To promote and strengthen Islamic norms.
- To provide clean water and sanitation to the Moslem Community.
- To encourage members to engage in improved Agriculture for food security and incomes.
- To support construction of households, schools, boreholes, wells among others.
- To provide food aid to the orphans, poor and the needy children.
- To empower Sheiks and other people to carry out Dahwa.

**ARTICLE 4: MEETINGS**

*There shall be three types of meetings to be held;*

- Annual General. Meetings (AGM)
- Special meetings when need arise
- Executive meetings

Annual General Meetings shall be held in the second week of January of every end of the Calendar year.

Special meetings shall be for emergency arising matters.

Executive meetings shall be conducted after every three months.

All meetings to be conducted when quorum has been realised to conduct any business.

**ARTICLE 5: MEMBERSHIP**

e) A person shall be a member of the group when he or she is willing to work correctively for the development and progress of the group and community at

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large with all other members and also subscribe to these conditions among others;

- Should be willing to be bound by the group Constitution
- Should be honest, trustworthy and responsible to his/ her dealings with other member.

f) Rights of membership

- To receive support morally and materially from the group especially during times of need.
- Every fully registered member has a right to participate in the affairs of the group including voting and being voted for in any position.

g) Qualification for membership

- A member must be 18 years and above
- Abide with the group rules and regulations.
- Participate in group activities to achieve its objectives.
- Participate in decision making of the group.
- Freedom of expression and speech
- Protect the group Constitution and perform accordingly.
- Contribute to any cause and be disciplined member.

h) Expulsion from the group

A member can be expelled from the group for in discipline, abuse of office, lack of transparency and offending the bylaws.

**ARTICLE 6: LEADERSHIP**

- Leadership or office bearers shall be elected by the majority of the group members
- Leadership shall be on a rotational basis during elections
- The elected committee members shall administer the process basing on the laid down objectives.
- No voting by proxy shall be carried out.

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- In the event of death registration or complete disappearance of an office bearer, replacement shall be through a bi-election after a period not exceeding three months.

## ARTICLE 7: ORGANISING AND MANAGEMENT

The management of the group shall be administered by the following office bearers elected from the group members as below;

- ✓ Chairperson
- ✓ Vice Chairperson
- ✓ Secretary
- ✓ Treasurer
- ✓ Publicity
- ✓ Additional 3 (three) other committee members

## ROLES/ DUTIES OF OFFICE BEARERS/EXECUTIVE

### CHAIRPERSON

The Chairperson shall;

- Executive head with powers to preside over all the meetings and functions of the group.
- To ensure the smooth running of the group and coordinate its activities
- Shall be a principle signatory to all accounts of the group
- Direct responsibilities to the group
- Shall present the Annual report at the General Assembly
- Has powers to intervene in any case and calls for emergency meetings
- To guide and conduct the affairs of the meeting of the group in a democratic manner to ensure that all motions and procedures are decided by the majority of the members present.



**VICE CHAIRPERSON**

- Shall perform responsibilities in absence of the Chairperson as stated above
- Shall perform any other duty as may be assigned by the Chairperson

**SECRETARY**

- Must be of sound mind and mature well educated with ability to record proceedings of the group.
- The secretary shall;
- Shall be in consultation with the Chairperson to convene a prescribed meeting and draw up an agenda.
- Shall arrange all venues for meetings and other functions
- Shall be a co-signatory to the group accounts
- Shall read previous minutes and compiles new ones
- Shall be responsible for the records and safe custody of the group correspondence, minutes, reports and registration of members.
- Keep up-to-date the register of all group members.

**TREASURER**

Must be a permanent resident of the area, with sound mind and trusted on finances plus knowledge on financial records.

**Duties**

- Shall be responsible for proper records on the income and expenditure of funds.
- Shall collect membership fee, annual subscription and other funds from different resources on behalf of the group.
- Shall be a co-signatory to the group accounts
- Shall keep all the books of accounts, property and financial records on the group account.
- Shall initiate and lobby for funds for proper functioning of the group
- Prepares the financial reports and presents it at the end of the year.

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**COMMITTEE MEMBERS**

Shall by law established attend executive meetings and report what may have transpired in due course. It will direct affairs of the group, its procedures, power and duties as prescribed in the regulations.

*There shall be;*

- General meetings to be conducted every three (3) months
- Executive committee meetings to be conducted every month.
- Annual General meeting to be conducted once in a year
- Special general meeting to be conducted whenever need arises.

**ARTICLE 8: FINANCIAL MANAGEMENT**

- The group funds shall be spent through a budget prepared by the Executive committee on approval of the general meeting.
- No funds shall be withdrawn from the group account unless the Chairperson and other 2 signatories (secretary and treasurer) have appended their signatures.
- Activities being implemented and funded shall be within the project work plan.

**ARTICLE 9: RULES AND REGULATIONS**

- The organisation is a non- profitable, non- political and non- tribal Association.
- Elections shall be carried out democratically by the members of the organisation.
- Any member who causes financial loss will refund the money and be automatically expelled.
- Disciplinary actions will be taken to members who misbehaves in the organisation.
- All members shall be united, trustworthy, resourceful, cooperative, ready to learn and work hard.

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**ARTICLE 10: FINANCES**

*The organisation shall be;*

- Individual savings
- Donations and emergency contributions from different authorities
- Donations and grants from International agencies.

**ARTICLE 11: AMENDMENTS**

The constitution will be amended after the group elects new committee members

The constitution will be amended whenever the members of the group realise a mistake in the constitution and they make corrections agreed by majority.

The constitution shall be subjected to amendment as need may arise provided it is fully depicted upon by the full members where 2/3 majority shall sign amendment.

**ARTICLE 12: DECLARATION**

We the members of ***Hassan Charity Aid Uganda*** undersign and solemnly affirm to abide by and protect this Constitution in all ways possible. Help us oh God.

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**CHAIRPERSON ON BEHALF OF THE GROUP**

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