

THE
CONSTITUTION
OF
MITOOMA WOMEN'S DIGNITY FOUNDATION
MIWODIF

October 2012

The Constitution of Mitooma Women's Dignity Foundation

SECRETARY
BOARD FOR
MITOOMA WOMEN'S DIGNITY FOUNDATION

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UGANDA
THE STAMPS ACT
SECTION 35 (1) (b)
I hereby certify that the full duty with
chargeable stamp on this written document is
and that such duty has been paid
Already paid shs.
Now Paid shs.
Total.
REVENUE

THE CONSTITUTION OF MITOOMA WOMEN'S DIGNITY FOUNDATION

1.0 ESTABLISHMENT OF MITOOMA WOMEN'S DIGNITY FOUNDATION

- 1) Mitooma Women's Dignity Foundation in after referred to as MIWODIF is hereby established.
- 2) MIWODIF shall be a voluntary, development, Non-Governmental Organisation and shall be governed in conformity with this constitution, and the laws of Uganda applicable to Non- Governmental Organizations.
- 3) This constitution shall be the supreme law of MIWODIF and any other provisions there in shall be binding on all members
- 4) All correspondences from and all transactions on behalf of Mitooma Women's Dignity Foundation shall bear the official name on a letterhead.
- 5) The headquarters of Mitooma Women's Dignity Foundation shall be situated in Mitooma District

2.0 VISION, MISSION OF MIWODIF

2.1 Vision

The vision of MIWODIF is "A health community that meets its perceived needs with ease"

2.2 Mission

The Mission of MIWODIF is "To promote human development among the rural women for sustainable community development"

2.3 AIMS AND OBJECTIVES:

The aims and objectives of MIWODIF are:

1. To develop programmes that improves the economic status of women through village savings and credit associations.
2. To promote community awareness and prevention of violence against women as an action to end gender based violence.
3. To promote and support girl child education.
4. To promote and support initiatives that enhance food security and improve on the nutrition of households in the communities
5. To promote improved Environmental conservation, sanitation and hygiene practices at household and community level as a means of fighting diseases that retard productivity and development.
6. To develop strategies to improve maternal and child health in the communities for a sustainable future generation.
7. To promote HIV/AIDS prevention, care and social support amongst families and communities affected by the HIV/AIDS.

3. Undertake activities to build strengthen and sustain the capacity of Mitooma Women's Dignity foundation to enable it to effectively pursue its objectives.

3.0 MEMBERSHIP

3.1 Enrolment to MIWODIF Membership

- 1) Membership of MIWODIF shall be open to adults (women : **only**) above 18 years, of proven integrity and good standing in the community who subscribe to the objectives of the organization.
- 2) Membership shall be classified into the following categories
- 3) Full membership shall be open to the Board of Directors who are the founders and promoters of this organization. The names of the founder members are in the first schedule to this constitution.
- 4) Ordinary membership shall be open to women who subscribe to the objectives of this organization and shall pay a membership fee and an annual subscription fee as a way of renewing their membership of MIWODIF
- 5) Associate membership shall be open to **all** who wish to subscribe to the objectives of the organization but cannot join as full members. Under this category,
- 6) The Board of Directors shall determine and or alter membership fee time to time;
- 7) Membership fee shall be paid on registration as a member
- 8) Annual Subscription fee shall be due and payable by the 28th day of February of each calendar year. Members who are arrears of their Annual Subscription shall be given one reminder, which shall specify the amount due.
- 9) Honorably Membership shall be awarded to individuals or institutions/ organizations who will have offered valuable support and contribution to the organization as shall be determined by the Board of Directors.
- 10) All members shall have an obligation to abide by the rules and regulations of the organization

3.2 Termination of Membership

Membership may be terminated on the following groups:

- (a) Voluntarily retiring from the organization's membership
- (b) A member who fails to meet his or her membership/ financial obligations to the organization after due reminders to do so shall loose his or her membership to the organization.
- (c) Failure to abide by the rules and regulations of the organization
- (d) If a member is dismissed from the organization by a resolution of the Board of Directors.
- (e) Members whose membership is being terminated shall be accorded a fair hearing of a fully constituted

4.0 GOVERNANCE OF MITOOMA WOMEN'S DIGNITY FOUNDATION

- 1) Mitooma Women's Dignity Foundation shall have the following

- (i) General Assembly
- (ii) The Board of Directors; and
- (iii) The Secretariat;

2. The Board of Directors may establish such other organs as may be necessary for the fulfillment of the objectives and vision of MIWODIF

3. The organs of Mitooma Women's Dignity Foundation shall act within the powers conferred upon them by this constitution

4.1 The General Assembly

1) There General Assembly shall be the supreme organ of the Mitooma Women's Dignity Foundation

2) The General Assembly shall consist of the Executive Committee and all full paid up members of the organization.

4.2 Function of the General Assembly

The functions of the General Assembly shall be to:

- a) Determine and articulate the principles, policies and programs of the Organization
- b) Generate Consensus on key policies of the Organization;
- c) Elect members of the Executive Committee: the Chairperson, Vice Chairperson, Secretary, Treasurer and three committee members
- d) Amend the constitution;
- e) Determine fees payable by members of the organization
- f) Handle extreme disciplinary matters
- g) Regulate its proceedings
- h) Assign such tasks to the Executive Committee, as it may deem fit.

4.3 meetings of the General Assembly:

- a) The General Assembly shall meet at least once every Calendar year provided that an extra ordinary meeting may be held as and when the Chairperson may deem fit or when requisitioned for by a resolution of the Executive Committee or two- thirds of registered members of the organization;
- b) The Secretary in consultation with the Chairman shall convene the General Assembly.
- c) In convening the General Assembly, the secretary shall public the venue and agenda for the Assembly and give a notice of at least 14 days provided that for an extra ordinary meetings, 7 days notice shall be given;
- d) The quorum of the General Assembly shall be two thirds of the registered number of members of the organization;
- e) No business shall be transacted at any general assembly unless a quorum has been realized at the time the meeting proceeds to transact business;
- f) Questions arising at the meeting of the General Assembly shall be decided by a majority of votes and in case of equality of votes, the Chairperson shall have a casting vote;
- g) The Assembly shall determine its own rules of procedure in accordance with democratic principles.

5.0 THE EXECUTIVE COMMITTEE

1) There shall be an Executive Committee of MIWODIF which shall be second highest organ of MIWODIF.

Composition and roles of the Executive Committee

2) The Executive Committee is responsible for overall policy and direction of the organization, and delegate responsibility of day - to - day operation to staff and committees.

3) The Executive Committee shall have up to 7, but not fewer than 3 members

- 4) The Executive Committee receives no compensation other than reasonable expenses

Terms of office

- 6) All Executive Committee members shall serve two- year terms, but are eligible for re- election for up to two consecutive terms.

Meetings and notices

- 6 The Executive committee shall meet at least quarterly, at an agreed upon time and place. An official Executive Committee meeting requires that each board member have written notice at least two weeks in advance.

Executive Committee Elections

- 7) During the last month of each calendar year of the organization, the Executive Committee shall convene a General meeting to elect members to replace those whose term will expire at the end of the organization's calendar year. This election shall take place during a fully constituted annual general meeting of the organization called in accordance with the provisions of this constitution.

Election Procedures

- 8) New Executive Committee members shall be elected by registered and fully paid – up members present at such a meeting provided there is a quorum present.
9) Executive Committee members so elected shall serve a term beginning on the first day of the net calendar year of the organization. The general assembly shall determine the method of election either by show of hands or through secret ballot.
10) Elections shall be conducted whenever any post falls vacant
11) A candidate shall be declared a winner by simple majority

Registration, Termination and absences

- 12) Registration from Executive Committee due to excess absences, more than two unexcused absences from committee meetings in a year, a member of the executive committee may be removed for other reasons by a three- fourths vote of the general meeting.

Quorum

- 13) A executive Committee meeting must be attended by at least sixty percent of Executive Committee members for business transactions to take place and motions to pass.

Office and Duties

- 14) The Executive Committee shall be comprised of seven elected officials and not fewer than three members consisting of a Chairperson, Vice- Chairperson, Secretary, Treasurer and three committee members.
15) The duties and responsibilities of the members of the Executive Committee shall be as follows:-

1. The Chairperson Shall

- a) Shall convene regularly scheduled General Meetings and Executive Committee meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting.
b) Be charged with running the affairs of the Organization
c) Execute resolutions reached at by the Organization's Assembly and Executive Committee

d) Be a signatory to the Organization's accounts

2. The Vice- Chairperson shall

- a) Deputise the Chairperson in carrying out his/her duties, and shall chair sub – committees on special subjects as designated by the Executive Committee.
- b) Perform any other duties as may be assigned to him/her by the executive committee and or the general assembly

3. The Secretary shall

- a) Be responsible for the taking and presentation of all minutes at all General meetings and Executive Committee meetings
- b) Assist the Chairperson in drawing up and circulating the agenda for meetings of the Organisation
- c) Be a signatory to the accounts of the Organisation.
- d) In consultation with the Chairperson, convene Executive Committee and General Meetings by among others sending out meeting notices, distributing copies of minutes and the agenda to each committee member, and assuring that the organisation's records are well maintained.

4. The Treasurer shall

- (a) Receive record and ensure safe custody of all monies of the organization.
- (b) Ensure that all funds of the Organisation which are not in use are duly banked on the Organisation's bank account
- (c) Appropriate funds as directed by the Executive Committee and ensure that all funds spent are duly accounted for.
- (d) Keep proper, accurate and up-to-date books of accounts of the organisation's finances and make them available whenever they are required.
- (e) Present a financial report at each Executive and general meeting.
- (f) Chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to members of the organization.
- (g) Be a signatory to the Organisation's accounts.

Special meetings

- 16) Special meetings of the Executive Committee shall be called upon the request of the chair, or one- third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

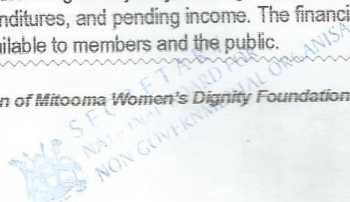
6.0 Committees

6.1 Committee formation

The Executive Committee may appoint committees to assist in the carrying out of its functions under this constitution and may delegate to a committee such function as it may consider fit, subject to condition that it may determine.

6.2 Finance Committee

- 1) The Treasurer is the chair of the Finance committee, which includes two other Executive Committee members. This Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plan, and a annual budget with staff and other Executive Committee members. The Executive Committee must approve the budget and all expenditures must be within the budget. Any major change in the budget must be approved by the Executive Committee showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to members and the public.



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7.0 The secretary

- 1) Mitooma Women's Dignity Foundation may establish a Secretariat, for the better and efficient running of its affairs, under the general supervision of the Board of Directors;
- 2) The Secretariat, when established, shall be responsible for the day- to- day affairs of Mitooma Women's Dignity Foundation. The secretariat shall be responsible for:
 - (a) Overseeing implementation of the decisions of the Executive Committee;
 - (b) Recommending proposals and offering advice for the formulation of policies and programs of the Organisation
 - (c) Providing administrative and secretarial services to the Executive Committee and the general assembly
 - (d) Do such other lawful things as may be necessary or expedient for the carrying out of the function of MIWODIF and as the Executive Committee may from time to time direct;
- 3) The Coordinator shall under the direction of the Executive Committee, head the Secretariat of Mitooma Women's Dignity Foundation, such other Employees respectively shall in addition staff the secretariat, as the Executive Committee shall determine from time to time, depending on the organization's financial capacity and activities;
- 4) Staff shall be appointed on such terms as the Executive Committee may determine
- 5) The Coordinator shall be:
 - a) Responsible for coordinating all the MIWODIF and secretariat's activities towards achieving the objectives of MIWODIF;
 - b) Responsible for mobilizing resources for Mitooma Women's Dignity Foundation activities
 - c) Signatory to Bank Accounts of Mitooma Women's Dignity Foundation;
 - d) Responsible, under the general direction of the Executive Committee and the specific direction of the Secretary and Treasurer respectively, for the maintenance of the Members' Register, collection of Membership and Annual subscription fees, keeping proper books of account, maintaining proper control of assets and such other duties at the Executive Committee may from time to time decide.
 - e) Responsible for performing such other duties as shall be determined by the Executive Committee from time to time.
- 6) The Executive Committee shall cause to be prepared regulations regarding the management of Mitooma Women's Dignity Foundation Human Resource. MIWODIF shall at all times comply with these regulations

8.0 Financial provisions

8.1 Finances of MIWODIF

- 1) The funds of Mitooma Women's Dignity Foundation shall consist of;
 - (a) Membership and subscription fees to be determined by the Executive Committee;
 - (b) Contributions and endowments from credible source;

(c) Contribution, donations and grants by members, well wishers, or development Organisations in accordance with the law;

(f) Any means of fundraising or other sources approved by the Executive Committee.

2) The financial year of the Mitooma Women's Dignity Foundation shall begin from 1st January and end on 31st December of every calendar year;

3) In the performance of its functions under this constitution, Mitooma Women's Dignity Foundation may by the decision of Executive Committee, solicit and accept funds, establish and manage a Development Fund;

4) All monies required to defray all expenses that may be incurred in the discharge of the functions of Mitooma Women's Dignity Foundation or in carrying out of the purposes of this constitution, including the payment of salaries and remunerations for the personnel shall be subject to the approval on the basis of estimates of income and expenditure prepared by the secretariat;

5) The funds of the Organisation shall be administered and controlled by the Coordinator under the direction of the secretary;

6) The Executive Committee may borrow funds for the efficient running of the Mitooma Women's Dignity Foundation and shall pay back the funds subject to the conditions agreed upon;

7) The Executive Committee shall appoint the insures of the Mitooma Women's Dignity Foundation;

8) Where funds have been acquired under the provisions of this constitution, the funding body or individual reserves the right to oversee the expenditure of the funds so acquired;

9) Any funds of Mitooma Women's Dignity Foundation contributed by members and not required for allocation or application shall, on the direction of the Executive Committee, be invested in the name of Mitooma Women's Dignity Foundation as the Executive Committee may direct.

Funds that need to be invested shall be deposited in an interest earning Bank Account, at a bank to be determined by the Executive Committee on behalf of Mitooma Women's Dignity Foundation.

10) The Treasurer shall cause to be kept, proper books of accounts of the incomes and expenditure of the Mitooma Women's Dignity Foundation in accordance with Generally Acceptable Accounting Principles;

11) The Treasurer shall cause to be prepared and submitted to the Executive Committee in respect of each financial year, and not later than three months after the end of the financial year, a statement of accounts which shall include:-

12)

a) A balance sheet, an income and expenditure account and a source and application of funds statement;

b)

c) Any other information in respect of the financial affairs of the Mitooma Women's Dignity Foundation, as the Executive Committee may require.

8.2 Power to open and operate Bank Accounts

1) Mitooma Women's Dignity Foundation by decision of the Executive Committee shall open and maintain such Bank Account(s) in the name of Mitooma Women's Dignity Foundation as are necessary for the fulfillment of its executives, and shall ensure that all moneys belonging to and received by MIWODIF is paid into the Bank Account(s), provided that the Secretariat shall be permitted to retain such sums as shall be determined by the Executive Committee from time to time to pay minor expenses. These moneys shall be accounted for monthly

2) Cheques drawn on the Mitooma Women's Dignity Foundation account(s) shall be signed by the signatories appointed by the Executive Committee;

3) The Chairperson shall be principle signatory to all Mitooma Women's Dignity Foundation Accounts and shall with sign with any one of the other signatories; Secretary or Treasurer.

4) The Treasurer shall ensure that no money is withdrawn from or paid out of any of the bank accounts of Mitooma Women's Dignity Foundation without the authority of the Executive Committee.

8.3 Estimates

1) The Treasurer shall, within three months before the end of each financial year, cause to be prepared and submitted to the Executive Committee for its approval, Annual estimates of income and expenditure of Mitooma Women's Dignity Foundation.

2) The annual estimates prepared by the Treasurer shall make the provision for all the estimated expenditure of Mitooma Women's Dignity Foundation, for the financial year concerned, and in particular:-

- a) For the approved recurrent and development expenditure;
- b) For the payment of salaries, allowances and other charges;
- c) For the Payment of pensions, gratuities and other charge, if any, in respect of any retirement benefits which may be payable out of the funds of Mitooma Women's Dignity Foundation
- d) For the proper development and maintenance of the properties of Mitooma Women's Dignity Foundation, if any;
- e) For the proper maintenance, repair and replacement of the equipment and other movable property of Mitooma Women's Dignity Foundation;
- f) For the creation of such reserve funds to meet future and contingent liabilities in respect of retirement benefits or insurance or in respect of such other matters as Mitooma Women's Dignity Foundation may deem fit;

3) The Executive Committee shall approve all annual estimates;

4) No expenditure shall be incurred except in accordance with the Annual estimates approved by the Executive Committee;

5) The Secretariat shall prepare and submit a to the Executive Committee, and at least one months before the start of each financial year, an Annual Work Plan in such form and containing such details as may be prescribed by the executive Committee.

6) The coordinator shall based on the Annual Work Plan, submit to the Executive Committee a performance statement containing strategies the Executive Committee will use to assess the performance of its functions in order to achieve its objectives and the objective of this constitution.

8.4 Audit

- 1) An Auditor appointed by the Executive Committee on behalf of the General Assembly, shall in each financial year Audit the accounts of the Mitooma Women's Dignity Foundation;
- 2) The Coordinator shall ensure that within three months after the end of each financial year, a statement of accounts is submitted to an Auditor appointed by the Executive Committee for auditing.
- 3) The Auditor shall have access to all accounts, vouchers and other records of the Mitooma Women's Dignity Foundation and shall be entitled to information and explanation required in relation to these records

8.5 Annual and other Records

- 1) The coordinator shall within three months after the end of each financial year, submit to the Executive Committee a report on the activities of the Organization in respect of the financial year, containing such information the Executive Committee may require;
- 2) The secretariat shall also submit to the Executive Committee such other reports on its activities or any other matter as the Executive Committee may require

8.6 Compliance with Finance and accounting regulations

The Executive committee shall cause to be prepared regulations regarding proper utilization and accountability of MIWODIFs finances. Mitooma Women's Dignity Foundation shall at all times comply with these regulations and generally accepted Accounting procedures.

9.0 AFFILIATION

- 1) Mitooma Women's Dignity Foundation may affiliate locally, nationally or internationally to such other organizations with similar or related objectives as those of Mitooma Women's Dignity Foundation

10.0 BYE LAWS

- 1) The Executive committee shall make Bye-laws to be approved by the General Assembly regulating the mode of elections, qualifications for office bearers and for appointment, promotion, remuneration, discipline, termination of service and dismissal of employees of MIWODIF; the administrative set-up: Finance management and organization; and any other matters necessary for the smooth running of the affairs of the organization.

11.0 FIXING THE SEAL

- 1) The organization shall have a seal
- 2) The signature of the Chairperson shall authenticate the fixing of the seal on any document.
- 3) The signature of the Chairperson shall be independent of the signature of any other person who shall sign any other as a witness.
- 4) The seal of MIWODIF shall be in such form as shall be determined by the Executive Committee.

1.2 DISSOLUTION

- 1) Mitooma Women's Dignity Foundation is organized for indefinite period. Should dissolution be advisable? Mitooma Women's Dignity Foundation may be dissolved by a resolution of the General Assembly provided the work is carried out by 2/3 majority of the directors.

- 2) A notice of at least 45 days shall be given to all member of the Organization of Mitooma Women's Dignity Foundation prior to consideration of the motion to dissolve the organization.

3)The General Assembly shall establish a committee to ensure the orderly dissolution of Mitooma Women's Dignity Foundation such a Committee shall include at least two members of the Executive committee.

4)On dissolution, all the remaining property owned by Mitooma Women's Dignity Foundation shall be handed over to the organization with similar or related objectives as those of Mitooma Women's Dignity Foundation.

13.0 AMENDMENT TO THE CONSTITUTION

1) The constitution may be amended by a majority of two- thirds vote of members of the General Assembly of Mitooma Women's Dignity Foundation

2) A motion of intention propose an amendment to this constitution shall be forwarded to the Secretary at least one member in the meeting of the General Assembly at which the motion for amendment is intended to be moved

14.0 INTERPRETATION OF THE CONSTITUTION

The expressions used in» this constitution shall be presumed so far, as is consistent with their meanings in ordinary English in the context in which they are used and the general principles of interpretation

Certification this constitution was approved at a meeting of the founder members of Mitooma Women's Dignity Foundation.

The Constitution of Mitooma Women's Dignity Foundation

SECRETARY
MITOOMA WOMEN'S DIGNITY FOUNDATION
NON-GOVERNMENTAL ORGANISATION



Adoption of the constitution

No	Name	Title	Telephone	Signature
01	MBAMANTIRE Betty	Treasurer	0774, 99273	MB
02	Mrs J. Musime	Member	0775311296	J. Musime
03	Amuluhairu Ronald	Secretary	07 8986873	Ronaldhairu
04	Mrs Young Vivian	Member	0714949686	Young Vivian
05	Mrs Alice Byekwato	Member	077324925	AB
06	Mukunda P	C/Person	0752617296	Mukunda P
07	Rwenzira Pauline	Member	077232546	Rwenzira Pauline
08	Buhaya	Member		Buhaya
09	Banyisa R	Member		Banyisa R


WILLIAM DRAKU

THE REPUBLIC OF UGANDA
REGISTRY OF DOCUMENTS
IT IS HEREBY CERTIFIED THAT THE
WRITTEN DOCUMENTS HAS BEEN
REGISTERED UNDER THE NO. 154
OF 20.14 ON THE 31 DAY OF
2014
KAMPALA
REGISTRAR OF DOCUMENTS

The Constitution of Mitooma Women's Dignity Foundation

SECRETARY
MITOOMA WOMEN'S DIGNITY FOUNDATION
NATIONAL ORGANISATION


ADVOCATE IVAN
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