

HEALTH ADVOCATES FORT-PORTAL TEAM



WEST DIVISION

FORT POTAL

KABAROLE DISTRICT

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CONSTITUTION OF HEALTH ADVOCATES FORT-PORTAL TEAM

NAME

HEALTH ADVOCATES FORT-PORTAL TEAM

VISION

uplifting health standards of our community, district and Uganda at large.

MISSION

working as steam and gaining cooperation with community members to improve health at all levels.

OBJECTIVES

- 1.To sensitise the community about available health services in their nearby health centers
- 2.To ensure people get aware of preventive and curative measures of disease affecting their community.
- 3.To ensure people know how to care for their lives.
- 4.To reduce maternal and infant mortality and morbidity rate.
- 5.To sensitise people in the community about the increased rate of HIV/AIDS especially the youths.
- 6.To sensitise people about the effects of domestic Violence's.
- 7.To carry out community diagnosis.

DO HERE BY, in and through this constituent Assembly, Solemnly adopt, enact and give to ourselves and our posterity, this constitution of the Tooro youth voices forum this-----
----day of ----- in the year-----

CHAPTER ONE

ESTABLISHMENT, SCOPE AND PURPOSE

1. Establishment of the team

(1) This constitution shall be the supreme law of the team and shall have binding force on all members. Any provision in this constitution that is contrary to the constitution of the Republic of Uganda, any internal law or instrument to which Uganda is a signatory the team constitution, policies and guidelines of HEALTH ADVOCATES FORT PORTAL team shall be null and void to the extent of it's inconsistency.

(2) The name of the TEAM shall be HEALTH ADVOCATES FORT-PORTAL TEAM(HAFT)

(3) The official language of the TEAM shall be english

(5) The team shall relate to and forge partnership with other lawfull societies or organizations with similar aspirations within and outside Uganda with the view of encouraging a common voice in advancement of the team's goals and objectives

(6) Not withstanding Article 1 the team shall in all it's undertakings respect and act subject to and in accordance with the national and international laws pertaining to its mode of conducting business, policy making and operators.

2. Purpose of the team

Is working as team and gaining cooperation with community members to improve health at all levels.

3. Aims and objective

1.To sensitise the community about available health services in their nearby health centers.

2.To ensure people get aware of preventive and curative measures of diseases affecting their community.

3.To ensure people know how to care for their lives.

4.To reduce maternal and infant mortality and mobility rate.

5.To sensitise people in the community about the increased rate of HIV/AIDS especially the youth.

6To sensitise people about the effect of domestic violence.

7.To carry out community diagnosis.

CHAPTER TWO

MEMBERSHIP

4. Ordinary members

(1) Ordinary members shall have access to team's deliberations without the right to participate in the same but shall have the right to tender advice to the team on any issue that may arise.

5. Full members

(1) Each full member is expected to be fully paid up member of the team, which is granted upon payment of a membership fee of Twenty thousand shillings only (UGX 20,000). This payment is made one only.

(2) Any such payment shall be made directly to the team's treasurer.

(3) Not withstanding article 1 and 2 of this constitution the executive committee of this team shall reserve the right to vary, adjust or alter all membership fees and subscriptions and shall cause ample notice of such changes to be brought to the attention of all members of the general assembly.

(5) A full member shall have the right to participate fully in the activities and meetings of the team to vote and be voted or elected to any office of the team to be elected representative to any of the functions or undertakings to which the team wishes to be represented.

6. Honorary members.

(1) Subject to article 5(1) the illegality of such members shall be determined only by the executive meeting upon secondment by two thirds of the executive committee. They shall be persons who have made remarkable and exceptional contribution to the team financially materially or any other note worthy respect.

(2) Honorary members who are not full members shall have access to the team's deliberations without the right to participate in the same but shall have the right to tender advice to the team on any issue that may arise.

7. Termination of members

(1) Membership to the team may be terminated by resolution of the general meeting any of the following grounds;

(i) Incompetence

(ii) Dishonesty

(iii) Breach of the teams's code of conduct provided for under chapter 8 of this constitution

(2) The team's Tribunal or the chairperson's power when reasonably used in accordance with article 9(8) of this constitution shall affect the above article 7(1)

CHAPTER THREE

ORGANS OF THE TEAM

8. The executive

(1) There shall be an elected executive composed of the following;

- a). chairperson
- b). Voice chairperson
 - a) Speaker
 - b) Deputy speaker
 - c) General secretary
 - d) Deputy general secretary
 - e) Treasurer
 - f) Publicity secretary
 - g) Deputy publicity secretary
- j). Policyadvisor
- k). Mobilizer

(2) The executive shall be collectively responsible to the general assembly and shall:

- a) Be responsible for the day to day running of the affairs of the team.
- b) Formulate and execute decisions and policies of and on behalf of th team.
- c) Serve the interests of theteam and it's members

9. The chairperson

He/she shall:

- (1) Be a fully registered member of the team.
- (2) Be the chairman/chairperson of the executive.

- (3) Presides over meetings of the team except where he/she delegates such powers.
- (4) Represent the team at any conference, seminar or related functions or platforms except where he/she delegates such powers.
- (5) Ensure implementation of work plans as passed by the executive committee.
- (6) Ensure development and advancement of the team' Vision, Mission, objectives and also undertake effective fundraising and raising and initiatives.
- (7) Have power to convene emergency and ordinary meetings of the executive, general assembly and committees of the team.
- (8) Where extra ordinary circumstances require, the chairperson may make snapdecisions for the team with approval of the team patron provided always that prior of such decisions that the chairperson was satisfied that such circumstances did not all such consultation with the executive, such decisions shall be subject to ratification by the executive or general assembly, whichever meets first.
- (9) Be the principal signatory to all monetary or capital receipts, any bill of exchange in favour of the teams bank accounts and expenditures.
- (10) Ensure effective and comprehensive good public relations for the team in all fore.
- (11) In the event of any official being absent with or without the chairperson's permission he/she shall have power to delegate the duties of such absent officials to another official until such a time when the absent official has resumed duty.
- (12) Uphold and protect this constitution.

10. The vice chairperson

- (1) Shall perform duties of his/her absence and shall, in such circumstances, have full powers of the chairperson in the discharge of his/her duties.

(2) Shall perform such duties and functions as the chairperson may time to time assign him/her, including and not limited to administration of any committee.

(3) Where the chairperson ceases to perform the functions of his/her office on any grounds. The vice chairperson shall takeover his/her duties until elections are held within 30 days.

11. The General Secretary

There shall be the secretary to both the executive and the general assembly and for that purpose shall:

(1) Have the power, in consultation with the chairperson to call meetings of both organs, prepare and circulate the agenda and publicize the minutes of the same to those concerned.

(2) Record and keep records of proceedings of all team's meetings and deliberations including external proceedings.

(3) Have responsibility for all correspondence of the executive and the general assembly, and external correspondence that may arise.

(4) Have custody of the team's property except where circumstances warrant the appointment of another custodian.

(5) Keep any inventory of names of all members, stipulating the nature of membership in liaison with the treasurer

(6) Undertake all logistical requisitions and facilitation in liaison with the treasurer for the members of the team.

(7) Act or deputies the chairperson in absence of both the chairperson and the vice chairperson.

12. Deputy General Secretary

Secretary shall adopt all duties of general secretary in his or her absence or upon delegation.

13. The speaker

He/she shall;

- (1) Lead all the proceedings in the general meetings.
- (2) Preside over the general meetings.
- (3) Be master of ceremony at the general meeting and related occasions and shall perform such duties incidental there to accept where he delegates such duties.
- (4) Be chief whip of the general meeting with the duty to keep the peace when the meeting is session and shall have powers to entitle he / she maintain the peace , provided such powers don't exceed what is reasonable
- (5) In his/ her absence the chairperson / vice chairperson assumes his / hr duties.
- (6) Perform short functions as the chairperson may assign him or her
- (7) Only vote at incidence a tie in votes tally so as to secure a majority vote in both executive and general meeting.

14 Deputy speaker

- (1) Subject to article 13 (5) he/ she shall preside over meetings in the absence of the speaker
- (2) Perform any other duties assigned to him or her by the speaker

15 The treasurer

He /she shall after financial interests of the team and thus shall;

- (1) Collect and receive all payments towards subscription and membership fees and revenue or monies raised and received for the purpose of the team which shall be kept in the team's bank account.
- (2) Ensure that all the team's accounts are well organized , accurate and properly kept.
- (3) Be co-signatory to money inflows , expenditures , bank accounts and authorize any withdraws upon notifications to the executives
- (4) Initiate and be part to rising of teams funds.
- (5) Receive and keep safely the team's account, assets and money.
- (6) Give financial report to the members at least twice every year and as deemed necessary by the members.
- (7) Perform such functions as the chairperson may assign him or her.

16. Publicity secretary.

The publicity secretary shall;

- (1) Publicize all the objectives, achievements, operations and activities of the team through all media or through other means as circumstances may reasonably require.
- (2) Handle all publications and dissemination pertaining to the team.
- (3) Liaise with the rest of the members of the team and the public at large and act as the public relations officer. (P.R.O)
- (4) Be responsible for recording or taking coverage of all the team's events.
- (5) Assist the general secretary in matters pertaining information management and dissemination.

17. Deputy publicity secretary.

The deputy publicity secretary shall perform all duties of the publicity secretary in his/her absence.

18. Mobiliser

Mobilisers team members for the team events and works hand in hand with the team's secretary in information management.

20. Policy adviser

- (1) There shall be a policy adviser of the team who shall be appointed by the executive committee with the approval of Health Advocates Fort-portal team(HAFT).
 - (a) Such a person shall be of high integrity and moral standing in the society with demonstrated interests in fostering the rights, freedom, development and promotion of health in the community, district and Uganda in particular
 - (b) The policy adviser shall be ex-officio member of the committee.
 - (c) He/she shall advise the chairperson and the executive on matters relating to the team.
- (2) Where upon the editor's report depicts any offence under 35, such member responsible shall be liable to any of penalties here under as shall be determined by the disciplinary committee.

- (a) Vote of no confidence
- (b) Apology in writing
- (c) Deprivation of privileges
- (d) Definite or indefinite suspension
- (e) Fine
- (f) Expulsion

21. Patron

- (1) There shall be a patron of the team, who shall be the patron of the Health advocates fortportal team.
- (2) The duties and functions of the patron shall include and not limited to the following
 - (a) He/she shall foster cooperation and capacity building for the team.
 - (b) Render advice to the executive and general meeting on all matters .
 - (c) Follow up team's requisitions .
 - (d) Give such advice where necessary.
- (3) The term of office of the patron shall cease in tandem with the expiry of the term of office of the executive.

22. Executive meetings

- (1) They shall be compulsory to all executive members of the team
- (2) In cases of absenteeism by an official, the chairperson through the general secretary shall be accorded five days notice by any official who for reasonable grounds cannot attend the meeting.
- (3) Shall be held regulary as deemed necessary by the members of the executive
- (4) Shall be the team for receiving of proposals and reports from office bearers.

CHAPTER FOUR

THE GENERAL MEETING.

23. General meeting.

- (1) The general meetings of the team consisting of full members shall be the general meeting.
- (2) The general meeting shall be supreme authority of the team and in exercising it's duties; It shall seek cooperation and consensus with the executive – the general meeting shall carry out the following functions.
 - (d) Make, amend and supplement the rules of the team on matters that affect the members and to initiate measures to be taken by the teams in furtherance of it's interests.
 - (e) Shall have powers to pass a vote of no confidence in the whole executive or part there of for reasons of malpractice, corruption, incompetence or any act or omission occasioning a malfunction of the team or amounting to gross misconduct.
 - (f) Shall have the power to ratify any decision, appointment and acts renowinly done by the president in the exercise of emergency power bestowed on him or her under article 9(8) of this constitution.
- (3) Subject to article 24(3), where the constitution is silent about any major issue, the ruling of the general meeting in exercise of it's inherent power, shall be final.

24. Order and proceedings

- h) The venue of the general meeting shall be any place and at such a time as the general secretary may appoint.
 - i) There shall be at least a general meeting once in a period after three months in a year.
 - j)
 - a. Quorum for the general meeting shall be two-thirds ($\frac{2}{3}$) of all Full members
 - b. Failure to fulfill the conditions as to quorum under Article 24(3) (a) shall render any decision passeded by such a meeting null and void.
- (4) A motion to a mend any provision of this constitution shall be written down and supported by not less than one third of full members by show of signatures below the

motion and handed to the speaker, the Full members present shall be sufficient to effect such a change.

(5) The assembly may dismiss the whole executive or part there of by passing a note of no confidence, following the procedures laid under article 7 and 35 of this constitution.

25. General meeting

(1) General meeting shall be compulsory to all members of the team

(2) A member who fails to attend the meeting(s) shall inform the chairperson or general secretary in writing.

26. Ordinary meetings

Ordinary meeting shall review the activities and progress of the team regularly and are compulsory to all members of the team

CHAPTER FIVE

RIGHTS, DUTIES AND CONDUCT OF MEMBERS

27. Rights

- (4) Subject to article 5(5), every member shall have the right to vote on any business of the organization.
- (5) Each member shall have the right to leave the organization at the convenience of both parties and shall inform the forum through the general secretary of such a decision in writing.
- (6) In case of an executive member, he or she must write a resignation letter to the chairperson.

28. Duties

Every member shall have a duty;

- (1) To attend the team's general meetings
- (2) To pay membership and subscription fees as prescribed under Article 5(1) and (2)
- (3) To other contributions for the smooth running the activities of the team
- (4) To participate in the development projects and initiatives of the team

29. Conduct of members

- (1) All members shall dress decently in all activities or occasions of the team
- (2) Every member shall respect and tolerate all their teaming colleagues, regardless of nationality, tribe, religion, culture, sect or gender. Cordiality in interactions is highly desirable.
- (3) All members shall adhere to the programs of the organization when informed by the executive.

CHAPTER SIX

ELECTIONS AND RESIGNATION

30. Elections

- (1) Voting shall be one man one vote and by secret ballot.
- (2) Only fully registered organization members shall have a right to vote
- (3) The elections Day for new committee members shall be fixed by the outgoing electoral commission on a date that they deem convenient and appropriate for such an exercise though it shouldn't exceed 20 days after expiry of tenure.
- (4) Executive committee positions shall be only open to all fully paid up members of the forum
- (5) All candidates for elective posts should be nominated and seconded by at least two full members of the team.
- (6) Save for all other posts provided for under this constitution, the post of policy adviser, and patron shall be appointed by the team's executive.

31. Resignation

- (1) Any member who is appointed or elected to any office established under this constitution may resign from office showing cause why under his/her hand addressed to the person (s) or authority that appointed him or her provided such resignation is tendered through the speaker and in cases of the speaker through the president.
- (2) Such a resignation shall not be affective until after expiration of seven days or in case of any official not being the chairperson upon the acceptance of the same resignation by the chairperson, whichever occurs first.
- (3) The term of office of the executive shall ordinarily be two years but shall not exceed one month from the date of it's inauguration into office.

CHAPTER SEVEN

FINANCES

32. Financing of the team;

- (1) Non-refundable membership fee of the members as approved by the general meeting from time to time.
- (2) Subscription fees from the members and the well-wishers
- (3) Grants and donations from other organizations
- (4) Teams investment projects, interests and profit from the team's property and capital gains.
- (5) Fundraising activities and resource building initiatives
- (6) Any lawful source or means approved by the executive of general meeting of the team

33. Custody and management

- (1) All the funds of the team shall be handled by the treasurer.
- (2) The team shall open up bank account to keep it's funds.
- (3) The signatories to the bank account shall be the chairperson, treasurer and the general secretary

34. Accountability and Utilization of funds

- (6) The treasurer shall cause to be prepared and laid before the executive and the general meeting in that order at the end of his/her term of office, an account sheet showing the details of the revenue and expenditure during the said term of office.
- (7) Should the treasurer resign before his/her term of office lapses, he/she shall, hand in a sign financial statement to his or her successor, a copy of which shall be forwarded to and approved by the executive.
- (8) The fund of the team shall be applied to activities in the team work plan and priority areas as approved by the executive and the general meeting for the benefit of the team
- (9) The activities approved by the executive shall be communicated to the general meeting.

CHAPTER EIGHT

OFFENCES AND PENALTIES

35. Offences

- (g) Any member of the organization who engages in acts of gross misconduct shall be brought to executive disciplinary committee
- (h) For the purpose of this article gross misconduct is any misconduct that is unreasonable.
- (i) Any member who manifests or indulges in corrupt behavior commits an offence under this constitution.
- (j) Any member who holds this constitution in contempt shall be tried by the tribunal under this constitution; such contempt *prima facie* includes
 - a) Inciting any person to attempt to procure the alteration other than through lawful means of any provision of this constitution.
 - b) Inciting the boycott of executive meetings and general assembly lawfully called.
 - c) Inciting the delay or non-payment of membership and subscription fees.
- (k) Any person who with intent to defraud any other person holds out him/herself to be acting on behalf of the team commits an offence.
- (l) APPEALS:
 - a) A member may appeal to the *haut* tribunal against the decision of the disciplinary committee within 14 days after being notified the decision.
 - b) In any appeal to the disciplinary committee may confirm, vary, amend or set aside the decision appealed against or resist as the case may require.

36. Penalties

The punishment that shall be given by any authority allowed to adjudicate any matter shall be but not limited.

- a) Fine
- b) Suspension
- c) Expulsion
- d) Caution
- e) Order of restitution

- f) Demand of apology

CHAPTER NINE

TRIBUNAL

37. Composition of the tribunal

- (4) There shall be a tribunal to try any offences arising under chapter eight here in above and it shall consist of the following members appointed by the executive;
 - a) Chairperson
 - b) Vice chairperson
 - c) Secretary
 - d) Two other members
- (5) The chairperson shall be at least a graduate with Diploma, or a degree in any discipline

38. Proceedings

- (1) Proceedings shall be instituted by either a member of the executive or any other member of the forum.
- (2) Every complaint shall be reduced into writing by the general secretary of the tribunal.
- (3) The tribunal shall fix a date and venue venue for its hearing and convene the tribunal for that purpose after being satisfied by a prima facie case.
- (4) Complaints which do disclose a prima facie case or which are frivolous, vexatious and untenable shall be dismissed.

- (5) Where the executive institutes proceedings. It shall appoint one of its members to represent it as a complainant.
- (6) The chairperson of the tribunal shall cause summons to be served on the complainant and the defendant requiring them to attend the tribunal at the time and place specified therein person and if necessary call witness.
- (7) The complainant and the defendant shall appear in person and if necessary call witnesses for the purpose of adducing evidence.
- (8) All sittings of the tribunal shall be private except where the matter in contention is of general interest and shall be conducted during the day.
- (9) The tribunal shall be guided by the provisions of this constitution and principles of natural justice, equality and good conscience.
- (10) The Tribunal shall, on the satisfaction that the summons were duly served, shall proceed ex parte in any of the parties does not attend except where such party has given reasonable excuse.
- (11) The tribunal may hand down one or more of the sanctions provided for under Article 36 of this constitution.
- (12) The decision of the tribunal shall be final except where it is overturned by one third of the executive, or general assembly on grounds of total miscarriage of justice due to partiality, undue influence, malice, intrigue or fraud.,
- (13) The tribunal shall reduce the details of its findings into writing and shall cause such findings to be known to all members.

CHAPTER TEN

MISCELLANEOUS

39. Committees

- (1) There shall be committees as and when need arise. As to whether this need arises, shall be determined by the executive.
- (2) Any committee established under this constitution may with the consent of the chairperson regulate it's own procedure or confer power to impose duties on any member for the purpose of discharging it's functions.
- (3) Any decision of any committee established under this constitution shall require the concurrences of a majority of all members there of.
- (4) In performance of its duties, a committee shall work expeditiously towards the conclusion of its assignment.
- (5) No member shall be on more than one committee at a time unless good cause is shown to the country

40. Interpretation of the constitution

- (7) The interpretation powers of this constitution shall be vested in a member with proven legal knowledge and may not be a member of the executive. Such interpretation shall be final if not challenged by one third of the members dully constitution meeting.
- (8) In case of disagreement between the appointedmember under the above clause (1) and a third of the members, then, the executive committee shall sit and vote on the matter by a simple majority.

References

1. Constitution of the republic of Uganda 1995
2. Uganda Pentecostal Human rights Association

APPENDIX: DECLARATION

This document was presented to the general meeting of the HEALTH ADVOCATES FORT-PORTAL TEAM(HAFT)..... where finally it was approved as the constitution of HEALTHADVOCATES FORT-PORTAL TEAM(HAFT)

APPENDIX II: THE EXECUTIVE OATH

ISwear that I shall discharge my duties as of HEALTH ADVOCATESFORT-PORTALTEAM with all honesty and to the best of a bility abiding fully by the HEALTH ADVOCATES FORT-PORTAL TEAM constitution . so help me God/Allah.

APPENDIX III: HAND OVER

Oath of the outgoing president.

I hereby affirm that all the files and all other OF HEALTH ADVOCATES FORT-PORTAL TEAM property for which my executive and I have been in charge have handed over.

So thank You God/Allah.

HEALTH ADVOCATES FORT-PORTAL TEAM MEMBERS LIST.

S/NO	N A M E	ASSIGNMENT	C O N T A C T S	SIGNATURE
1.	TUMUHIMBISE RAUBEN	CHAIR PERSON	0 7 7 4 8 5 2 2 7 4	
2.	SUNDAY JORAM	S P E A K E R	0 7 5 0 6 1 6 3 3 8	
3.	B A I N E I S A A C	GENERAL SECRETARY	0 7 7 7 0 3 3 7 0 7	
4.	N T A R O Y U S U F	TREASURER	0 7 5 0 1 3 6 3 0 4	
5.	MUHUMUZA FRANCIS	A D V I S E R	0 7 8 6 5 5 5 2 9 3	
6.	B U S I N G E L E V I	VICE GEN SECRETARY		
7.	KOBUGABE FLORENCE	V. CHAIRPERSON	0 7 0 0 2 4 7 0 3 0	
8.		policy ADVISER		
9.	KIRUNGI HAGATON	D/SPEAKER	0 7 7 9 9 7 7 7 7 5	
10.	KYOKUSHABA CLARE	D/PUBLICITY SECRETARY	0 7 7 9 3 5 6 9 9 9	
11.	MUSABEGE RODGERS	PUBLICITY	0 7 0 5 6 3 8 2 5 3	
12.	KWIZERA JULIUS	A D V I S O R	0 7 7 8 6 0 2 3 1	
13.	MUSINGUZI ANDREW	M E M B E R	0 7 8 7 3 4 2 3 7 6	
14.	KANYESIGE RITAH	M E M B E R	0 7 7 8 9 4 2 4 3 7	
15.	DAVEROBINSON	P A T R O N		
16.				
17.				
18.				
19.				
20.				

