



**THE REPUBLIC OF UGANDA**

**THE REGISTRATION OF DOCUMENTS ACT, CAP 81**

**THE CONSTITUTION**

**OF**

**ABAISANZA BA RUMOGI CLAN FOUNDATION**

**Motto**

**“AG’ETERAINE NUGO GAATA EIGUFA ”**

***Drawn & Prepared by:***  
***The members.***





## PREAMBLE

We the founding members of ABAISANZA BA RUMOGI CLAN FOUNDATION being part of Bunyoro Kitara kingdom and a team of a clan initiative to organize and foster good relations among clan members ,fight illiteracy, ignorance, poverty and diseases through education training and provision of reading and research materials based in Uganda, have in this regard keenly observed and recognized the need to improve, harness and develop the livelihoods of our children and youth in our community and Uganda as a whole;

**NOTING THAT** there is need to mobilize and organize members of the clan for purposes of effectively participating in the activities of Bunyoro Kitara Kingdom and engaging in government development programs ; **REALISING THAT** poverty, illiteracy, incapacitation and several socio-economic issues hinder the efforts of our clan members , we Further acknowledge that empowering our children, the youth and families our clan members in the community is the future of our country and can only be accomplished through developmental programs that harness their skills so as to guide them guided into overcoming the health, social-economic, gender and educational disparities in their communities;

**AWARE THAT** there is no substantive and operational organization that offers a comprehensive and holistic 'approach towards addressing the needs of clan members, their children, the elderly and youth, thus Accept the relevance of initiating and creating productive programs and projects that will increase activities in the community to promote the social wellbeing of children, the elderly and youth in a holistic way that will result into transformation of their lives;

**CONVINCED THAT** we can better address the plight of our clan members, their children and youth through developmental programs that harness their skills so as to guide them into overcoming the health, social-economic, gender and educational disparities in their communities;

**NOW THEREFORE,** we the several members hereunder attached do hereby constitute ourselves into ABAISANZA BA RUMOGI CLAN FOUNDATION a non-for-profit and adopt and bind ourselves to its objectives; **WE HERE BY;** resolve to solemnly adopt, enact and give to posterity this constitution for





ABAI SANZA BA RUMOGI CLAN FOUNDATION this.....Day of .....2024.

**1.0 SUPREMACY OF THIS CONSTITUTION**

This constitution shall be the supreme and binding authority of **ABAI SANZA BA RUMOGI CLAN FOUNDATION** and it shall prevail over any resolution, decision and/or policy initiated by any clan member. Any resolutions, decisions and/or policy inconsistent herewith shall be NULL and VOID.

**2.0 THE ORGANIZATION**

**2.1 NAME AND STATUS**

The name of the Organization here in constituted shall be ABAI SANZA BA RUMOGI CLAN FOUNDATION . Its shortened name shall be, herein after referred to as the organization. It has been created as a non-political, non-sectarian, non-governmental and non-profit making organization, which shall be governed by the laws of Uganda.

**2.2 OFFICES, ADDRESS, AND SEAL**

The organization's head office shall be in Wabyooma-Kigorra Ward, Kikube District of Uganda and the postal address shall be P.O. Box 318, Kikube  
Email: abaisanzabarumogi@gmail.com  
Website: .....  
Telephone contacts: .....

The organization may however open offices in other parts of the country or the world as the need arises or as the management may decide from time to time.

**2.4 Seal**

The organization shall have a seal which shall bear the embossment. "ABAI SANZA BA RUMOGI". The seal shall be kept in the care of the Clan Head. .

**THE ORGANIZATION'S MANDATE**

**3.1 Vision**

To mobilize and organize clan members for better communication and relationship fostering between members.

**Core Values**

- 3.3.1 Integrity
- 3.3.2 Compassion for all
- 3.3.3 Transparency



3.3.4 Excellence  
3.3.5 Unity

### ***The organization corporate body***

The organization shall:

- 3.4.1 Be able to own property and other possessions.
- 3.4.2 Be able to sue and be sued in its own name.

### ***Main Objectives***

- (a) To mobilize and organize clan members to effectively participate in activities of Bunyoro Kitara kingdom and government of Uganda.
- (b) To establish organized structures in determining the leadership of the clan and related activities.
- (c) To improve the relationship between clan members and the clan elders.
- (d) To improve and facilitate financial improvement and capacity of members through developmental projects of the organization.
- (e) To contribute towards the development and establishment of clean water projects, schools, hospitals, mosques and any other infrastructural development that the organization may deem fit to establish for the good of communities.
- (f) To provide education opportunities to children most especially to the orphans, needy children, destitute children, children from financially unstable families by offering them full and half bursaries of sponsorship.
- (g) To construct health facilities such as hospitals, clinics to help and support orphans, the poor, widows and poor families that cannot afford medical treatment.
- (h) To empower our women and the youth through initiating and designing income generating projects in socio-cultural, developmental and environmental fields, peace and conflict resolutions and to participate in the community developmental/projects activities and to promote the positive values of self-fulfillment.
- (i) And to do all such other acts as the organization may deem necessary.

## **4.0 STRATEGIC DIRECTION**

As ABAISANZA BA RUMOGI CLAN FOUNDATION , we believe that when a clan is organized, a family is helped and strengthened, the community is empowered and the nation uplifted. Our efforts are such that programs and activities are geared towards that direction.

## **5.0 ACTIVITIES OF THE ORGANISATION**





The activities shall include all those acts and intents as stipulated by the management of the organization.

## **6.0 POWERS OF THE ORGANISATION**

6.1 To acquire, hold, deal with, and dispose of any real or personal property.

6.2 To open and operate bank accounts;

6.3 To invest its money —

6.3.1 in any security in which trust moneys may be invested; or

6.3.2 in any other manner authorized by the regulations of the Organisation;

6.4 To borrow money upon such terms and conditions as the Organization deems appropriate and fit;

6.5 To give such security for the discharge of liabilities incurred by the Organisation as the Organisation thinks fit;

6.6 To appoint agents and employees to transact any business of the Organisation on its behalf for reward or otherwise;

6.7 To build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Organisation;

6.8 Accept donations, grants, contracts and gifts in accordance with the objects of the Organisation;

6.9 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Organisation;

6.10 Organize social events for Members and the promotion of the Organisation; and

6.11 To enter into any other contract the Organisation considers necessary or desirable.

6.12 To do all things necessary which are incidental to and necessary for the attainment of the objects of the Organisation.

6.13 The organization (through the management committee) may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in this constitution. Its activities must abide by all institutional and state governing law.

6.14 The organization (through the management committee) has the power and authority to raise funds or to invite and receive contributions.

6.15 The organization (through the management committee) does have the power to buy, hire or exchange for any property that it needs to achieve its objectives.

6.16 The management committee in the organization has the right to make by-laws for proper management, including procedure for discipline of members.

6.17 Organisation (through the executive director) will decide on the powers and functions of office bearers.

## **7.0 MEMBERSHIP**

### **7.1 Membership**





The Organization shall be non-political in membership. Membership shall be open to any person who is a mwisanza by descent and wishes to farther the interests of the Organisation directly or indirectly. **Any person by virtue of being a mwisanza by descent shall automatically be eligible to be a member of the organization.**

## **7.2 Target Group (Primary Beneficiaries of organizational objectives)**

These will include;

- 7.2.1 Children
- 7.2.2 Youth and elderly
- 7.2.3 Women and any other vulnerable group

## **7.3 Affiliated/Associated Membership**

Persons or organizations other than primary beneficiaries who may be interested in promoting the organization but do not wish to actively participate in the running the activities of the organization may be members(s) by affiliation or association.

## **7.4 Core Membership/Promoters**

These shall constitute all baisanza and the founding members who adopted and fostered the vision of establishing the organisation.-

## **7.5 Member's responsibilities, rights and duties.**

Members in the organization shall have the right to:

- 7.5.1 Fully participate in some/all activities of the organization.
- 7.5.2 Be appointed by the management to any organ or office of the organization provided such a member has been active in the programs of the organization.
- 7.5.3 Be nominated or appointed as a delegate or representative of the Organization in any of the Organization's engagements.
- 7.5.4 Comply with the provisions of this constitution and resolutions of the management.
- 7.5.5 Promote, develop, implement and protect the interests of the organization.
- 7.5.6 Meet all the obligations as shall be from time to time be determined by the organization management.
- 7.5.7 Do such work as shall be assigned to any member by the Executive Committee
- 7.5.8 Use the Organization's facilities declared by management as available for use.
- 7.5.9 Be given a shirt and membership card or any other branded materials by the organisation
- 7.5.10 Be bound by this constitution and resolutions of the organization.

## **7.6 Loss, withdrawal and suspension of membership**

A person/organization shall cease to be a part of the organization in any one of the following circumstances





7.6.1 If he/she is declared medically unfit or mentally incapable or is dead.

7.6.2 If he/she/it formally/publicly declares forfeiting association/affiliation.

7.6.3 If he/she/it is engaged in any activity though not criminal is considered morally offensive to the tenets of the organization.

7.6.4 If he or she is convicted of a crime under the laws of Uganda in a way that their acts affected the image of the organization.

7.6.5 Provided, that no such decision to cancel membership and /or expel a member shall be made without first according the member an opportunity to defend himself/herself/itself.

7.6.6 If he/she is certified to be of unsound mind by a recognized medical practitioner.

## 7.7 Code of conduct

7.7.1 Every member associated/affiliated/appointed to the organization shall conduct him/herself in respectful manner and shall not engage in any unethical or immoral behavior.

7.7.2 A member shall safe guard the confidence of the organization as well as matters related thereto that may come into their confidence relating to either a member or to the organization and its operations.

7.7.3 No member shall enter into any financial dealings on behalf of the organization without the written consent and formal sanctioning of the accountant if any or head of the clan . Any member may however, propose any idea and present the proposal to the Organization.

7.7.4 A member shall strive to encourage the creation of national and international relationships in order to achieve the goals of the Organization, but in line with this constitution.

7.7.5 Each member shall strive at all times to raise the organization above self through teamwork.

7.7.6 The management shall have powers to suspend any member from the organization if such a member acts and/or conducts himself in a manner prejudicial to the interests of the organization.

7.7.7 A member with on-going/pending/decided disciplinary case shall have the right to appeal to the elders council within three (3) weeks from the date of the decision of the management.

7.7.8 The elders council in consultation with the clan head shall have the privilege to recommend a reinstatement, further suspension or punishment mode for a person in a disciplinary case.

## Eligibility for appointment as head of clan

7.8.1 An outstanding individual of 18 years of age and above.

7.8.2 Has a place of residence and is married

7.8.3 Has been visiting rumogi

7.8.4 Has been contributing towards events of the clan members such as burials and other events.

7.8.5 Can be easily reached and approached by the clan members.

7.8.6 An active and fully recognizable member of the organization.

7.8.7 Recommendation by at least 2 referees in the organization.





## 7.9 **Appointments and Recruitment**

7.9.1 All appointments and recruitment of any nature shall be done in a fair, merit-based manner without any form of discrimination.

7.9.2 The organization is mandatorily obligated and committed to offering equal opportunities to all people and or organization without discrimination, as long as it is done within the organization's mission mandate and the laws of the republic of Uganda.

## 8.0 **FINANCES**

### 8.1 **Bank accounts**

The Organization shall have a Uganda shillings and/or dollar bank accounts in its name with any one or more of these banks it may desire through minutes.

### 8.2 **Signatories to Organization's Accounts**

Except as otherwise authorized in writing by minutes from the clan head, any one of the following shall be an authorized signatory to the bank account(s),

8.2.1 Clan head ,

8.2.2 Accountant,

8.2.3 Administrator.

8.2.4 In the event that an amount exceeding 500,000 (five hundred thousand Uganda shillings) is to be withdrawn from the bank, two signatories (from the above) must sign the authorization document.

**8.2.5.** Unless as may otherwise be authorized by the clan head , the accountant shall not keep in either his/her official or personal custody any organization money received or not spent for a period exceeding three(3) working days.

### 8.3 **Sources of Finance**

The Source of Finance of the Organization shall include;

8.3.1 Contributions from beneficiary projects.

8.3.2 Fundraising campaigns and activities;

8.3.3 Voluntary contributions from the affiliated/associated members and the well-wishers.

8.3.4 Agriculture as an income generating activities.

8.3.5 Donations and grants (both in cash and kind).

8.3.6 Any other sources as approved by the governing council and executive director provided they are not illegal or criminal in nature.

### 8.4 **Application and management of funds:**

8.4.1 All accounts due by the Organisation and exceeding 500,000 ugx shall







as far as possible be paid by cheque.

8.4.2 An accounting officer shall be appointed at the management.

8.4.3 His or her duty shall be to manage the finances of the organization, to control the day to day finances of the organization, arrange for all funds to be put into a bank account in the name of the organization as well as keep proper records of all the financial transactions of any nature

8.4.4 The organization's accounting records and reports shall be prepared and made ready for submission to the head of the clan , who in turn will present it to the clan members (with the help of the accountant and external auditors) within 2 months after the financial year ends.

8.4.5 If the organization has funds that can be invested, the funds may only be invested with/through registered financial institutions such as banks or other financial entities regulated by the central bank of Uganda. The decision to invest shall be made by minutes of the management .

8.4.6 The administrator shall not spend more than a set amount of Petty Cash without the consent of the clan head, and shall keep a record of such expenditure in a Petty Cash Book

8.4.7 The accountant shall table a statement showing the financial position of the Organisation at each annual Meeting at the end of the financial year.

8.4.8 The financial year of the Organisation shall commence on each year.

8.4.9 The accounts, books and all financial records of the Organisation shall be audited each year.

8.4.10 All property and income of the Organisation will apply solely to the promotion of the object: of the Organisation and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

8.4.11 Assets provided by the international programs and projects shall be subject to nationally and internationally accepted rules and regulations of the funding agencies.

8.4.12 No member of the management or elders council or staff of the organization shall conduct any financial or economic activities using the organization's name, assets or finances for his /her personal gain.

8.4.13 The Administration shall be responsible to ensure effective application of funds in: transparent and accountable manner.

8.4.14 The organization shall be accountable to its donors for the use of funds.

8.4.15 No member of the management shall receive any funds or property as remuneration by virtue of being a member, members shall only be





Reimbursed expenses.

8.4.16 Finance allocations and expenditures shall only be incurred, if they are within the approved operating budget. No expenditure outside the approved budgetary framework shall incur without prior written approval of the management.

### **Books of account and Auditing**

8.5.1 The accountant shall cause proper books of accounts to be kept in respect to;

8.5.1.1 All sums of money received or used by the organization and in respect to which the receipt and expenditure takes place.

8.5.1.2 All sales and purchases of goods by the organization.

8.5.1.3 The assets and liabilities of the organization.

8.5.2 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the " governing council as shall be determined by resolution regularly. The auditor's report shall be attached to such financial report.

8.5.3 An Auditor shall be nominated and appointed by the management in consultation with the accountant.

8.5.4 The Auditor shall examine and audit all the books and accounts of the Organisation annually, and have the power to call for all books, papers, accounts, receipts etc., of the Organisation and report thereon to the management.

8.5.5 The following books and records shall also be kept by the Organization and up to date:

8.5.5.1 A register of assets inventory book.

8.5.5.2 A cash receipt book.

8.5.5.3 Petty cash book.

8.5.5.4 A payment voucher.

8.5.5.5 An invoice book.

8.5.6 All books whether of accounts or records shall be kept at the appointed Head Office and shall always be open to inspection by the members.

8.5.7 The Budget shall be approved by the management

### **GOVERNANCE OF THE ORGANISATION**

#### **9.1 The Elders Council**

9.1.2 This shall perform an advisory role to the clan head. It shall consist of an elder appointed by each family to be part of the council an elder has to be 55 years of age and above.

9.1.3 The elders council shall recommend the setup of relevant committees as *it* considers necessary to assist in the running of the organization and give advice to the head of the clan.





### 9.1.5 The Responsibilities of the Elders Council

9.1.5.1 Guide and make recommendations to the overall strategies and programs of the organization in line with the vision and mission.

9.1.5.2 Support by advisory the head of the clan in Adopting and overseeing of policies and procedures for the organization including staffing structures, financial and personnel policies;

9.1.5.3 Monitor and evaluate the performance of the organization against budgets and plans; and make necessary recommendations to the head of the clan.

9.1.5.6 The clan members can resolve to suspend or expel a member of the elders council if he/she is in breach of the constitution mandate in one way or another.

All decisions shall be recorded in the minutes of the elders council meetings, and minutes shall be distributed to all members in a timely manner. These minutes shall be signed in approval for the next meeting

9.1.5.7 If the Chairperson has a potential conflict of interest in the issue discussed, a delegated member shall chair the meeting.

### Committees

The committees shall include but not be limited to;

9.2.1 Finance committee,

9.2.2 Legal committee,

9.2.3 management committee.

9.2.4 Or any such other committee that the management shall be able to form for purposes of handling specific tasks.

### Head of the Clan

9.3.1 Duties of the head of the clan

A. The head of the clan shall be the Chief Executive of the *organization* and shall be responsible for the day-to-day operations of the organization and coordinator between the Kingdom and the Clan.

B. He/she shall be one of the signatories of the organization

C. He/she shall be responsible for approving of the appointment for staff members.

D. He/she shall be the Chairperson of all Committees .

E. Appoint and demote any member to the office of the organisation

### 9.3.2 The head of the clan shall be responsible for:

F. Appraise and Inform the elders council and clan members of the activities of the organization from time to time.

G. Management of the finances, assets, activities and routine functioning of the organization within the overall vision, strategy and policies adopted by the members.

H. Preparation of written reports to the clan members at the meetings regarding the activities and financial status of the organization.

I. Representation of the organization inside and outside the country with the kingdom, government, donors, collaborating Organizations and the general public.

J. Ensure that the Organization is running smoothly, efficiently and peaceably and that discipline is promoted and maintained at all levels.

K. Ensure and lobby for economic investments, loans or any other form





of assistance for and on behalf of the Organization.

- L. Be a signatory to ABAISANZA BA RUMOGI CLAN FOUNDATION financial accounts.
- M. Ensure that transparency and accountability are maintained at all levels of management and at all times.
- N. Delegate the duties of such an absent member to another member.

#### **9.4 The Administrative Officer**

The Administrator shall;

- a) Be ex-officio member of all sub-committees of the organization.
- b) Be the custodian of the Organization's seal/stamp if delegated by head of the clan..
- c) Be in charge of the office and monitor its performance.
- d) Advise the head of the clan on Administrative issues
- e) Responsible for recruiting workers, their terms of work and welfare.
- f) Responsible for monitoring and evaluating the performance of the workers.
- g) Be a co-signatory of the organization.
- h) Be the chief administrative officer of the organization answerable to the head of the clan

#### **9.5 The Principal Accountant**

The Accountant shall;

- a) Keep financial records of accounts.
- b) Record all subscriptions, donations, or grants of the organization.
- c) Be a chief custodian of the organization's property.
- d) Draw up a budget and present quarterly financial statements on income and expenditures.
- e) Draw up annual budgets and balance sheets
- f) Be signatory to the Organization Accounts.
- g) Advise the head of the clan on Financial matters.

#### **9.6 The Administrative Secretary**

The secretary shall;

- a) Be Responsible for taking and keeping minutes of all management and annual general meetings.
- b) In consultation with the chairpersons draw up and publish the agenda for the general meetings.
- c) Maintain accurate written records (minutes) of the proceedings of the organization.
- d) Keep committee reports on file.
- e) Notify officers, committee members, and delegates of their appointments.
- f) Process the general correspondence including the agenda for meetings, and send out notices of meetings.
- g) Have the bylaws and rules, a list of committees with their members, a





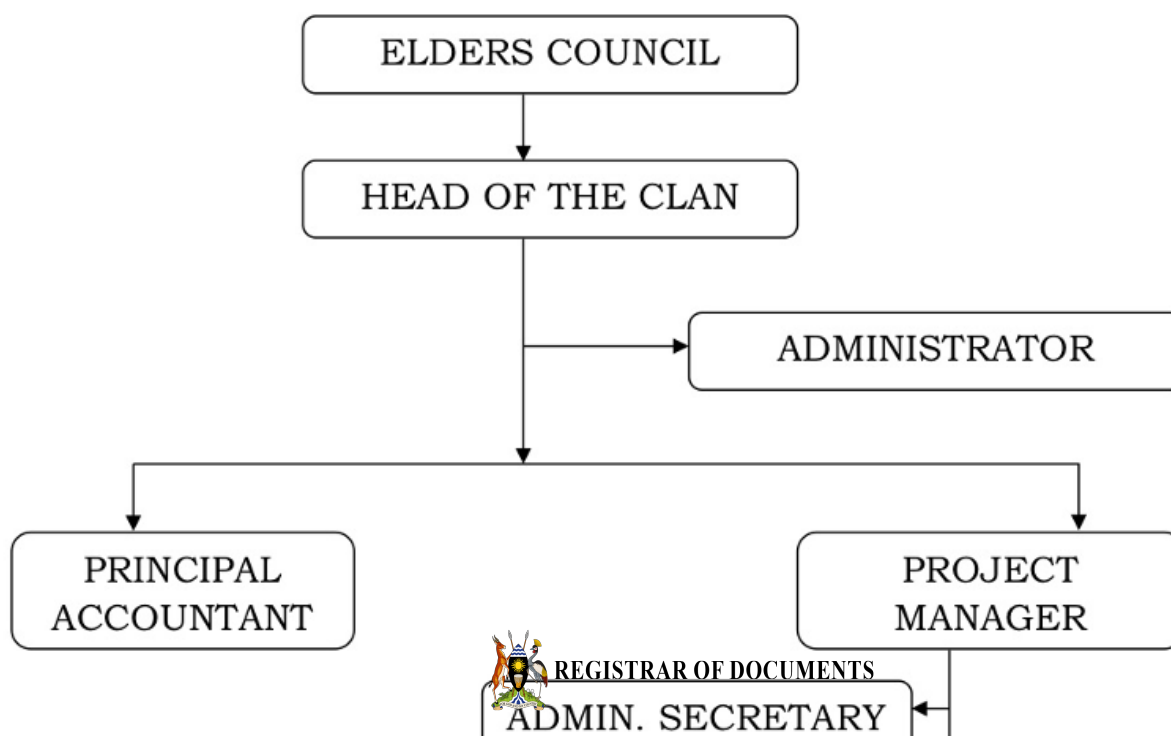
record of membership, and an agenda available at each meeting.

### 9.7 Project Manager

The project manager shall;

- a) Be responsible for the organization, management and implementation of the various organization projects.
- b) Develop project plans, budgets and schedules, monitor the performance of projects compared to project plans and take action to bring projects' performance in line with plans.
- c) Evaluates the day to day management of projects, directs supervisory personnel and subcontractors engaged in planning and executing work, procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- d) Identify the projects of the organization to carry out and forward them to the administrator.
- e) Draw up programs for the organization projects. This shall be done in Consultation with the administrator who shall forward to the head of the clan .
- f) Give monthly reports of the projects to the head of the clan who forwards it to the clan members .
- g) Supervise all project field activities of the organization.
- h) Coordinate and facilitate delivery of project objectives.
- i) Track progress and review project tasks to completion in a timely manner.
- j) Be responsible for communication, including status reporting, risk management; escalation of issues that cannot be resolved in the team, and in general, making sure the project is delivered in budget, on schedule, and within scope
- k) Define the organizational structure of the project and interfacing with the functional organizations.

## 10 THE ADMINISTRATIVE STRUCTURE





## 11.0 RULES AND PROCEDURES FOR MEETINGS

- a) The Organisation shall have annual strategic and operations meeting two (2) months after the end of the financial year,
- b) The administrative Secretary shall give notice to all clan members of the date for any General Meeting fifteen (15) days before the date.
- c) All clan members of the shall be expected to attend in person for all general meetings. Any form of absence shall always be excused with a notice submitted to the administrative secretary seven (7) days in advance.
- d) The management must hold at least two ordinary meetings each month.
- e) The chairperson, or two members of the committee, can call a special meeting, provided that other management committee members are aware of the date of the proposed meeting not less than 21 days before it is due to take place.
- f) The the head of the clan shall act as the chairperson of the management committee.
- g) In the event that the chairperson does not attend a meeting, then members of the committee who are present shall choose which one of them to chair that meeting. This shall be done before the meeting starts.
- h) Minutes of all meetings must be kept safely and always be available for members to consult.
- i) Unless otherwise stated or communicated by the chairperson(s), all general meetings of the organization shall adopt the following generic agenda;
  - i. Opening of Meeting with a prayer,
  - ii. Apologies for absences.
  - iii. Review and Confirmation of Minutes of previous General Meeting.
  - iv. Presentation of Annual Report for financial year ended
  - v. Adoption of Annual Report
  - vi. Any other urgent business.

## 12.0 INTERPRETATION AND STANDING ORDERS

- a. The organization shall have the final powers to interpret the provisions of this constitution which interpretation shall be binding on all members of the organization,
- b. The organization officers may from time to time issue standing orders and administrative instructions to comply with the statutory and legal requirements of the country that may come into force from time **to** time.
- c. Notice of such standing orders or administrative instructions shall be circulated in writing within 20 days specifying among other things the reason for such instructions and a brief reference to the legal provision that has come into force.





**AMENDMENTS**

- a) Any person wishing to propose any amendment to this constitution shall give notice of such proposal by sending it to the secretary at least two months before the meeting of the General meeting.
- b) On receipt of such proposal, the secretary shall circulate copies of the same to all members of the organization.
- c) An amendment shall be affected by a majority resolution clan members .
- d) The administrative secretary shall have 10(ten) working days to publish a revised edition of the constitution and a formal notice made to all governing bodies to which the organization subscribes.

*We, the several persons whose names, addresses and descriptions herein stated; hereunto subscribe to this constitution of ABAISANZA BA RUMOGI CLAN FOUNDATION and agree to take collective responsibility of the Institution, to be bound by the terms contained herein by countersigning on our respective names.*

NAME, POSTAL ADDRESS AND OCCUPATION OF SUBSCRIBERS	SIGNATURES OF SUBSCRIBERS
1. BANURA DAVID	
2. MUHANUZI EMANUEL	
3. KABALEGA APOLLO MUSINGUZI	
ALL OF P.O. BOX 318 KIKUUBE - UGANDA.	

DATED this ..... 21<sup>st</sup> ..... day of ..... JANUARY ..... 2024

**WITNESS TO THE ABOVE SIGNATURES:**

Signature:

Names in Full: MUKUNGU ISMAEL

Postal Address: P.O BOX 30055 Kampala

Occupation: Lawyer