

THE REPUBLIC OF UGANDA

THE CONSTITUTION

OF

UTAMU ADMINISTRATIVE STAFF ASSOCIATION.

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ARTICLE I: NAME, HEADQUARTERS, VISION, MISSION AND ADDRESS.

NAME:

The name of the Association shall be "UTAMU Administrative Staff Association" (UTAMU-ADSA)

HEADQUARTERS:

The headquarters of the organization shall be in Plot 8374, Block 82 Kkungu Kyadondo Municipality Wakiso District, Uganda.

VISION: A model association of a team of highly motivated and committed Administrative staff in the region.

MISSION: Embracing diversity, nurturing the spirit of collegiality and promoting socio-economic justice of all our members.

Core Values: Teamwork, Integrity, Continuous improvement, Empowerment

ARTICLE II: PURPOSE

The main purpose of the staff association is to bring together all the members of staff of UTAMU for the noble purpose of forging solid bonds of solidarity and friendship based on their shared interests and unity of purpose, and for the pursuit of their common goals and objectives.

ARTICLE III: OBJECTIVES

The objectives for which the organization is established are:-

- i. To constitute a body that shall regulate, safeguard and oversee all matters in the field of Administration and protect the interests of Administrators.
- ii. To promote the advancement and diffusion of knowledge of Administration for the efficiency and usefulness of members of the Association by setting up a high standard of professional education, knowledge, and application.
- iii. To create public awareness on the role of administration in effective utilization of human resources through encouraging and promoting activities for purposes of enriching intellectual and professional development of the institution and the members.
- iv. To cooperate with other Organs of the University in matters of general interest to the University Community.
- v. To formulate, determine, maintain and observe professional ethics for all administrative staff of UTAMU and shall, under the powers and duties contained herein, make or cause to be made a professional code of conduct in the realization of the objects of the Association.
- vi. To bargain collectively on behalf of the members of the association with employers on all labour relations matters including, without limitations, terms and conditions of employment, grades and rates of pay and benefits.
- vii. Uphold the Terms and Conditions of Service entered between members and the University.
- viii. To champion member's rights and challenges in regard to their employment and terms of service.

- ix. To do all such acts and things as are or may be incidental, conducive or connected to the attainment of the objects or any of the objects of the Association or the exercise of any of its said powers and duties.

ARTICLE IV: MEMBERSHIP.

Section 1: Qualifications

Membership to the association shall be open to all administrative staff of UTAMU.

Section 2: Requirement

A person shall become a member of the Association upon making application, filling membership form.

Section 3: Categories

The Categories of membership shall be determined by the executives by the Board provided that the following categories shall be the standard membership grouping of the Association.

Ordinary Membership;

Full-time members of the administrative Staff whose careers fall in the area of Administration as defined by UTAMU Council.

Associate Membership

These are all administrative staff who are part of the University Management.

Honorary Membership

These are retired members.

This may be conferred by the Association upon any former member of the Association at a General Meeting of the Association, in recognition of his/her services to the Association. Any such Honorary Member may participate in the activities of the Association except that he/she shall not be eligible to vote.

Section 4: Rights and Duties of Members

- i. All members shall abide by the Constitution and the professional /Ethical Code of Conduct.
- ii. Members shall meet their financial obligations, attend meetings, and participate fully in the deliberations of the association.
- iii. Elect or be elected in any office of the association.
- iv. Provide professional services to the association.
- v. Cooperate with all members to the wellbeing of the association.
- vi. Associate and honorary members of the association shall have the same rights and obligations as stipulated above provided that no such member shall elect or be elected to any office of the association
- vii. With the exception of the honorary members, all members shall pay an annual subscription fee as determined from time to time by members in a general assembly.

Section 5: Protection of the Members

- i. Any member of UTAMU-ADSA who performs his/her work in accordance with this constitution shall be protected.

- ii. No member of UTAMU-ADSA shall be victimized, discriminated against, reduced in rank, persecuted, isolated, ridiculed, transferred, dismissed, defamed, or otherwise punished for having championed the values enshrined in this constitution without just cause.

Section 6: Cessation of Members.

- i. Any member who may wish to voluntarily cease to be a member of the association shall do so in writing to the General Secretary.
- ii. A member of the Board shall be disqualified from holding office if his/her conduct shows that he/she has ceased to present to the objectives set out in this Constitution or if he/ she is proved to have been guilty of fraud or deriving improper personal benefit from the Management of the affairs of the Association.
- iii. Any member may be removed by a unanimous resolution passed by the remaining members of the Board.
- iv. Any person proposed to be disqualified or removed under the provision of this Article shall be notified of the meeting or meetings at which his/her removal is to be discussed and shall have the right to attend the meeting or meetings and make representations on his/her behalf.

ARTICLE V: GOVERNANCE OF THE ASSOCIATION:

Section 1: The Annual General Meeting

- i. There shall be an organ called the Annual General Meeting of the Association which shall be the supreme organ of the Association.
- ii. It shall be composed of all members.

Section 2: Functions of the Annual General Meeting.

- i. To make policies and guidelines, bylaws and any other regulations which shall govern the Association.
- ii. Elect the Board of Directors.
- iii. Approve audited accounts or any other financial statement of the Organizations.
- iv. Approve National annual work plan and Budget estimates.
- v. Approve applications for membership and development partners recommended by the Board.

Section 3: Executive Committee

- i. There shall be an Executive Committee elected by Annual General Meeting.
- ii. The Executive Committee shall have members not less than (5) five and not more than nine (9).
- iii. The appointment to the Board shall normally be for three years. Members shall be eligible for re-election.

Section 4: Functions of Board of Directors

The Board shall:-

- i. Conduct and guide the general business of the Association.
- ii. Consider respect, plans and recommendation of the Association.
- iii. Raise, receive and disburse funds in accordance with the objectives of the Association.
- iv. Recruit and appoint suitable qualified persons for employment in the Organization.
- v. Monitor the general discipline of members of the association.

- vi. Have powers to appoint Sub-Committees on which matters as may require detailed attention. The findings and recommendation of these Sub-committees shall be submitted to the Executive Committee meetings for further consideration and appropriate action as the Board may determine.

ARTICLE VI: MEETINGS.

1) General Meetings

- i. There shall be an Annual General Meeting held within one month of the beginning of each Association year.
- ii. There shall be at least one General Meeting each term of the Academic year.
- iii. An emergency General Meeting may be held any time on the decision of the Executive Committee or chairman or on demand by at least twenty members of the association.

2) Executive Committee Meetings:

- i. The Executive committee shall meet at least once every month.
- ii. The Chairman may convene a meeting of the Executive committee any time.

3) Notice for Meetings:

- i. The annual General Meeting shall require a notice of at least two weeks. Other General Meeting shall normally require a notice of one week.
- ii. Executive Committee Meetings shall normally require a notice of three days.
- iii. An Adjourned meeting, be it a General Meeting or an Executive Committee Meeting, shall be held on a day and at a time agreed on by that meeting.

4) QUORUM

- i. General Meetings, including the Annual General Meeting, shall require a quorum of thirty members.
- ii. Provided the Chairman or the Deputy Chairman is present, Executive Committee meetings shall require a quorum of five members.

5) VOTING

- i. Only ordinary members of the Association shall be entitled to vote at any meeting of the Association on any matter.
- ii. Voting by proxy shall be allowed provided written notice is sent to the Secretary by the member giving the proxy informing the Secretary to this effect.

ARTICLE VII: FINANCE

Section 1: Source of Income

The source of funding for the organization shall be:

- i. Membership fees
- ii. Subscription fees
- iii. Donations, Grants, will endowments and other gifts.
- iv. Any other lawful source of funds including charity walks

Section 2: Inventory

The Executive Committee shall cause proper books of accounts to be kept in respect of:-

- i. All the assets and liabilities of the Association.
- ii. All sums of money received and expended by the Association and inspect the manner of which such receipts and expenditures take place,
- iii. The books of accounts shall always be available at the head office of the association.

Section 3: Accounts

The operations of Bank Accounts and shall be run by the Director / Chairman as the Principal Signatory to the Bank Account(s) the Secretary and the Treasurer shall be co-signatories to the Account, provided that any two of the aforesaid (3) three officials shall sign for withdrawal of funds.

Section 4: Bankers

- i. The association shall at the discretion of the board decide upon the bankers of the association in Uganda and in any other country.
- ii. The Secretary shall in writing notify the lawyer of the association of the decision taken by the board as regards the bankers of the association whenever a bank account shall be opened in Uganda or in any other country.

Section 5: Audit

- i. The Executive Committee shall appoint competent Auditors to audit the association's accounts at least not less than one time every year.
- ii. The Board of Directors, subject to approval by the General Meeting, shall determine the remuneration of the auditor(s).

Section 6: Financial year

- i. The Financial Year of the association shall be held within the first quarter of the year (January to March) to hold a normal Annual General Meeting as the year is proposed to begin from January to December in order to account for the standard linear year of 12 months.
- ii. In the case of certificate of incorporation being given by the government within the period of the linear year, the association shall convene the first Annual General Meeting within the first quarter of the preceding year. Provided that no first Annual General Meeting shall be held after 24 months (2years) from the date of the Certificate of Registration /Incorporation.

ARTICLE VIII: ADMINISTRATION

Section 1: Executive Committee

- i. There shall be an Executive Committee consisting of;
 - a) The Chairman
 - b) The Deputy-Chairman
 - c) The Secretary
 - d) The Vice Secretary
 - e) The Honorary Treasurer, and
 - f) Five Committee Members who shall be the chair persons of the five standing committees as stipulated in (2) hereafter.

- ii. Provided they are not already members of the Executive Committee of the Association, the representatives of the Association to Council, Senate and any other organs of the University shall be ex-officio members of the Executive Committee. Such members shall be accountable to the General Meeting of the Association,

The Chairman shall:

- a) be responsible for the overall administration and welfare of the Association, particularly in promoting the interests of the members and the good name of the Association;
- b) shall convene and preside over all the meetings of the Executive committee and the General Meetings of the Association;
- c) give an Annual report covering all activities of the Association during his term of office at the Annual General Meeting.

The Deputy-Chairman shall:

- a) assist the chairman in the fulfillment of his duty as specific.
- b) deputise for the chairman in his absence or in case of inability to fulfill his duties as specified above.

The Secretary shall:

- a) be in charge of all the correspondence and information of the Association;
- b) record minutes of all meetings and keep the Minute Books of the Association;
- c) keep an up-to-date register of members of the Association;
- d) discharge such duties as may from time to time be assigned to him by the Chairman.

The Vice Secretary shall:

- a) assist the secretary in the fulfillment of his duties as specified above;
- b) directly be in charge of the association's administrative office and the supporting staff;
- c) deputise for the secretary in his absence or in case of inability to fulfill his duties as specified above.

The Treasurer shall be responsible for:

- a) collecting membership subscriptions;
- b) safe keeping of the monies and other property of the Association;
- c) discharging of such relevant duties as may from time to time be assigned to him by the Chairman.

The Executive Committee shall:

- a) collectively be responsible for the effective and successful administration of the Association in accordance with its aims and the implementation of the recommendations of the General Meetings;

- b) have the authority to co-opt any member or members of the Association to the Executive Committee, to assist it in fulfilling its duties.

Section 2: Standing committees.

There shall be five Standing committees.

- a) The Academic and Research Committee.

Its duties will be as follows:

- i. The consideration and promotion of matters of academic interest in the University;
- ii. Joint consultation with other academic bodies on matters of general academic interest;
- iii. To encourage and maintain academic and professional co-operation and exchange between members of the Association and members of staff in other universities and other institutions of higher learnings;
- iv. To promote productive scholarship and research especially that concerning Uganda and the rest of Africa.

- b) The welfare Committee:

Its duties will be as follows:

- i. The advancement and protection of the occupational interests of members of the Association in relation of the Association in relation of the to their service of the university;
- ii. To promote and advance the welfare and social interest of the members of the Association.

- c) The planning and Development committee:

Its duties will be as follows:

- i. To formulate policies that will enhance and facilitate the fulfillment of the association's objectives.
- ii. To co-ordinate an integrated approach for the activities of the association.
- iii. To perform any other duty incidental upon the fulfillment of the associations objectives.

- d) The public relations and publications committee.

Its duties will be as follows:

- i. To keep the public fully informed of the activities of the association.
- ii. To promote and advance publications by the association.
- iii. To cultivate and maintain collaboration and co-operation between members of the universities and institutions of higher learning in Uganda and members of the association.

- e) The external relations committee

Its duties will be as follows:

- i. To encourage regional and continental cooperation between the members of other universities and the association.
- ii. To perform any other duties that will encourage academic, professional exchange and collaboration between UTAMU and other Universities and institutions of higher learning.

Section 3: Membership of the standing committees:

Each of the Standing committees shall consist of the following:

- i. The Chairman: who will be elected at the General Meeting as one of the five committee members of the Executive.
- ii. Four other members of the Association, nominated by the Executive committee.
- iii. The chairman, Secretary and Treasurer of the Association will be ex-officio members of each of the Standing committee.

Section 4: Representation of the Association

- i. The Association shall be represented by two members on the University Council;
- ii. The Association shall be represented by two members on the University Senate;
- iii. Members shall be eligible to vote and/to stand for elections.
- iv. Elections shall be either by secret ballot or by show of hands as the General Meeting may decide.
- v. Before any member is elected, he shall be nominated and seconded. Such nominations shall be communicated in writing, to the Returning Officer at least one week before the scheduled date for elections.
- vi. A member who has signified his willingness in writing to the Re-turning Officer to stand, may however be elected in absentia.
- vii. The Elections to the Executive Committee, the Standing Committees and of the representatives of the Association to the various organs of the University shall be by a simple majority vote of all members present and voting.

Section 5: The Right of Recall:

- i. Members shall have the right to recall, at any time, of any executive member who will not have discharged his duties and responsibilities to the satisfaction of membership.
- ii. Such right shall be exercised by a petition to the secretary/Chairman at any time provided the said petition bears the name, and signatures of not less than thirty members of the association.
- iii. In the event of this petition being received, a notice of the meeting and subject matter shall be publicized two weeks in advance for a general meeting to discuss the issue. It shall require a vote of two-thirds majority of members present and voting to resolve the matter.
- iv. This right of recall shall apply equally to the representatives of the association to council, senate, appointments board and any other organs of the University.

ARTICLE IX: INTERPRETATION OF THE CONSTITUTION

- i. The Chairman with the support of the Executive, shall have the authority to interpret any provisions of this constitution.
- ii. The Chairman's interpretation of the constitution may be challenged by any member or members of the Association.
- iii. In the event of the chairman's interpretation being challenged, the issue shall be thrown to a vote at a General Meeting. It shall require a vote of two-thirds majority of members present and voting to overrule the Chairman's interpretation.

ARTICLE X: SUPREMACY AND SUSPENSION OF THE CONSTITUTION

- i. This constitution or any provision thereof shall be the supreme law of the Association unless there is a conflict between it or any of the provisions and the law of the Republic of Uganda, in which case the latter shall prevail.
- ii. The Chairman's interpretation of the constitution may be challenged by any member or members of the Association.
- iii. In the event of the chairman's interpretation being challenged, the issue shall be thrown to a vote at a General Meeting. It shall require a vote of two thirds majority of members present and voting to overrule the Chairman's interpretation.

ARTICLE XI: ASSETS OF THE ASSOCIATION

- i. The Executive committee shall have the authority and responsibility over all the assets of the Association.
- ii. The Chairman of the Association shall include a detailed statement on the assets of the Association in his Report to the Annual General Meeting.

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION.

This Constitution of the Association may be amended by the procedure set out below:-

- i. Notice of the proposed amendment shall be signed by at least two third of the members of the Board.
- ii. Two months' notice must be given of the meeting of the Board at which the proposed amendment is to be discussed.
- iii. The notice must set out the full text of the proposed amendment.
- iv. The proposed amendment must be passed by a vote of at least two thirds of the members of the Board present.

- v. The proposed amendment must be approved by a two-thirds majority of members present at the Annual General Meeting or extraordinary meeting.
- vi. The amendment will become operative after every step in this procedure has been completed.

ARTICLE XIII: DISSOLUTION OF ASSOCIATION

UTAMU Administrative Staff Association can only be dissolved by laws of Uganda or by decision of Members taken at a special meeting of the Association called for that purpose and this will the procedure stated hereunder.

- i. The association shall be dissolved by movement motion in the general meeting and approved by 2/3 majority votes.
- ii. Notice of dissolution shall be circulated six months before dissolution.

If upon dissolution of the Association there remains after settlement of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association but shall be transferred to some other institution or Association having similar goals and objectives of the Association and which prohibit the distribution of their Association assets to be determined by the annual general meeting at or before the date dissolution or as the annual general meeting may decide it.

This constitution was adopted on..... day of20..... And we the members of **'UTAMU Administrative Staff Association'** whose names and signatures are listed herein below as first promoters approve Constitution of.

We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an organization in pursuance of this Constitution and we accordingly append our signatures of our respective names.

NAMES OF SUBSCRIBERS	SIGNATURES OF SUBSCRIBERS

Date thisday of2022.

WITNESS TO THE ABOVE SIGNATURES:

Signature: _____

Name in full: _____

Occupation: _____

Postal Address: _____

anda.org