

THE CONSTITUTION OF SUSTAINABLE HUB FOR POLICY INITIATIVES

SHPI



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INTRODUCTION.

Sustainable hub for Policy Initiatives (SHPI) is an NGO established purposely with the aim of perpetuating development. The Sustainable Hub for Policy Initiatives (SHPI) believes that Good governance is vital component for acquiring sustainable development which leads to poverty alleviations.

The Sustainable Hub for Policy Initiates (SHPI) is committed to achieving the millennium development goals, Nation long term vision, strategies and National policy therefore the organization has defined good governance as guiding objective.

To achieve its mission, goals and objectives, The Sustainable Hub for Policy Initiatives is committed to work closely with government and other development partners and stakeholders to delivery service to the society.

1.0 **Name of organization in depth:** sustainable hub for policy initiatives

2.0 **Name of organization in short is:** (SHPI)

3.0 **Address of Organization and Head Quarters**

The Head Quarters of organization will in Mara Region, Tanzania

P.O.Box 55-Kiabakari, Mara

Phone: 0788- 990-739

Email: shpitanza@yahoo.com

3.1 The Organization will operate in Tanzania mainland.

3.2 **Organization language**

The official languages are Swahili and English

4.0 **Modality of Organization**

- (i) It is Non-governmental Organization, non-religious organization, non-profit organization which will generate its objectives as they have stated in this Constitution
- (ii) Organization will operate as service provider to the society but not profit gaining
- (iii) Organization will operate under and follow the human rights rules

5. **Vision of organization:**

A society in which human rights and principles of good governance are promoted and protected.

6. **Mission of organization:**

Promoting and protecting human rights by training and giving information on good governance.

7. **Overall goal**

Sustainable development of the Society

8. **Organization objectives**

- i. Strengthen communities capacity on policies to participate in development activities
- ii. To raise awareness and building the capacity of communities to realize their basic human rights.
- iii. To build the capacity of communities to manage, influence and implement policy through the provision of education in different social groups.

9. Core Values

The organization commits itself to be guided by the following core values:

- i. Independent decision making
- ii. Integrity
- iii. Teamwork
- iv. Transparency
- v. Accountability
- vi. Excellence
- vii. Confidentiality; and
- viii. Results-orientation

Chapter 1

1.0 Type of membership

They will be two types of membership

- i. Executive Founder members

Are those founders' members agreed, participated fully in the initiation, architecture the process of registration and launching of organization their presence could generate and enable the organization to archive its objective goals for society

- ii. invited/ordinary members

Members who will join after officially been launched by applying through formal procedures and be accepted after meeting under the basic conditions and requirements as stipulated in this constitution.

Chapter 2

2.0 Membership qualifications.

New member will join this organization by making application in the prescribed form to

Executive Director which will be approved by the Board of Directors with following conditions

- i. Any person or group of people having the same objectives as of organization
- ii. He/she is mental fit
- iii. Any person over 18 years old
- iv. He/she has to fill Organization's registration form
- v. He/she has to pay both Organization's joining and annual fees
- vi. He/she must be citizen of Tanzania by birth and naturalization
- vii. He/she must be a person of sound mind
- viii. He/she must be a person of unquestionable integrity

Chapter 3

3.0 Responsibilities of members

- (i) To attend and cooperate in all Organization's constitutional meetings
- (ii) To cooperate with other members to implement the organization's duties
- (iii) Don't breaking organizations laws and rules
- (iv) Shall have to pay an entry and annual fees as approved by Annual General Meeting

Chapter 4

4.0 The rights of Members

- (i) He /She has right to give and contribute his/her own views and ideas to the Organization.
- (ii) He/she has right to elect or to be elected for Organization leadership
- (iii) To raise any pertinent issues connected with the business affairs of organization for discussion or consideration by relevant organ of organization
- (iv) Subjected to prescribed procedure, to have access to the books, copies or extracts from Account of Organization for information of serf- information

Chapter 5

5.0 Cessation of membership

- (i) Personal resignation
- (ii) Death
- (iii) Breaking the organizations laws and rules
- (iv) Dismissal for disgraceful which can affect and disvalue the organization, leading fail to implement its objectives
- (v) Termination by Annual General Meeting
- (vi) Failure to pay subscriptions for a consecutive period of more than six months without reasonable cause
- (vii) In case of insane proved in mental disease hospital
- (viii) The decisions to dismiss or terminate a personal membership will not be done unless a special committee constituted for that purpose has carried out an inquiry and offering the person concerned an opportunity to be heard.

Chapter 6

6.0 Organization Meetings

They will two (2) types of meetings

- (i) Annual general Meeting
- (ii) Organization Committee meetings

6.1 The Annual General Meeting.

This will be held once annually, for case of emergence three (3) weeks notice should be released

6.2 Duties of Annual General meeting

- (i) To receive and confirm the past minutes and its implementation reports.
In absence of Executive Director or Secretary, delegates have mandate to Elect any Person to hold the post read to run the meeting.
- (ii) To receive past period Organization's Executive Central committee activities implementation report
- (iii) To receive Organization's financial report
- (iv) To deliberate upon and pass the Annual Budget for the ensuing year
- (v) To deal with any other business previously notified by Executive Director and dully placed by the Agenda
- (vi) The quorum of The Annual General Meeting shall be more than half the members registered and entitled to vote. In the event that shall be no quorum, the meeting shall be postponed to same day and time in the following week.
- (vii) The chairperson of Organization at any time shall issue directives to call an extra ordinary meeting of Organization either in her/his own motion or upon writing often or more members of organization starting the purpose for which the meeting is or to be called.

Chapter 7

7.0 Organization's Committee

The organization committee constitutes the following officials:

- (i) Executive Director
- (ii) The Secretary
- (iii) Treasurer
- (iv) Two members elected among the organization members.

7.1 Organization committee meetings

The organization committee will held meeting twice per months i.e the organization committee will meet two (2) times per month.

7.2 Responsibilities of executive committee

Shall be overall in charge of management and conduct of affairs and business of Organization and shall for that purpose:

- (i) Formulate and plan the activities, programmes and the projects of Organization.
- (ii) Ensure the proper and efficient funds management
- (iii) Formulate and submit for approval by the Annual General Meeting a budget for each year
- (iv) Take any decisions relating to the utilization of funds for any purpose of Organization, subject to approval of AGM

7.3 Appointment of organization committee members

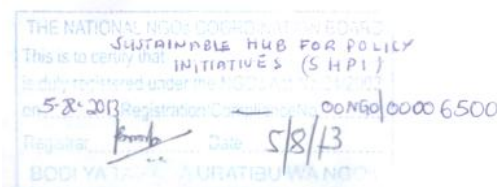
All organization committee members shall be appointed/elected at AGM and shall hold office for term of five (5) years and may be re-elected for the second term.

7.4 The election/appointment shall be in the following criteria:

- i. Aspirant candidate for any post will fill a special application form for the post
- ii. The electoral committee of six members will interview each candidate and approve names for each respective post
- iii. Members of Organization will elect leaders by votes
- iv. The candidate with majority votes will be given the post

7.5 Office's vacation for a member of the organization committee. A member can vacate from the office as follows:

- (i) If she/he resigns from the organization committee by writing a notice with her/his own hand or viva voce and leaves such notice to the office of Organization
- (ii) If she/he is convicted for term exceeding six (6) months without an option to a fine
- (iii) If she/he absents her/himself for no valid reason for more than three (3) months
- (iv) If she/he becomes of unsound mind
- (v) If she/he dies



Chapter 8

8.0 Financial Management

The funds and resources of the Organization shall consist of:

- (i) Such sum as may be realized from entry fees and annual subscriptions by members
- (ii) Such sum as may be paid to the organization through voluntary contributions by members
- (iii) Such sum or properties as may be payable to organization by the way of donations, gifts, loans and bequests
- (iv) Such sum as may be realized through self-support credit facility
- (v) Such sum as may be raised from endowment funds
- (vi) Such sum as may be payable to the organization as result or in the course of discharging its functions such as economic generating project

8.1 Funds Custodian and Bank Account

All the funds of Organization shall be entrusted to the Treasurer of the Organization who shall course them to be paid into a Bank Accounts in the name of “Sustainable hub for policy Initiatives” at such Branch or Branches of any credible registered commercial bank as may appointed by The organization Committee

8.2 Account Approval

The Organization Committee shall approve all payments as orders for disbursement of payable of money from the Account of “Sustainable hub for policy Initiatives”

8.3 Accounts

The treasurer of Organization subject to general specific directions of the organization Committee and to the decisions of the AGM cause to be kept and maintained such Books and records of Accounts as may be considered proper and desirable or necessary for the purposes of the safeguarding and enhancing the economic position and viability of the Organization

8.4 Cash limit-Treasurer

The Treasurer shall not keep with her/him more than Five hundred thousand Tanzanian Shillings [Tshs. 500,000.00] in Cash. Any amount exceeding that should be deposited in the Bank seventy two hours [72hrs] following acquisition of the same

8.5 Signatories

Members of the organization committee shall operate the Account. Such members are the Executive Director, Secretary and Treasurer. Executive Director must sign in case of cash disbursement from bank account and one of the two either secretary or Treasurer shall join to sign Cheques

8.6 Auditing

The books of Accounts of the Organization shall be audited by Auditor within three months after closure of each financial year and the Balance Sheet and Accounts shall be submitted to the following AGM with the following:

- (i) A statement of Income and Expenditure during the proceeding financial year
- (ii) A statement of Assets and Liabilities of the Organization on the last day of financial year
- (iii) A copy of the report of the Auditors on Audited Account

8.7 External Auditors

The Accounts, Assets and liabilities of organization shall be audited by credible External auditors every year. The organization committee with prior approval of the AGM and reasonable remuneration appoint proper person or Body of persons to be the External Auditors of the Organization

8.8 Budgeting

The organization committee shall draw up a budget every year as basis for all financial transactions. The Annual budget will be approved by AGM

8.9 Financial Year

The financial year of the organization will be first July to June thirtieth of the next year.

Chapter 10.

Board of Directors

- 10.1 Organizations will have Board of Directors whereby three (3) people will be elected among the members of organization by AGM and two (2) members from external stakeholders, making a total of five members. Due to this, the board of Directors will have five (5) members.
- 10.2 They have to be appointed by AGM for period of five (5) years, but they can be re-appointed

- 10.3 The board has mandate to defend and keep all Organization's assets
- 10.4 The AGM has mandate to see a board member by 2/3 majority vote approved among members due to board member misbehaving on his/her organization's enrollments, but it should be done after giving him/her chance to defend his/her accusations
- 10.5 The board has right to resign by representing written notice of thirty days before, and copy to organization's Executive Director.
- 10.6 The board will meet after three (3) months i.e once per quarter and therefore the board of directors will meet 4 times per year.

Chapter 11

11.0 Emblem of the Seal

The Common Seal of the Organization shall not be affixed to any instrument except by authority of a resolution of management and in presence of two organization committee Members, one of them must be the Executive Director, such a person shall sign every instrument to which the seal is so affixed in their presence

Chapter 12.

12.0 Dissolution

In the event of dissolution of the organization: If upon wind up or resolution of the organization there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be distributed among the members of the Organization, but shall be given or transferred to some other institution or institutions having objectives similar or cognate to the objectives of Organization, and shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great is imposed on the Organization under institution or institutions to be determined by the majority of members of the Organization before the time of dissolution.

Chapter 13

13.0 Branches and Groups

The organization authorized and has mandate to form branches and groups to implement its goals and objectives where both of them will have:

- (i) To be registered under Organization's Constitution
- (ii) To be responsible to Organization Head Office
- (iii) To send monthly report to Head Office for each and every Branch or Group intended activities for approval and final decision before implementations

Chapter 14:

14.0 Rules of Organization

The rules of Organization shall relate to:

- (i) Matters of procedure for guiding the performance by each organ of the Organization of its functions
- (ii) Matters which are by this constitution required to be prescribed in respect of which rules are required by this constitution to be made
- (iii) Any other matter which the organization committee shall consider desirable to regulate by the rules under this Article

14.1 Exemption Clause

Rules made under this Article shall not be amended, added to, revoked, replaced or altered in any manner except resolution of the majority of the members of the Organization Committee subject to approval by the AGM

Chapter 15

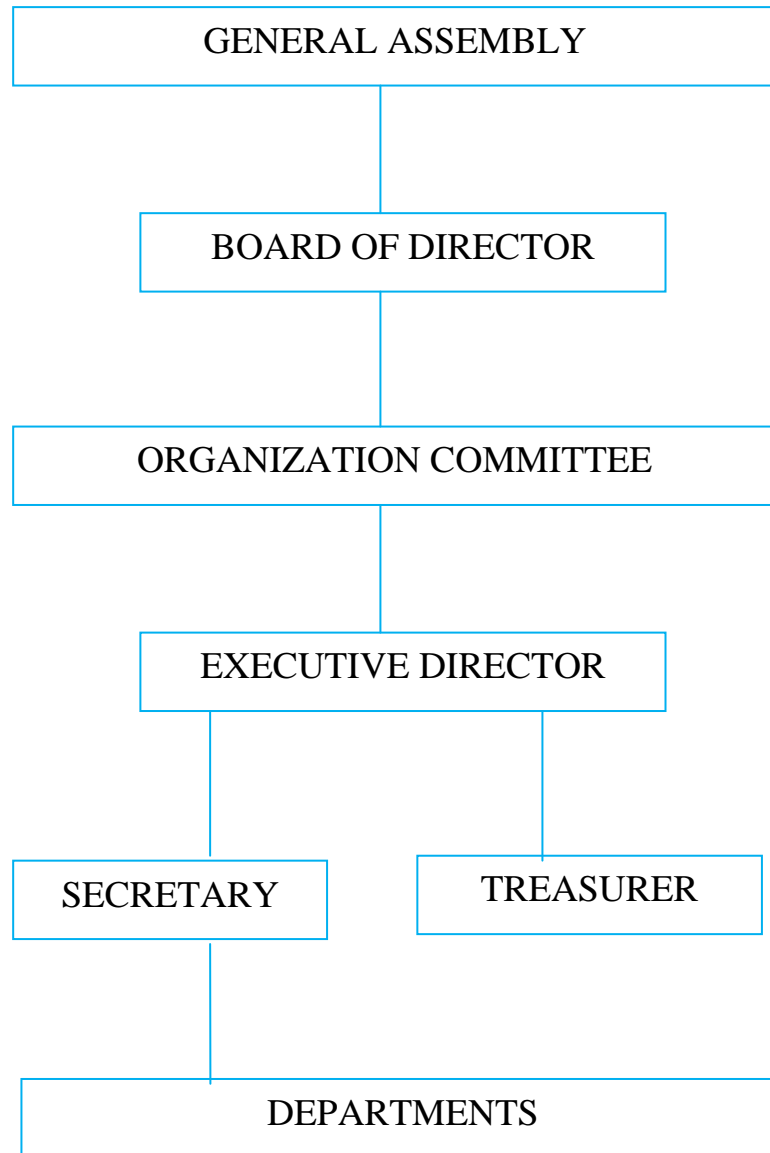
15.0 Amendments

Powers of Amendments

- (i) Nothing in this constitution shall be amended, revoked, added to or altered in any other way except by resolution passed by the votes of three quarters [75%] of all members present and voting in such meeting, vote in favor of such alteration, addition or deletion
- (ii) Proposal for amendment of the constitution shall first have been considered and by organization Committee at meeting called for the purpose
- (iii) Notice for amendment of the constitution should have been circulated to the organization committee members at least one month in advance



16. ORGANIZATION STRUCTURE



17. LIST OF FOUDE MEMBERS.

NO.	NAME	POSITION	SIGNATURE
1.	CHARLES MAIGA	EXECUTIVE DIRECTOR	
2.	JUMA JAMES.	SECRETARY	
3.	SINDA M. JOHN	TREASURER	
4.	NYAMIS MKAMA	MEMBER	
5.	JOSEPH JAMBELI	MEMBER	
6.	PERUS VENAS	MEMBER	
7.	GODWIN MAGETA	MEMBER	
8.	MARIAMU MUFUNGO	MEMBER	
9.	BIASAFU MAREGES	MEMBER	
10.	EDWIN AUGUSTINE	MEMBER	
11.	NYABUSI JOSEPH	MEMBER	
12.	DEBORA MALIMA	MEMBER	
13	MIRIAMU ALBERT	MEMBER	