

CONSTITUTION OF IFAKARA COMMUNITY GROUP (ICG)

LIST OF CONTENT OF CONSTITUTION

- 1. Introduction**
- 2. General assembly**
- 3. Board**
- 4. Members**
- 5. Patron**
- 6. Projects**
- 7. Finances and banking**
- 8. Declaration of the founding members**

1. INTRODUCTION

The Ifakara Community Group (ICG) was established on 11th January 2004. This group will be officially registered with the Tanzania Registrar of Societies in Dar -es-Salaam.

Ifakara Community Group is a CBO (Community Based Organization), and a CBO is a group, which is not under Government. It is established by the members of the group themselves with the intent of promoting and proposing development projects as well as educational programs, which aim to strengthening community spirit, and giving children, youths and adults better opportunities through knowledge, skills, confidence and community membership and participation.

ICG will be an organ for different projects and coordinate and inspire cooperation for the benefit of all parties.

THE NAME OF THE GROUP.

Ifakara Community Group.

HEADQUATER

Ifakara- Kilombero

ADDRESS.

- IWWA, Box 505, Ifakara.

2. GENERAL ASSEMBLY

2.1 The General Assembly is the supreme authority of ICG. It is to be held once every year with the following agenda:

1. Election of chairperson of the meeting.
2. Election of secretary of the meeting, who will write down the minutes.
3. Account of the ICG activities of the preceding year.
4. Account of the bank status and financial situation
5. Discussion of proposals forwarded by members
6. Deciding on ICG activities for the following year
7. Deciding the rules of conduct.
8. Setting the rate of membership fee for the following year
9. Vote for the Board.
10. Other subjects if any.

Every member has one vote at the general assembly. A simple majority makes ordinary decisions.

2.2 Settlement of disputes

Any dispute between members of the organization arising from the interpretation of this constitution shall be settled amicably by agreement signed by the parties concerned. Upon failure to settle such dispute, the matter shall be referred to the General Assembly whose decision shall be the final.

2.3 Amendments of the Constitution

- § The general assembly shall make amendments to this constitution in a special and extra ordinary meeting called for this purpose. The amendment shall be submitted to the secretariat and other members 60 days in advance.
- § The resolution for amendment of this constitution shall be passed by two third (2/3) majority registered members of the organization.

2.4 Method of voting

A simple majority decides the method of voting. This vote is public. The two methods can be either a) a secret vote or b) an open vote.

3. BOARD

3.1 The board has the following members:

- a) Chairperson
- b) Secretary
- c) Treasurer
- d) Four ordinary board members
- f) Advisory board

They will be selected by the general assembly of all members

Along with the board members two supplementary members will be chosen for the board. They shall take over the position of one board member, if this person fails in fulfilling his responsibilities due to illness, long journeys or death, etc.

The organs of the organization shall act within the power conferred to them by the provisions of the constitution.

3.2 Terms of board

Period of leadership is two years, but an individual can be selected for more than one term. One year two board positions will be up for vote, the next year one. This is to ensure both continuity and change.

3.3 Responsibility of the board members

Chairperson

- § Shall be the chief Executive responsible for overall running of ICG.
- § Shall be the principal speaker of the group
- § Shall be answerable to the General meeting
- § Shall be a chairman of all board meetings.
- § Shall be one of the signatories of the organization's Bank account.
- § Shall confirm the minutes of the previous meeting as the yearly report together with the members
- § Shall be overseer of the rights of every member in giving his/her opinion during the meeting.
- § Shall be major overseer of the use of money and other values of the group.

Secretary

- § Shall be the secretary of the meetings and responsible person for minutes and record keeping.
- § Shall prepare minutes for the meetings and work in collaboration with the Chairperson and other members.
- § Shall be one of the signatories in the Bank account.
- § Shall be major actor in day-to-day activities of the group.
- § Shall be the advisor of the chairperson on issues pertaining the group execution.
- § Shall prepare annual report along with report of the General Assembly.

Treasurer

- § As the treasurer of the organization he/ she will be overall responsible for all financial matters of the organization.
- § Shall be advisor to the Chairperson and board on all financial matters.
- § Shall be a cashier, certifier and disbursing officer of all payments that may be approved by the organization.
- § Shall be one of the signatories in the Bank account.
- § Shall be in charge of financial record
- § Shall prepare annual estimates of income and expenditure and to present them to the board.
- § Shall be responsible for collection of money of the group and banking.
- § Shall present report on income and expenditure of the group to the General Assembly.

Ordinary board members

- § Shall be ready to replace chairperson, secretary and treasurer if they due to extraordinary conditions fail to fulfil their term. The person to take up this responsibility of board leadership is to be chosen in a vote with in the board.

Supplementary board member 1.

- § Shall join the board and perform the function of one of its members in his/her absence.

Supplementary board member 2.

- § Shall join the board and perform the function of one of its members in his/her absence, if s supplementary board member 1. fails to join.

3.4 Responsibilities of the Board

- § To keep in close contact with all project which are affiliated with the ICG (Partaker Projects, Client Projects and ICG Projects – see section nr. 6)
- § To keep the Patron (see section nr. 5) supplied with information about the proceedings of ICG and the Partaker Projects.
- § To keep the Patron supplied with information about the spending and income of ICG.
- § To chose and announce the date of the General Assembly.
- § To implement and carry out the decisions of the General Assembly.
- § To secure that many people join ICG as members.
- § To communicate to local and international donors and the community in order to seek financial or materials support (credit) or grants for various projects or proposals.
- § To seek the relevant permits by the Tanzania authorities.

3.5 Things prohibited for the leaders

- § It is a mistake for a leader to show any favouritism or bias .
- § A leader is not supposed to show fear and laziness.
- § A leader should not lead in ways of prejudices against any tribe, religion, political ideology or sex.
- § A leader should not do things that are not in the spirit of this constitution.
- § A leader should not be a thief.
- § A leader is not supposed to be a source of misunderstandings.
- § Once a leader does any of the above, he/she will be punished according the constitution and the will of the General Assembly.

3.6 Guidelines in choosing the Board members

Ideally the board member should be:

- § Ready to learn, educate others and to be criticized or criticize accordingly.
- § One who accepts this constitution.
- § One who can lead others.

- § An accepted person.
- § One who can realize the problems of the group, if any.
- § Transparent and trustful.
- § Tolerant and one who does not give up easily.
- § Able to read, write and elaborate a report.
- § Able to look for solution of the problems of the group.

3.7 Termination of Board membership

- § Resignation in case a member, on his/her interest will resign by tendering a written notice two month in advance and shall not claim anything of the organization. The same shall be applied to group members.
- § If the General Assembly or an extraordinary General Assembly decides to give a vote of distrust, that is if 2/3 vote in favour of removing the Board member.
- § Failure to attend 3 meetings consecutively without giving a report.

4. MEMBERS

4.1 Full membership

- § Membership of the organization shall be open at or above the age of 18.
- § All who accept the constitution and care for the community are most welcome as members.
- § She or he shall not be barred in respect of tribe, political ideology, color, ethnicity, sex or religious creed.

4.2. Youth membership

Youths under the age of 18 are welcome to join ICG as Youth Members. They have no right of voting, but are most welcome as spectators and speakers at the General Assembly.

4.3 Categories of membership

- § Founding members. These shall consist of all members who devoted their efforts, time, moral and materials support in establishing the organization.
- § Ordinary members. These shall comprise of all that joined the organization after being registered.
- § Youth members. These are young people under the age of 18. They obtain a full membership upon their 18th birthday.
- § Honorary members. Shall include firm or corporations or person other these mentioned above who in one way or another have made substantial contribution towards the achievement of the objectives of the organization
- § The decision of the executive committee on an application for membership shall be final and conclusive and shall not be questioned or reviewed except by a motion and/or resolution of the general assembly supported by the two third of the existing members.

4.4 Membership fee

- § The membership fee is set by the General Assembly according to the financial needs of ICG and the needs of having many members. The fee should be low enough so that all members are able to pay.
- § The fee for Youth Membership is likewise to be decided by the General Assembly, and will be set at half the rate of a full membership.
- § The rate of fees may change by a resolution made by the General Assembly in accordance with the article above.
- § If it is the willing of any member to pay, he/she can give money, tools, or other things as an extra support.

4.5 Rights of members

- § To be elected or to vote in the election of leaders.
- § To suggest amendments to the constitution.
- § To participate and be heard in all meetings.
- § To call an emergency meeting if the opinion will be accepted with more than 1/3 of the members.
- § To know all the progress steps of the organization.

4.6 Termination of membership

Membership shall cease to exist on any of the following grounds: -

- § A members cease to exist by reason of death.
- § If the member is conducting him or herself in a manner not designed to promote the good name of the organization (see the rules of conduct).
- § Fail to pay annu al for a period of two years.
- § Individual decision of discontinuing to be a member by written note.
- § Any act or commission, which in the opinion of the General Assembly cause damage to the organization.

5. PATRON

5.1 The Patron is to be a

- § Major advisor on technical issues.
- § Major guardian of the group.
- § Acts as a bridge between the group and donors.

Furthermore the Patron will

- § See to that the organization is financially sustainable and approach funding agencies/donors and negotiate loans/credits as a representative of ICG.
- § See to that ICG is applying to fair standards of membership democracy.
- § Observe and solve internal and external conflicts.
- § Help to generate income for the organization.
- § Be able to mobilize the organization's personnel in emergencies. Take care of official undertakings such as travels/missions etc. on behalf of the ICG.

5.2 Linkages

The organization will link with other organizations operating on the national, district or rural community levels (on the similar programs) when necessary. The organizations of United Republic of Tanzania, other national and international Non-Government organization, United Nations and bilateral aid/donor communities or individuals from elsewhere in order to ensure proper support and knowledge of the ICG. This also in order to learn from other competent organizations.

6. PROJECTS

The ICG will do work with three classes of projects:

6.1 Partaker Projects

- § These are projects which are independent of ICG, but who take an interest in joining with other projects in order to ensure a good community as well as knowledge of project making and fundraising.
- § These organisations have a big responsibility in supplying ICG and the Patron with information about their proceedings.
- § For these ICG will be a forum for exchange of knowledge and contact with donors.

6.2 Client Projects

- § These are small projects, which can apply ICG for different kinds of support, especially knowledge.

6.3 ICG Projects

- § These are projects started by ICG, which are under the direct control of the General Assembly and the Board.

7. FINANCES AND BANKING

7.1 The ICG income will come from

- § The membership fee
- § Special collection of members.
- § The donor's donation.
- § Businesses and small projects of the group
- § Banks loans.
- § Banks interests.
- § Fundraising activities.
- § Different support from different people and members.
- § Support from sponsors in business.

7.2 The ICG assets will be achieved by

- § Purchasing
- § Gift granted by donors, without conditions, which might threaten the group.

The assets will be taken care of by the treasurer using special record book.

7.3 Money keeping

There will be two accounts.

- § Saving account
- § Current account.

7.4 Money protection

Cash withdraw or money transaction form Current account:

- § Has to be signed by the Chairperson, the Treasurer and one of the remainin g Board members.

Cash withdraw or money transaction form Savings account:

- § Has to be signed by the Chairperson, the Treasurer, the Secretary and at least two other board members.

7.5 Terminations of debts

The group credits will not touch the private wealt h (mali binafsi) of a member of a group, unless of cause a member chooses to donate.

8. DECLARATION OF FOUNDING MEMBERS

We whose names and address are subscribed desires to be formed into an organization in pursuance with the constitution, do hereby set o ur hands to be the founding members of Ifakara Community Group (ICG).

No.	NAME	ADDRESS	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Date... Day..... 2006.

Signed and delivered by the fou nder members in witness to the above signatories.

Full name.....

Signature.....

Postal Address.....

Qualification.....