



THE CONSTITUTION AND BYLAWS

(revision 2 May, 2009)

PREAMBLE:

Having generally and firmly resolved in harmony with the right to choose a means whereby we shall be organized as per our aspirations, evangelization, unity, and love for all development and prosperity, we do hereby resolve these Articles to be adopted and do constitute to form the constitution.

ARTICLE I: NAME OF THE ORGANISATION:

The name of this organization shall be

BASE CAMP UNITED CHRISTIAN FOUNDATION.

ARTICLE II: TYPE OF ORGANISATION

This is an indigenous grass root community organization, non governmental organization with community services. The headquarters of the organization shall be in Kasese District.

The physical address shall be

**BASE CAMP UNITED CHRISTIAN FOUNDATION
P.O. BOX 364
Kasese, Uganda.**

VISION

Peaceful and harmonious living

MISSION

Identification and minimizing causes of poverty, promotion of culture of nonviolence, reconciliation, promotion of education and harmonious living.

GOAL

Having a self-sustainable, developed and empowered community living under a cool environment.

ARTICLE III: AIMS AND OBJECTIVES

1. To instill a sense of self help among the youth and the adults
2. To help those disadvantaged to attain knowledge and eventually assist those to attain specialized skills so that they can be job creators.
3. To create employment opportunities.

4. To conserve the environment.
5. To keep the youth mentally and physically occupied to reduce rebel activities and boredom.
6. To curb illiteracy among the youth and adults.
7. To bring the members in both spiritual and physical life
8. To help the women and adolescents among the community, particularly those who are destitute, to meet social needs.

ARTICLE 1V: MEMBERSHIP

Subsection 1: Definition of membership

- (a) voluntary
- (b) open to founding members and others from the public

Subsection 2: Types of Membership

A. Life membership;

Under this type only the founding members qualify, these founding members shall also pay a certain fee as membership.

B. Full membership

Shall be open to all people provided one shall pay a contribution, membership fee which can be paid in once and within one month. The fee shall be determined by the founders and executive board. Money paid is nonrefundable and can not be claimed.

C. Allied membership. This type shall be open to non-Ugandans whose services are involved in developmental areas similar to that carried out by Base Camp United Christian Foundation.

Subsection 3: Recruitment of Membership

Membership applications shall be made and presented to and approved by founding members and the executive board, before the applications are registered in the register of members.

Subsection 4: Rights and Obligations

1. To participate in the preceding and activities of the general meeting with voting rights and abides by this constitution, rules and registered
2. Elect or be elected to some portion on the executive committee of the organization
3. Make use of the facilities of the organization as shall be agreed upon by the board.
4. To be elected or nominated to represent the organization at any function.
5. To appear in the members' register having paid the entire membership fee and to abide by the rules and regulations of the organization.

Subsection 5: Withdrawal of Membership

1. The organization may, be the resolution of the general meeting, require a member to withdraw temporarily if she/he engages in any activities that damages or are likely to damage the reputation of the organization.
2. The members may voluntarily withdraw upon giving notice in writing to the Executive Board
3. Any member, who fails to meet or fulfill his /her financial obligation within one month following registration as a member, shall have his/her membership terminated immediately.
4. The founder or manager may suspend a member from the organization and refer the matter to the general meeting for further action of the same.

ARTICLE V: ORGANIZATION STRUCTURE

1. The general meeting
2. The executive board

3. The management
4. The patron

SECTION 1: FUNCTIONS AND POWER:

A) General meeting;

- a) Supreme decision making board on all matters.
- b) Elect the office bearers of the executive board, the committees, management and the patron
- c) Approve policies, programs, project work plans, and annual budgets.
- d) Determine fees for all categories of membership, amend or endorse audited statements or accounts and balance sheets submitted by the executive board or committee.

(B) Executive Board/ Committee

The Executive Board/Committee shall consist of

1. The Director/Manager,
2. The assistant director,
3. General Secretary,
4. The Treasurer,
5. Project Coordinator, and
6. Other members.
7. All members of the executive board shall serve for a term of five years. If found capable, a member may be re-elected for a second term. Term limits shall not exceed ten (10) years.

Functions and Powers of the Executive Committee:

1. Be the policy making board of the organization
2. Be responsible for recruitment, promotion and dismissal of the established staff for the general smooth running of the organization.
3. Design work plan, budget, programs and projects
4. Make strategies for raising funds and control of finance.
5. Determine subcommittees to be set up for specific tasks
6. Have the right to engage any person with technical skills
7. Have power to call an emergency meeting.
8. Decide on the establishment of branches and recruitment of branches staff.

DIRECTOR/MANAGER

1. Shall co-ordinate activities of the organization.
2. Shall preside over all meetings of the organization
3. Have power on day to day operations of the organization
4. Have right to declare a meeting open or adjourned with at least half of the registered members present
5. Be chief custodian of all official organizational records and committee minutes.
6. Shall be a signatory on the bank account.

ASSISTANT DIRECTOR

In the absence of the Director, the Assistant Director shall chair committee meetings.

1. May represent the Director in any function.
2. Shall perform duties assigned to him/her by the Director.

SECRETARY

1. Be secretary for the executive board and officers and keep records.
2. Liaise with the Director/ Manager in the drawing and publishing agenda and notices for all meeting of the executive board/committee and general meetings.
3. Keep and updated register of members and properties.
4. Shall be a signatory to bank account of the organization.

TREASURER

1. Receive all membership payments clients' shares donations, grants and loans and any other funds and supervision its custody

2. Keep all financial records and accounts
3. Draw up budget and present financial statement to the executive committee and the general meeting
4. Be signatory to the bank a/c of the organization
5. All cheques must be signed by two of the three signatories to the account: The Director, the Secretary and/or the Treasurer.

COMMITTEES

1. Finance Committee- (Chairman to be Treasurer)
2. Project and Implementation Committee
3. Gospel and Gospel Music Committee
4. Administrative Committee

MANAGEMENT

The executive board or committee shall institute and allocate duties

ADMINISTRATIVE MANAGER;

1. The overall supervisor of the management and established staff of the organization.
2. Perform the day to day operations and administration of the organization.
3. Carry out any other duties as shall be assigned to him by the executive board/committee.

ARTICLE V1: ELECTIONS

SECTION 1: EXECUTIVE BOARD/COMMITTEE

- a) The general elections of the executive board/committee shall be carried out by the general meeting after 5 years.
- b) Every executive member shall be eligible for working or elected on rotational basis by the general meeting.
- c) Nominations shall be by one proposer and two seconders.
- d) Voting shall be the show of hands or by standing behind the candidates or any other method agreed upon by the majority.
- e) A member may be re-elected after his term of office has expired.

SECTION 2: COMMITTEES

- a) Election of new committees shall be conducted after every 3 years
- b) A member may be re-elected on the committee after his/her term of office has expired.

ARTICLE V11 MEETINGS

SECTION 1: GENERAL MEETINGS

1. The general meeting shall be held every 5 years for general elections of the executive board/committee.
2. An annual meeting (general) shall be held at the end of a year to review purposes of the executive board.
3. The emergency general meeting may be held on receipt of complaint.
4. Notice of all meetings shall be given to the members by the secretary 3 weeks in advance or shall include the agenda for the meeting.
5. If there is no general meeting for three consecutive years, the executive shall be deemed dissolved.

SECTION 2: EXECUTIVE COMMITTEE BOARD MEETINGS

1. The executive board/ committee shall meet 5 times a year.
2. Notice of meetings shall be prepared and served by the secretary of the executive board a week in advance or three days for emergency meetings.

SECTION 3: COMMITTEE MEMBERS

1. Meetings of the special committee shall be convened once a month.
2. Notice of the meetings shall be called by the administrative manager or his delegated assistant.
3. If there are no committee meetings for a year such committee is deemed dissolved and then the patron shall call an emergency general meeting for appropriate action.

SECTION 4: THE QUORUM

- a) At least more than half of the total voting members and two thirds of the executive board/committee shall constitute the quorum at general meetings.
- b) If the quorum fails twice members present shall carry on the meeting.

ARTICLE VIII: FINANCES

SECTION 1: THE FINANCES OF THE ORGANIZATION

1. Membership and annual subscription fee.
2. Any financial contributions from members, well-wishers and concerts
3. Donations and grants.
4. Money released from fundraising.
5. Any other sources decided upon by the executive and approved by the majority of members in the general meeting.

SECTION 2: SUPERVISION OF FUNDS AND PROPERTIES

1. All money on behalf of the organization shall be banked on the organization's a/c
2. The Treasurer shall deposit all funds and cheques with the bank and shall not keep money outside the account of the organization.
3. Power to withdraw money shall rest with the executive board and the signatories. The Director shall be principal signatory. His signature must appear on all the cheques and all withdrawals along with at least one of the other two signatories - either the Treasurer and/or the Secretary. Funds and properties acquired on behalf of the organization shall be used only by the organization and for the organization.
4. All money, paid interest on money lent or borrowed shall be determined by the executive and approved by the general meeting.
5. The executive shall keep custody and make use of the seal on behalf of the organization on all transactions and important documents.
6. An auditor shall be appointed by the executive and the organization be audited at least twice in 3 months before general meeting.
7. All branch department finances shall be managed by the central office of the Treasurer and controlled on the account of the organization.

SECTION 3: CORRUPTION

- a) Any member who embezzles funds or property shall be asked to pay back the money or replace the property or the matter be taken to the court of law.
- b) Any member found to have mishandled or cause damage to the organization property through carelessness or malice shall be asked to repair or to replace and as shall be determined by the executive board.
- c) The executive board shall suspend a member at any level due to offences listed in this document and others, provided the decision shall be approved by at least two thirds of the members.
- d) Any member who shall have been found guilty shall be suspended or dismissed from the organization without compensation or without demanding any thing from the organization, if so must have written and approved by the board.

ARTICLE IX: VOTE OF NO CONFIDENCE

1. A motion of vote of no confidence in the executive board/committee or individual member shall be supported by at least one half of total voting members at the general meeting.
2. Any member resigning or otherwise shall handover a signed statement of affairs of his/her office and all relevant documents to the executive.

ARTICLE X: DISSOLUTION

1. The organization may be dissolved by resolution of the general meeting provided the motion shall be carried by at least two thirds majority of present members.
2. Such a motion shall be written and signed by at least three quarters of full paid up members of the organization and the decision of the general meeting shall be final.
3. Any member of the public who shall have invested in the organization shall receive the services of the organization he/she shall not expect profits since the organization is non-profit making.
4. In case of sealing or closure, the organization shall settle debts, the remaining money or properties/assets shall be supplied to a similar community based organization having the same aims and objectives. This shall be approved by the general meeting.

ARTICLE XI: PROVISION FOR CONSTITUTIONAL AMENDMENT

1. This document or any part thereof shall be amended unless the motion for such amendment shall be supported by at least half of the members present.
2. Notice of the intention to amend the constitution and the articles to be amended shall be communicated to the secretary within 30 days. The secretary shall circulate the intention to all members in a reasonable time before the motion is debated.

ARTICLE XII: FOUNDING MEMBERS

We, the founding members of the organization, hereby abide to follow the stated articles and memorandum stated by founders of this organization.

And all members must abide with the rules/laws or articles stated under this constitution.

We abide with the rules governing non-governmental organizations given by the government.