

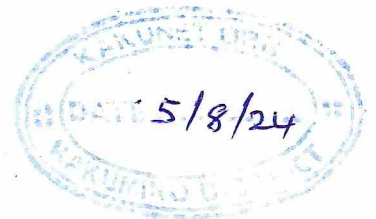


THE REPUBLIC OF UGANDA

**THE CONSTITUTION
OF
KAKUMIRO PEOPLE LIVING WITH HIV/AIDS/TB
NETWORK ORGANIZATION (KAKUNET)**

KAKUMIRO HEALTH CENTRE IV

KAKUMIRO DISTRICT



Email: kakunet256@gmail.com

Web: www.kakunet.org

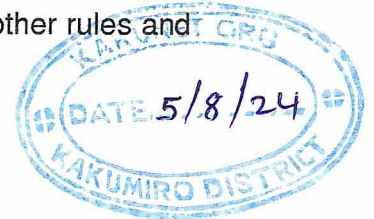
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Article 1: Name, Address and Background of the Association

- (a) The name of the association shall be Kakumiro People Living with HIV/AIDS Network Organization (**KAKUNET**).
- (b) The organization shall be registered first as a Network for PLHAs.
- (c) The organization shall be independent, non-partisan and shall keep within its mandate in accordance with the provisions of the constitution, other rules and regulations made.



Background

Kakumiro People Living with HIV/AIDS Network Organisation (KAKUNET) started on 19/3/2015 with 22 members, later members kept on increasing and in 2017 they had 52 members. The members decided to come together and form a network to share challenges being faced by people infected by HIV/AIDS, mobilise and sensitize communities about started as a way to promote togetherness and strong working relations amongst members. The Network shall operate in Kakumiro District.

Article 2: Location of the office

The organisation offices shall be located in Kakumiro Health Centre IV Kakumiro Town East Cell, Central Ward, Kakumiro Town Council, Kakumiro District.

Article 3: Goal

To empower people infected and affected by HIV/AIDS socially, spiritually, emotionally and economically through social economic transformation.

3.1 Vision

United PLHAs groups with one voice working together for an improved way of life

3.2 Mission

To develop and sustain positive strategies to live with the virus and to strengthen knowledge about HIV and AIDS, give and receive emotional, social and spiritual support.

Article 4: Objectives

- To share experience confidentially, gain self-confidence, make friend and develop a public voice.
- To provide support to members to adhere to medicine including ARVs and medicines for OIs.

- Make informed decisions about safe motherhood and infants/children to comprehensive pediatric care services including EID.
- Link and refer members to HIV prevention, care, treatment and support services including community and social services.
- To build capacity of members to utilize the available resources for sustainable development.
- To protect the rights of access to formal primary/secondary education of children impacted by tragic aftermath disease (HIV/AIDS), Child-headed orphans/families, etc in the district that absolutely have no other means of accessing education and to provide these children with access to human rights knowledge
- To strengthen the capacity of the communities to advocates, cares for and support children impacted by dreadful pestilence (HIV/AIDS), child-headed families
- To promote and encourage awareness raising and advocacy activities through creative presentation such as Drama, Radio talk show, Debating competition, etc.
- Community sensitization and mobilization on HIV/AIDS, stigma, discrimination, etc through creative presentation such as Drama, Debates, poems, etc.
- Promoting and encouraging education to families affected by HIV/AIDS especially orphans left through provision of school fees, uniforms, scholastic materials to re-enter formal schoolings.

Article 5: Membership

Membership shall be characterized under the following aspects;

- All people infected and affected by HIV/AIDS.
- Must be of sound mind, well behaved, trustworthy and cooperative.

5:1 Categories of Membership

- **Full membership:** opened to all persons that meet the eligibility criteria as laid down in **section 5** of this constitution
- **Associate Membership:** Non-profit institutions active in development, which do not meet the Full membership eligibility criteria as laid down in **section 5** of this constitution



- **Honorary Membership:** An individual who has made unique, seminal contribution to the field of social work is eligible for election to Honorary Membership. The number of Honorary Members cannot exceed one (1) in a calendar year. Under extraordinary circumstances, the Board of Directors may exceed the normal yearly limitation. Election required the unanimous vote of the Executive. A Member of the Organization may nominate someone to the status of Honorary Membership by sending a brief (not longer than one page) advocacy statement discussion the candidate to the Chairman Executive Board

Article 6: Rights and obligation of members

Subject to the provision of this constitution every member shall have a right to:

- Defend the constitution.
- To take full and active part in decision making concerning policies and their implementation.
- Receive and disseminate information on all aspects of the group, policies and activities.
- Take part in election and be eligible for elections to any elective office within the structures of the group.
- Must be willing to subscribe as resolved by meetings at any time.

Article 7: Termination of membership

Membership shall cease in case a member;

- Dies, the next of kin will take up her membership.
- Loses sanity.
- Is dismissed in accordance to the constitution and the code of conduct.
- Becoming incompetent to perform her duties.
- If she applies to leave the association. Such a member shall inform the executive
 - Termination a member will get 100% of his savings only.
 - Death a member will get 100% interest and savings.



Article 8: Leadership and its functions

8.1 Executive shall;

- Be responsible for the smooth running of the association.

- (b) Shall make policy recommendations.
- (c) Supervise the implementation of the policies.
- (d) Set strategies to control finances in the association.

8.2 Office bearers

Composition of the Executive Committee

It shall be composed of the following as determined by the general assembly;

- i) Chairperson
- ii) Vice Chairperson
- iii) Secretary
- iv) Treasurer
- v) Mobilizer/Publicity Secretary

8.3 Functions and Powers of the Executive members

1. The Chairperson

Shall be elected by the General assembly

- (a) Be responsible for ensuring that the association pursues its mission, objectives and functions as defined by the constitution.
- (b) Shall perform ceremonial duties which the organization may call upon him/her to do.
- (c) Preside over all meetings of the organization.
- (d) Assign duties and responsibilities to the executive and members of the association.
- (e) Sign official documents and is a principal signatory to all bank accounts and financial transactions for the association.
- (f) The Chairperson shall have a casting vote
- (g) The chairperson chairs all the meetings
- (h) Shall be the executive head and spokesperson of the organization
- (i) The Chairperson shall provide leadership to the Organization and shall unless prevented by illness or sufficient cause, preside over all meetings of the Executive committee and at all General Meetings.
- (j) Shall be the association spokesperson.



2. Vice Chairperson

She/he shall deputize the Chairperson to perform the above functions and others as may be assigned by the Chairperson from time to time.

3. General Secretary

- (a) Shall take and prepare minutes of the executive and general assembly.
- (b) Shall sign all official documents of the group.
- (c) The secretary general issue notices concerning all meetings e.g. executive committee and members general meetings.
- (d) The secretary general reads the previous minutes to the organization members as a way of reminding them of the previous meetings issues discussed.
- (e) The secretary general is responsible in helping in drafting and subsequently publishing the constitution.
- (f) He/she will be responsible under the direction of the organization for proper filling and custody of all documents.
- (g) Shall undertake any other assignments as instructed by the chairperson.
- (h) Shall keep all records of the association.



4. Secretary for Finance/Treasurer

- (a) He/she is responsible for collecting and recording the funds in the group.
- (b) Shall supervise and prepare proper accountability
- (c) Shall prepare and present an income and expenditure
- (d) The Treasurer shall be responsible to the Executive Committee and to the members that proper books of accounts of all moneys received and paid out by the Organization are written up, preserved and available for inspection and audit as well as being a signatory to the organization account.

5. Mobilizer/Publicity secretary

- (a) Shall be responsible for resource utilization
- (b) Shall act as a chief mediator
- (c) Shall be the advisor of the association

Article 9: Terms of office and elections

9.1: Term of office

Duty bearers shall be in office for **two years**.

9.2: Procedure of the elections

- (a) The eligible voters shall be paid membership fee.
- (b) The candidate shall be nominated by the voters and seconded by two voters.
- (c) An opinion leader shall be invited to preside over the elections.
- (d) The elections shall be by secret ballot or any other method approved by the general assembly.
- (e) In case of election tie up, they will be repeated twice and finally the presiding officer shall have the casting vote.

9.3. Election

An observer who is not a member of the organization will be called upon to observe elections to ensure free and fair elections for members. This individual must be of high dignity and respected member of the society. He/she must have served in a relevant activity before.



9.4. Elections and Electoral Process

The electoral process/system shall comply with the following principles;

- (a) Freedom of all members to exercise their rights to elect their leaders of interest.
- (b) There shall be gender balancing i.e. 2/3 of members elected shall not be of the same sex.
- (c) Elections shall be conducted after every 2 years of which a new organization will assume office. Unless otherwise stated.
- (d) There shall be fair representation of persons with disabilities.
- (e) Universal suffrage based on the aspiration for fair representation and equality of vote and free and fair elections which are;
 - By acclamation or secret ballot.
 - Free from violence intimidation, improper influence or corruption.
 - Transparent
- (f) Candidate for election to comply with code of conduct.
- (g) In every election, all candidates or office bearers to be elected shall comply with code of conduct prescribed by the organization norms.

9.5: Vote of no confidence

Any executive member is subject to a vote of no confidence in case she/he is guilty of any misconduct that may cause loss or lead to the collapse of the group. Such a member will lose his/her seat after collecting two thirds (2/3) of signatures for all members of the group against such a person, then a meeting shall be convened for that matter.

Article 10: The Seal and Stamp

Kakunet shall have a common seal which shall be kept at the Offices and shall be affixed on all documents executed on behalf of Kakunet in the presence of the chairperson and the secretary.

Article 11: Appointment of a member

The executive may from time to time and at any time appoint any member of the organization, in case of vacancy, or by way of addition, to the executive; provided that the prescribed maximum is not thereby exceeded and provided also that the proposal to appoint any new member of the executive under this section shall be set out in a formal resolution forming of the notice convening the executive meeting.

The appointed member shall put his/her acceptance in writing accepting the offer given to him/her.

Article 12: Meetings

12.1: Annual General Meeting

The Assembly shall meet in ordinary session quarterly and the quorum shall be $\frac{2}{3}$ of the members. Meetings shall meet once every year. In case of an emergency, the meeting shall always take place as determined by the chairperson. Meetings shall start at 1:00pm and end not later than 6:00pm except in emergency situations.

The General meetings shall always discuss the following;

Discuss budgets, proposals and policies, approval of plans, approve and terminate membership, discussing financial reports, approval and disapproval of previous minutes, giving collection of interest among others.

12.2: Executive meetings



The executive meeting shall meet at least every month and a person who dodges meetings without genuine reasons shall be given a vote of no confidence and the meeting shall always propose policies and plans.

Article 13: Finances and their management

The source of funds to the association shall include;

- Savings.
- Interest earned
- Fines
- Loans from financial institutions for example banks, micro-finances etc.
- Donations from individuals and NGOs

13.1: Banking

The group shall run and operate a bank account in a commercial Bank.

The Bank Account shall be operated by 3 signatories;

- i) The chairperson
- ii) Treasurer
- iii) Secretary



Money collected shall be kept by the treasurer; the treasurer shall keep monies not more than 1 week. All monies above that shall be deposited on the Bank Account. The Authority to deposit and withdraws shall be done by any 2 signatories but the chairperson shall be the principle signatory.

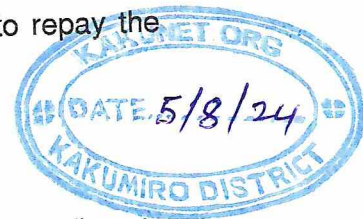
13.2: Group Records

- a) Members register.
- b) Minutes Book.
- c) Visitors Book.
- d) Loan Register
- e) Receipt Book
- f) Cash Book.

Article 14: Saving and Credit Rules.

- ❖ Saving is a mandatory to all members in the group; a compulsory saving shall be made as determined by the group from time to time.

- ❖ The members shall access credit after satisfying members of investments to which the money will be invested.
- ❖ Interest rate chargeable is 20% of the total amount to members only per month.
- ❖ The borrower shall be an active fully paid up member.
- ❖ The member shall present 2 guarantors form the group and one from his/her family before accessing credit.
- ❖ Security should be greater than the loan and documents to verify ownership of security shall be given to the association leadership before credit is offered and the security must double the money one is borrowing.
- ❖ The members shall maintain powers of denying a member to access credit in case they doubt a member.
- ❖ Any member who shall default the association's money or fails to pay the loan in time, her collateral security pledged will be sold immediately to repay the loan.



Sharing out

- Sharing out of profits and interest earned shall be done according to member's interest.
- All members shall pay back money owned before share out is made.
- Audit of all incomes; savings, interest earned shall be audited then later share out.
- Members shall share out monies according to how they saved.

Article 15: Rules and regulations of the group

- a) The Executive Committee may have powers to formulate by-laws, regulations and policies that are not contrary to the articles of this constitution. But shall be approved in the general meeting.
- b) Half of the members shall approve the rules and regulations.
- c) Members who abuse the group image shall be warned 3 times failure to comply will lead to expulsion.
- d) Decision making shall be by raising the hands.
- e) Confidentially of members inform will be treated with at most care and if done otherwise it may lead to termination.
- f) In case of mismanagement of organizations funds the perpetrator shall be required to pay the money before she/he is fined.

Article 16: Audit and Auditor

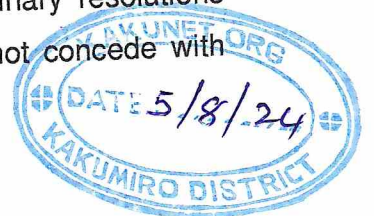
An auditor shall be appointed for the following year by the Annual General Meeting from among members of the Organization. All the Organizations accounts, records and documents shall be open to the inspection of the auditor at any time. The Treasurer shall produce an account of his/her receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than four weeks and not more than eight weeks before the date of the Annual General Meeting. The auditor shall examine such annual accounts and statements and either certify that they are correct, duly vouched and in accordance with the law or report to the Organization in what respect they are found to be incorrect, unvouched or not in accordance with the law.

The organization's books of accounts will be open for self-audit by organization members and external audits by any other responsible authority.

Article 17: Amendment of the constitution

The constitution shall be amended in whole or part if at least $\frac{2}{3}$ rd of the members are present and through voting in the general meeting.

The general meeting of the group may from time to time by ordinary resolutions increase on the provisions of this constitution provided they do not concede with other laws of Uganda.



Article 18: Dissolution

It shall be dissolved by $\frac{3}{4}$ of the members and all puppetries and finances that remain after setting all debts and liabilities, the same that remains shall be transferred to another organisation with similar objectives.

Article 19: Declaration

This constitution is here now endorsed after clearly understanding it through interpretation in our local languages that is Runyoro/Rutooro, Runyakore/Rukiga, Luganda and therefore confirmed by the members of the association as a building document of all the members whose names and signatures are shown below on this

10th June Day of 2021

KAKUMIRO PEOPLE LIVING WITH HIV/AIDS NETWORK ORGANISATIONS

NO	NAME	Title	Sex	Sub-county	Contact	Signature
1.	Kirikarama Charles	C/person	M	Bwanswa	0785978389	<i>Kirikarama</i>
2.	Kitone Hellen	Treasurer	F	Central	0786141377	<i>Kitone H.</i>
3.	Basemera Julian	Secretary	F	Central	0777298278	<i>Basemera J.</i>
4.	Nanyonjo Teddy	V. C/person	F	Bwanswa	0750647540	<i>Nanyonjo</i>
5.	Kazibwe Fred	Information	M	Kabworo	0783685702	<i>Kazibwe</i>
6.	Judith Nalweyiso	Member	F	Kakumiro T/C	0774974025	<i>Judith</i>
7.	Barongo John	Member	M	Kasambya	0778568650	<i>Barongo</i>
8.	Mpabaisi Joseph <i>Posi Anjo</i>	Member	M	Bwanswa	0782700103	<i>Mpabaisi</i>
9.	Ndugwa Lawrance	Member	M	Kyabasaija	0756642258	
10.	Nyamaizi Mercy	Member	F	Kakumiro T/C	0789710460	
11.	Florence	Member	F	Kisengwe S/C	0779388473	
12.	Faustine Nalubega	Member	F	Kisengwe	0770600522	
13.	Birungi Magret	Member	F	Bwanswa		
14.	Sewanyana J	Member	M	Bwanswa	0771024684	
15.	Tumusiime Scovia	Member	F	Kisengwe	0781545553	
16.	Ntemu	Member	M	Kibijjo	0759609889	
17.	Katusabe Teopista	Member	F	Bwanswa		
18.	Bazudde Annet	Member	F	Bwanswa	0779650092	
19.	Sebulime	Member	M	Kyabasaija		
20.	Nasali Nawume	Member	F	Kibijjo	0753302220	
21.	Nanyonga Florence	Member	F	Kasambya	0757052315	<i>Nanyonga</i>
22.	Matia M	Member	M	Kasambya		<i>Matia M</i>
23.	Semalembeke	Member	M	Kibijjo	07752206625	
24.	Kyalimpa John	Member	M	Kasambya	0781751994	
25.	Byenkya Mathias	Member	M	Bwanswa	0775918012	<i>Byenkya</i>
26.	Nabawanuka	Member	F			
27.	Byamukama	Member	M	Kisengwe	0773347062	
28.	Kawadwa Desiderius	Member	M	Bwanswa	0782431514	
29.	Byamukisa Francis	Member	F	Kakumiro T/C	0750021271	
30.	Namakula Annet	Member	F	Bwanswa	0789073184	
31.	Kyalugaba E	Member	M	Bwanswa	077243057	
32.	Kakooza G	Member	M	Kakumiro T/C	0751613991	

33.	Kwezera	Member	F		0754345296	
34.	Kyaterekera M	Member	M	Bwanswa		
35.	Kiiza David	Member	M	Kibijjo		
36.	Byaruhanga John	Member	M	Kibijjo		
37.	Sekate Stephen	Member	M	Kabworo	0784387798	
38.	Byaruhanga John	Member	M	Kasambya	0755387425	
39.	Tumukunde Evarin	Member	F	Kakumiro T/C		
40.	Tumuhimbise Edita	Member	F	Kasambya	0772252121	
41.	Malime Tomas	Member	M	Kakumiro T/C		
42.	Naiga Scovia	Member	F	Kasambya	0751125890	
43.	Namatovu B	Member	F	Kakumiro T/C	0773252028	MAIGWA
44.	Nyamaizi Mary	Member	F	Kakumiro T/C	0789710460	Nyamaizi Mary
45.	Nabazira Caroline	Member	F	Kakumiro T/C	0755794723	Nyamaizi Mary
46.	Sunday Judith	Member	F	Kakumiro T/C	0771370073	Nabazira C.
47.	Kisakye Spisioza	Member	F	Kakumiro T/C	0780106011	Sunday Judith
48.	Lukwago Pascol	Member	M	Kakumiro T/C	0777260538	
49.	Posiano Galabuzi	Member	M	Kakumiro T/C	0789661776	
50.	Sekate John	Member	M	Kakumiro T/C	0785329035	
51.	Kabonesa	Member	F	Kitaihuka	0788800700	
52.	Nsemerairwe Kakamire	Member	F			
53.	Ainabyona Martin	Member	M	Kisengwe	0775473007	
54.	Nakazibwe Joice	Member	F	Kitaihuka	0757129001	Nakazibwe Joice

55 Rabyanga Margaret member f Kasungu 0772313337 MK-

56 Mbabazi Anukwa member f Nyamanda 07774721238

57 NANTONNE PLAXETA MEMBER KASAMBYA 0775656091

58 Kyaligonza

58 Kyaligonza magret 0782541680

59 Kasigwa Stephen Member Kifulumba 0782587393/07518

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