

THE SUPREME CONSTITUTION  
OF  
**COMMUNITY EMPOWERMENT FOR CREATIVE INNOVATIONS (CECI)**

*"We set our eyes to an Empowered, Peaceful and Self-reliant Youth Community"*



Adopted on: 23<sup>rd</sup> May, 2017

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## **CHAPTER ONE**

### **ARTICLE ONE (1): NAME OF THE ORGANISATION**

- 1.1 The name of the organisation shall be Community Empowerment for Creative Innovations.
- 1.2 Its short name will be CECI (Hereinafter referred to as the organisation).
- 1.3 No person, organization or group may use the name or seal or any symbol of the organisation without the prior written approval from the organization higher authority.

### **ARTICLE TWO (2): AREA OF OPERATION**

- 2.1 The activities of the organisation shall be confined to the republic of Uganda and the funds of the organisation shall be applied within this area.
- 2.2 The organisation shall further more accept contributions from outside the republic of Uganda.

### **ARTICLE (3): AIMS AND OBJECTIVES, PROGRAM THEMATIC AREAS, STRATEGY APPROACH AND CORE VALUES**

#### **3.0 VISION**

An Empowered, Peaceful and Self-reliant Youth Community.

#### **3.1 VISION STATEMENT**

To build an Empowered, Peaceful and Self-reliant community of youth who, creative and innovative, contribute meaningfully to socio-economic development and achievement of sustainable peace in the indigenous communities they live in.

#### **3.2 MISSION**

To innovatively use recreational activities, education and other innovative approaches to address social problems and transform community-based conflicts into a culture of peace and non-violence; and facilitate youth engagement and empowerment at the grass-roots level.

#### **3.3 OBJECTIVES**

Community Empowerment for Creative Innovations (CECI) seeks to;

1. Build peace and improve social cohesion among refugees and with host communities
2. Build skills to support development and peace
3. Promote girl child education and early childhood development

4. Increase community knowledge and understanding of HIV/AIDs care and prevention
5. Eradicate Gender Based Violence
6. Green the environment
7. Foster creativity and innovation among youth in their respective fields of practice

### 3.4 PROGRAM THEMATIC AREAS

- 1) **Peace building and Reconciliation:** CECI works to promote peaceful resolution of disputes and reconciliation, build and increase peaceful coexistence and social cohesion among refugees and with host communities through dialogues, negotiations, debates, group discussions, trainings/workshops, recreational activities, poems, media programs and community and school outreaches.
- 2) **Livelihood:** interventions are aimed at building skills to support development and peace, build resilience and increase employability through vocational or entrepreneurial skill trainings, trauma healing and income generating activities.
- 3) **Education:** CECI's interventions are aimed at promoting girl child education and early childhood development through advocacy, increasing community understanding and knowledge about HIV/AIDs care and prevention, and eradicating Gender Based Violence (GBV) in all its forms by going beyond awareness creation to capacitating victims to act.
- 4) **Environmental management:** CECI works with the community, stakeholders and well-wishers to green the environment through tree planting and community education on conservation of environment.

### 3.5 STRATEGY APPROACH

The CECI project activities, facilitated by CECI employees and volunteers, shall be executed in a way that is people-led; hence the voice of beneficiaries will always be taken into consideration to guide the process throughout projects implementation. We always appreciate and recognize positive endeavours from individuals, communities and national and international governmental and non-governmental organizations. The organization always considers the following approaches during its program implementation process:-

- a) **Participatory Approach:** we encourage our beneficiaries to participate actively in our programs right from the needs assessment to the implementation, monitoring and evaluation and sharing of lessons learned
- b) **Community Centred Approach:** CECI puts the community in the forefront to all its programs
- c) **Co-ordination and Collaboration:** CECI work and coordinate its activities with the government and non-governmental organizations, refugee structure and the line ministries within its operation areas
- d) **Accountability and Transparency:** All the program activities and corresponding budget allocated for those particular programs are transparent; anyone at any time can have access to this information, if requested.
- e) **Needs Driven Approach:** Program activities will not be imposed from the topmost but are selected based on the demand made by the beneficiaries.

### 3.6 CORE VALUES/GUIDING PRINCIPLES

In order to win the trust and confidence of the citizens, civil society organizations, the government institutions, partners. Organizations, donor and international communities and any other persons or organizations that may in another way interact with Community Empowerment for Creative Innovations the organization shall be embraced and guided by the following values and principles:

- a) **Teamwork:** We believe everyone has strengths which are valued by the organization and can be used whenever possible listening to and respecting each other while working together can lead to beneficial results
- b) **Honesty:** We are open and honest in all dealings and maintaining the highest integrity at all times
- c) **Commitment:** We will work within timeframes always, unless urgent circumstances mean it has to renegotiate new time-frames with all parties
- d) **Professionalism:** We shall at all times act with integrity, providing quality service, being reliable and Responsible
- e) **Personal Development:** We value learning, feedback, coaching and mentoring. Coaching and mentoring are not new to the organization; at CECI we coach and mentor one another. All opportunities for our own learning are pursued.

### ARTICLE FOUR (4): POWERS

- 4.1 In order to achieve its aims the organisation shall:
  - 4.1.1 Raise money
  - 4.1.2 Employ staffs
  - 4.1.3 Open bank accounts
  - 4.1.4 Organise courses and events
  - 4.1.5 Acquire and manage buildings
  - 4.1.6 Take out insurance
  - 4.1.7 Work with others and exchange information.
  - 4.1.8 Do anything that's lawful which will help it to fulfill its aims.

## CHAPTER TWO

### ARTICLE FIVE (5): MEMBERSHIP

- 5.1 Membership of the organisation shall be open to any person above the age of 18 or any person who is interested in helping the organisation to achieve its aims, willing to abide by the rules of the organisation and willing to pay the subscription fees agreed by the Executive Board.
- 5.2 Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- 5.3 Every individual member and each organisation shall have one vote at every general meeting.
- 5.4 The membership of any member may be terminated by the Executive Board for acting not according to the constitution and professional ethics but the member has a right to be heard before a final decision is made.

- 5.5 The chairperson of the Executive Board shall have the right to delegate a member of the executive boarder general assembly to attend meetings to which the organisation has been invited.

## **ARTICLE SIX (6): MEMBERS' RIGHTS:**

- a) Every member of the organisation shall have the right to;
- b) Full participation in all proceedings and activities of the organisation
- c) Question and raise concerns about the way affairs of the organisation are being managed.
- d) Propose and contribute ideas for effective implementation of the objectives of the organisation
- e) To elect, and be elected as leader in any of the positions of the organisation.
- f) To submit proposals and statements to the management committee for consideration on any matter that affects him/her or the organisation in general.
- g) To enjoy freedoms and rights bestowed by this Constitution and any such rights equally enjoyed by the other members of Organisation.

## **CHAPTER THREE**

### **ARTICLE SEVEN (7): MANAGEMENT**

- A The organisation shall be administered by a management committee of seven (7) officers and not more than 12, other members elected at the organisation's annual general meetings (AGM).
- B The officers of the Executive Board shall be: the Chairperson (Executive Director), the treasurer (Finance Manager) and the Secretary (Administrator/Program Manager).
- C **Term of office:** executive board will serve for a period of three (3) years which has been agreed to by the general membership at an AGM. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.
- D **Vacancies:** The executive board must, as soon as reasonably possible, appoint someone to fill any vacancy.
- E **Disqualification or Termination**  
Any person shall cease to be a member of CECI under the following conditions:
  - i. If any Office Bearer does not attend three meetings in a row, without having applied for and obtaining leave of absence

from the executive board, then the Board will find a new member to take that person's place.

- ii. Membership can be terminated at owner's request provided no accountability is being demanded by the organization from such a member. Such a member can terminate his or her membership by giving three (3) months' notice in writing to the management committee who shall go ahead to announce such a decision before the General Assembly through the Secretary General.
- iii. Where a member is guilty of gross misconduct and/or loses social integrity or misappropriation of funds.
- iv. Based on its investigation, the board shall decide by 2/3 of majority of its members to suspend a member provided the matter is submitted before the General Assembly for the final decision.
- v. In this context, the member must have lost the sense of the organization's values and principles and the decision shall have to be taken after such a member is warned twice (two) times and given time for defense before being disqualified.
- vi. Any person who fails to pay subscription fees for a year shall automatically cease to be a member of the organization.
- vii. Any member who has resigned or ceased to be a member under the Clauses (vi) of this sub-section can still renew his/her membership upon the payment of membership and subscription fees and becoming actively involved in the activities of the Organization.
- viii. If the Secretary for Finance or any other office bearer of the Executive resigns before his or her term of office expires, such a member shall hand over a signed statement of the affairs of his or her Office and any other property or documents belonging to the organization at his or her possession to the Secretary General or the Chairperson of the organization.
- ix. In case of an occasion for the resignation of the whole, the Chairperson of the Executive Body shall collectively tender the resignation to an Extra Ordinary General Assembly meeting who shall nominate Acting chairperson to complete the remaining term of office before the next general election or call for an early general election whichever is convenient.

## **CHAPTER FOUR**

### **ARTICLE EIGHT (8): THE EXECUTIVE COMMITTEE:**

The Executive Committee shall be the governing body of the organisation to be elected by the General Assembly for a term of three (3) years and shall compose of the following composition:-

1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Vice secretary
5. Treasurer
6. Vice Treasurer
7. 2 Members

And such executive positions as the General Assembly may deem fit.

## **ARTICLE NINE (9): DUTIES OF THE OFFICERS**

### **A Chairperson (Executive Director)**

- i. Shall be the Head of the organisation, official representative and shall act on the instruction of the Executive Committee or the General Assembly.
- ii. Shall negotiate deals and contracts in consultation with Executive Committee members on behalf of the organisation.
- iii. Shall preside at Executive Committee, Annual General or Special meetings of the organisation but shall not vote unless where there is a tie of votes and the circumstances require him or her to vote.
- iv. Shall ensure progress, order, and discipline during the organisation operations.
- v. Shall be a link between the organisation and its partners, donors, other organisations and government institutions.
- vi. Shall be the executive head of the Organisation and of the Executive Committee.
- vii. Shall have powers to call for emergency meetings of the Executive as well as of the General Assembly.
- viii. Shall take emergency decisions on behalf of the Executive Committee on extra ordinary circumstance and shall report to the Executive Committee for confirmation and ratification within two (2) weeks from the date of making the decision.
- ix. Represent the organisation at functions /meetings that the organisation has been invited.
- x. Act as spokesperson for the organization when necessary.

### **B Secretary (Administrator)**

- I. Maintain the membership list.
- II. Deal with correspondence.
- III. Collect and circulate any relevant information within the organisation
- IV. Shall be the secretary to the organisation.



- V. Shall, in consultation with the chairperson draw up and publish the agenda for the executive meetings of the Executive Committee and any meeting of the General Assembly.
- VI. Shall keep all the records and proceedings of all meetings of the General Assembly and the Executive Committee.
- VII. Shall sign all necessary documents, debt and instrument of the organisation requiring his/her signature except where specifically provided for and approved by the General Assembly or the Executive Committee.
- VIII. Shall maintain a record of and use of the facilities of the organisation by members for their private benefits.
- IX. Shall keep in safe custody all documents of the organisation.
- X. Shall perform other duties as assigned to him/her by the chairperson and with approval or knowledge of the General Assembly or the Executive Committee.

#### **C Treasurer**

- i. The custodian to all finances, assets, and equipment's of the organisation.
- ii. A prime signatory to the organisation's account(s).
- iii. Responsible for the pulling and implementation of all the financial decision.
- iv. Prepare and present financial records to the General Assembly.
- v. Collect terminal subscriptions and contributions.
- vi. In charge of all records of subscription, grants and donations to the organisation.
- vii. Organize fund raising as decided by the General Assembly or the Executive Council.

### **CHAPTER FIVE**

#### **ARTICLE TEN (10): FINANCE**

- 1. Any money obtained by the organisation shall be used only for the organisation.
- 2. Any bank accounts opened for the organisation shall be in the name of the organisation.
- 3. Any cheques issued shall be signed by the treasurer and one other nominated official.

### **CHAPTER SIX**

#### **ARTICLE ELEVEN (11): ANNUAL GENERAL MEETING (AGM)**

- a. The organisation shall call an annual general meeting (A.G.M) in the month of May.
- b. All members shall be given at least fourteen days' notice of the A.G.M and shall be entitled to attend and vote. The quorum for the A.G.M shall be (50+1) of the members expected to attend.

- c. The annual general meeting must be held once every year, towards the end of the organisation's financial year.
- d. The business of the AGM shall include:
  - i. Receiving a report from the chairperson on the organisation activities over the year.
  - ii. Receiving a report from the treasurer on the finances of the organization.
  - iii. Make any changes to the constitution.
  - iv. Enable members to decide on the policies of the organisation.
  - v. Considering any other matter as may be decided.

## **ARTICLE TWELVE (12): SPECIAL GENERAL MEETING**

- a. A special general meeting may be called by the executive boarder by any of the administration members to discuss an urgent matter.
- b. The Special General Meeting (SGM) or any other special meeting is held outside of the normal or regular meetings.
- c. Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.
- d. The secretary shall give all members fourteen days' notice of any special general meeting (S.G.M) together with notice of the business to be discussed.
- e. All members shall be entitled to attend and vote.

## **ARTICLE 13: ORDINARY MEETINGS**

- i. Ordinary members' meetings are conducted to complete a standard order of business of the organization. These are held thrice a quarter and are attended by the general assembly.
- ii. The meetings of the Board will be held at least thrice a quarter or when a need arises from time to time to conduct the business of the Board.

## **ARTICLE 14: NOTICES OF MEETINGS**

- 14.1** The Chairperson of the Board shall convene meetings. The Secretary must let all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.
- 14.2** However, when convening an AGM, or a Special General Meeting, all members of the organization must be informed of the meeting no less than fourteen (14) days before such a meeting.
- 14.3** Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.
- 14.4** The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

- 14.5** All members present in person at any meeting shall be deemed to have received notice of such meeting.

## **ARTICLE 15: MAKING DECISIONS IN MEETINGS**

- 15.1 Where possible, the decisions of the organizations shall be taken by consensus. However, when there is no consensus, then members will discuss options for a while and then call for a vote.
- 15.2 All votes shall be counted and the majority votes on an issue shall be regarded as the decision of the meeting
- 15.3 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.
- 15.4 All members must abide by the majority decision.
- 15.5 Decisions concerning changes to this constitution, or of dissolution and closing down of the organization, shall only be dealt with in terms of clause 11 and 12 of this constitution.

## **CHAPTER SEVEN**

### **ARTICLE 16: QUORUMS**

- i. Quorums for all meetings of the organization shall be a simple majority (**50% + 1**) of relevant members who are expected to attend.
- ii. However, for the purpose of considering changes to this constitution, or the dissolution of the organization, then a two thirds ( $\frac{2}{3}$ ) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.
- iii. All meetings of the organization must reach a quorum before they can start.
- iv. If, however a quorum is not present within thirty five (35) minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.
- v. If no quorum is present at the reconvened meeting with forty five (45) minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

## **CHAPTER EIGHT**

### **ARTICLE 17: ALTERATIONS TO THE CONSTITUTION**

- 17.1 Any changes to this constitution must be agreed by at least two-thirds of those members present and voting at any general meeting.
- 17.2 No amendments may be made which would cause the organisation to close down or stop to function or die away.

### **ARTICLE 18: DISSOLUTION**

- 18.1 The organisation may be wound up at any time if agreed by two-thirds of those members present and voting at any general meeting.

- 18.2 In the event of winding up, any assets that remain after all debts have been paid shall be given to another non-profit making organization/group with similar aims. The organization's general meeting can decide what organization this should be.

#### **ARTICLE 19: DECLARATION**

We therefore declare that these by-laws were deliberated by all members and are hereby accepted as correct and supreme.

This constitution was adopted at the general meeting of the organisation on (Date) 23<sup>rd</sup> May, 2017.

Signed by:



Mr. Juma Robert John Paul  
Chairperson Board, CECI



Mr. Baba Michael Nigo  
Vice Chairperson Board, CECI



Mr. Patrick Chandiga Justine  
Secretary Board, CECI