



**PRESIDENTIAL INITIATIVE FOR WEALTH AND JOB CREATION –
(EMYOOGA)**

THE CONSTITUTION OF

..... **MYOOGA ASSOCIATION**

Drawn by the Members

Dated: Day of -----day of -----Month Year 2020

Arrangement of Articles: EMYOOGA Associations

Preamble	2
Article 1: Name of the Emyyoga Association.	3
Article 2: Supremacy of the Constitution.	3
Article 3: Location and Address of the Emyyoga Association.	3
Article 4: Guiding Principles.	3
Article 5: Aims and Objectives of the Emyyoga Association.	4
Article 6: Membership.	4
Article 7: Group Committees.	6
Article 8: Powers and Functions of the Committees.	6
Article 9: Group Leadership.	7
Article 10: Election and Tenure of the Executive Committee.	7
Article 11: Meetings.	8
Article 12: Dispute Resolution.	8

Constitution of

.....

ASSOCIATION

Preamble

Recognizing the importance of getting together to create jobs and Wealth of members in our association and household;

Aware that the Government of the Republic of Uganda is encouraging the formation of Emyooga Associations and SACCOs in order to promote Savings culture and practice internal lending and where applicable access loans, seed capital and other resources that could develop members as a group;

Committed to tackle development challenges collectively other than as individuals for our betterment and prosperity;

Do hereby establish an ASSOCIATION to be known as
..... **EMYOOGA ASSOCIATION**

Dated day of year 2020.

Article 1: Name of the Group.

The name of the Group shall be

..... **EMYOOGA**
ASSOCIATION

Article 2: Supremacy of the Constitution.

This Constitution shall be the binding law of the group. Any inconsistency with it shall be null and void to the extent of its inconsistency.

Article 3: Location and Address of the Association.

The association shall be located in:

Village/cell

Parish/ward/zone.....

Sub-county.....

Constituency

District.....

Article 4: Guiding Principles.

This group shall be guided by the following principles in all its activities, transactions and operations:

1) Transparency

There shall always be transparency and complete openness among members of the group in the transaction of its business; the group shall, in dealing with any institution, organization, individuals, association, groups, whether Government of the Republic of Uganda and its agencies or outside Uganda demand and encourage transparency.

2) Accountability

All group members shall be accountable to each individually and collectively as a group. In the exercise of the principle, all members shall present before the group details and receipts/evidence of activities implemented for the approval of the group members.

3) Democracy

The life and activities of the group shall run on the principles of natural justice, fairness and good faith.

4) Team work

Members shall always work as a team towards any activities of the group.

Article 5: Aims and Objectives of the Group.

- 1) To undertake an economic enterprise/Omyooga to wealth of members and their families.
- 2) To empower members by providing employment opportunities.
- 3) To set up a saving fund to help members save and lend, to enhance members' income levels.
- 4) To increase members' access to credit and other services including external loans, seed capital, grants among others
- 5) To undertake any such activities such as Training and receiving advisory services to the benefit of the group and its members.
- 6) To ensure that members engage in development both as a group but also individually.

Article 6: Membership.

1) **Eligibility.**

Membership of the Group shall be 10-30 members who:

- (a) To be a member of -----Emyooga Association, UGX -----Nonrefundable membership fee will be paid to the Savings Group Account
- (b) Are Ugandan youth aged 18 and above years
- (c) Are bonafide residents of the same Village/Cell, Parish/Ward/Zone and Sub-county/Division/Town Council?
- (d) Is a community member of sound mind and law abiding.
- (e) Is acceptable to all group members to be a member.

- (f) Is willing to participate in group activities and fulfill group obligations including repayment of loans.
- (g) If the membership of certain parish emyooga is more than 30, a second or 3rd Or 4th Emyooga in the same parish of similar enterprise will be formed.

2) Rights of Members.

Every group member shall:

- (a) Be entitled to attend all group meetings.
- (b) Vote and be voted to any committee position.
- (c) Share profits and losses arising from the activities of the group.
- (d) Have unrestricted access to all books of accounts maintained by the group.
- (e) Be entitled to request for special General Meeting.
- (f) Take part in activities of the group.

3) Responsibilities of Members.

Every group member shall:

- (a) Attend all meetings of the group.
- (b) Participate actively in project implementation in accordance with the group activity schedule.
- (c) Participate as a committee member.
- (d) Initiate and formulate policies for approval in the annual general meeting.
- (e) Exercise control on effective use of resources.

4) Liability of Members to the Group

- (a) In line with the guidelines of Emyooga Programme implemented under the Ministry of Ministry of Finance, Planning and Economic Development, members shall:
 - i. Co-guarantee one another for purposes of implementation of the financed Project.
 - ii. Ensure that individually and collectively they meet all the obligations spelt out for beneficiaries under the Emyooga Programme.
- (b) Group members who leave the group shall remain liable to the group until all the funds received under the Emyooga Programme are well utilized to benefit each other
- (c) Group members who leave the group shall not be entitled to benefits derived from group project funded under the Emyooga Programme.

5) Cessation of Membership.

A member shall lose membership only when he/she:

- (a) Dies.
- (b) Decides to vacate the group on his/her own will subject to article 6(4) b-c.
- (c) Has been expelled by the group for misconduct.
- (d) Fails to attend group activities as prescribed by the group.
- (e) Fails to attend three consecutive group meetings of the group without genuine reason in writing.

Article 7: Group Committees.

There shall be the following committees: Project Management Committee, Loan Committee and Social Accountability Committee. Each member shall belong to one of the above committee.

Article 8: Powers and Functions of the Committees.

- 1) Association Management Committee

The Association Management Committee shall have 5 members and shall ensure that the project is properly managed in a transparent, efficient and effective manner to meet the objectives of the group. In doing so they shall:

- (a) Shall represent the Association at the District Emyooga SACCO
- (b) Mobilize members to actively participate in project implementation.
- (c) Ensure accuracy and proper maintenance of group records.
- (d) Award contracts to contractors/service providers.
- (e) Monitor and supervise contractors,
- (f) Make payments for all eligible expenditure.
- (g) Prepare and submit monthly progress and financial reports to the group and sub-county.

2) Loan Committee

The Loan Committee shall ensure that a loan/lending policy is in place in accordance with the group activity plan: The Association loan Committee must evaluate and establish clear guidelines and conditions (documented in the Association constitution) pertaining to:

- The loan period;
- The maximum loan size;
- The service fee;
- Purpose of the loan – as a consideration for approving the loan
- Loan verification activities

3. Social Accountability Committee

The Social Accountability Committee shall ensure that group activities are done in accordance with agreed processes by the group and conform to ethical standards and shall promote transparency, accountability and value for money, focusing on elimination of collusion, corruption, inequitable sharing of resources and benefits, gender exclusion and nepotism.

Article 9: Group Leadership.

The Association Management Committee shall form the executive of the group leadership and shall be composed of 5 people who will be nominated and seconded by members. These will include;

- 1) The Chairperson who shall:
 - (a) Preside over all group meetings and shall in case of a tie have a casting vote.
 - (b) Be the group spokesperson.
 - (c) Prepare the agenda of the meetings of the group in consultation with the Secretary.
 - (d) Ensure that all decisions made by the group are properly implemented.
 - (e) Be a principal signatory to any group bank account.
- 2) Vice Chairperson who shall assist and deputize the Chairperson.
- 3) The Secretary who shall:
 - (a) In consultation with the Chairperson, convene all the group meetings by sending invitation to all members in an agreed manner.
 - (b) Keep updated records of the group affairs including minutes of meetings and membership records?
 - (c) Promptly send notice for group meetings or other matters concerning the group.
 - (d) Record decision of group meetings.
 - (e) Be a principal signatory to any group bank account.
- 4) Assistant Secretary who shall deputize the Secretary.
- 5) Treasurer who shall:
 - (a) Receive and disburse under the direction of the Project Management Committee, all monies of the group.
 - (b) Ensure that all financial transactions of the group are recorded and kept for audit purposes.
 - (c) Receive or pay all monies for the group and issue or receive receipt for payments.
 - (d) Keep proper records of all financial matters of the group.

- (e) Draw up financial accountability statements.
- (f) Perform any other duty of a financial nature on behalf of the group.
- (g) Be a principal signatory to any group bank account.

Article 10: Election and Tenure of the Executive Committee.

- 1) The executive shall be elected from amongst the members and by the members of the group for a term of two (2) years.
- 2) The election of the executive committee shall be by secret ballot.
- 3) The terms of office for which the executive committee is elected under paragraph one above shall expire at the end of the second year.
- 4) Any executive committee member of the group shall be nominated and seconded by any other member in a meeting.
- 5) Any nominated and seconded member to serve on the executive committee shall receive not less than two thirds votes of all the members of the group present at the meeting.
- 6) Where a vacancy occurs in the office of any executives committee other than by reason of expiry of the term for which the holder of the office was elected, the person elected to fill the vacancy shall hold the office for the remaining period of that term.
- 7) Any member of the executive may resign his/her office by writing under his/her hand giving reasons for the resignation. He/she shall stay in his/her office until the group elects his/her successor.
- 8) A person who has vacated his/her office shall be eligible for any other office provided his/her vacation of the previous office had not been due to gross misconduct.
- 9) Any executive member may be removed from office for inability to perform the functions of his/her office arising from infirmity of body or mind or for misbehavior and shall be removed for misbehavior by half of the members present in a meeting.

Article 11: Meetings.

- 1) There shall be weekly, monthly and annual general meeting of the group. The Chairperson may convene a general meeting anytime to discuss a specific subject as may be necessary for the proper functioning of the group business.
- 2) Decisions of the entire group or of its committees shall be by a simple majority of the votes of members present at the time of voting.
- 3) The Chairperson shall have a second casting vote in case of a tie at any meeting of the group.
- 4) All meeting of the group shall not be used as a platform for character assassination, discussion of personal business of any member of the group, and to further ones political or religious ideology.

Article 12: Dispute Resolution.

- 1) All disputes shall be resolved amicably by the group through internal meetings.
- 2) In case this fails the matter can be referred to a reputable member in the community including the recommenders and local council leaders.
- 3) Should this fail, the matter may be taken to the Community Development Officer at the Sub-County/ Division/Town Council.
- 4) The District/Municipality/City Authority shall be the last level of appeal for arbitration.

We the members whose names and signatures/ thumbprints appear below do hereby adopt, enact and give to ourselves this constitution

of.....

This.....day.....

year.....

NO	NAME	POSITION	NAME OF ZONE & PARISH	TEL CONTACT	NATIONAL ID NIN	SIGNATURE
1		Chairperson				
2		Vice Chairperson				
3		Secretary				
4		Treasurer				
5		Secretary				
6		Member				
7		Member				
8		Member				
9		Member				
10		Member				
11		Member				
12		Member				
13		Member				
14		Member				
15		Member				

NO	NAME	POSITION	NAME OF ZONE & PARISH	TEL CONTACT	NATIONAL ID NIN	SIGNATURE
16		Member				
17		Member				
18		Member				
20		Member				
21		Member				
22		Member				
23		Member				
24		Member				
25		Member				
26		Member				
27		Member				
28		Member				
29		Member				
30		Member				

.....Emyooga Association
WORKPLAN 2020/202021.

No	Activity	Objectives	Location	Responsible person	Time frame	Means of verification	
1.	Registration of the group	To acquire a certificate of operation				Certificate acquired
2.	Account opening	To improve on financial management				Account opened
3.	Group meetings	To improve on performance of the groupvillage parish	Executive members	Weekly	Attendance & reports
4.	Loans & Savings	To empower the members financially village parish	Development committee members	Weekly	loans and savings scheme
6.	Improve on our ----- Omyooga Enterprises	To improve on welfare of the members village parish	Executive members	Continuous activity	Business improved
7.	Total					

