

**CONSTITUTION
OF
KYOBE MUHAMMAD FOUNDATION
(KMF)**

1. NAME AND LOCATION

The organization shall be known as KYOBE MUHAMMAD FOUNDATION (KMF).

1.2 Location

The registered head office of the Foundation shall be situated in Kawempe Division, Makerere III Parish, Kampala, Uganda. Branch offices may be opened in other communities when the need arises.

1.3 Status

The Foundation shall be a non-partisan, non-political Community-Based Organization (CBO) operating under the governance and guidance of this Constitution.

1.4 Affiliation

The Foundation may affiliate with local, national, and international organizations with similar objectives and aims.

2. VISION, MISSION, AND OBJECTIVES

2.1 Vision

- To create empowered, inclusive, and climate-resilient communities where every youth, woman, orphan, and vulnerable child has the opportunity to live with dignity, hope, and equal access to sustainable development.

2.2 Mission

To transform lives by providing education, skills development, economic empowerment, child protection, environmental conservation, and humanitarian support through innovative community-led programmes and strategic partnerships.

2.3 Objectives

The objectives of the Foundation shall be to:

1. Promote entrepreneurship development and skills training among members and the community.
2. Improve and increase income levels of members through sustainable livelihoods.
3. Promote unity, solidarity, and community cohesion.
4. Sensitize the community on proper waste disposal and environmental conservation through recycling and climate action.
5. Provide support to members and the community in times of challenges.
6. Empower youth through vocational training, entrepreneurship, and leadership development.
7. Protect and support orphans and street-connected children through rehabilitation, education, and family reunification.
8. Promote access to quality education for vulnerable children and youth.

3. MEMBERSHIP

3.1 Eligibility

Membership shall be open to any person, provided the applicant is of good character and is approved by the Executive Committee.

3.2 Registration

Membership shall be attained after full registration by the Foundation authorities.

3.3 Age Requirement

A fully recognized member shall be above 18 years of age.

3.4 Fees

Every member shall be required to pay application, membership, and sitting fees as agreed upon by the Foundation. These fees may be subject to increment or reduction as deemed appropriate.

3.5 Assessment

The General Assembly must assess the applicant thoroughly before registration as a member.

4. TERMINATION OF MEMBERSHIP

Membership shall cease upon:

1. Death of the member.
2. Voluntary withdrawal, formally in writing or informally with or without informing the Executive or General Assembly.
3. Expulsion due to misconduct or violation of the Foundation's laws and regulations. Provided there is no outstanding loan from the member, the person ceasing to be a member shall be repaid their savings after deduction of any charges and debts owed.
4. Failure to attend five (5) consecutive meetings without a sound reason.
5. Acts contrary to the interests of the Foundation e.g., theft, routine misbehaviour, etc.
6. Failure to fulfill the aims and objectives of the Foundation.

5. ORGANS OF THE FOUNDATION

The organs of the Foundation shall include:

- | | |
|----------------------------|---------------------------------|
| 1. Annual General Assembly | 6. The Secretariat |
| 2. Quarterly Meetings | 7. Procurement Committee |
| 3. Executive Committee | 8. Project Management Committee |
| 4. Patron | 9. Other community leaders |
| 5. Advisory Committee | |

6. THE GENERAL ASSEMBLY

6.1 Composition

The General Assembly is the Supreme Authority of the Foundation and shall consist of Committee Representatives, the Executive Committee, the Secretariat, and representatives of other stakeholders.

6.2 Functions

The duties of the General Assembly shall be:

1. To determine the general policies for fulfilling the Foundation's objectives.
2. To approve, appoint, and disappoint any member of the Executive Committee.
3. To decide on eligibility for membership.
4. To discuss and approve the Annual Work Plan and Budget.
5. To approve the Constitution and any amendments (By-Laws).
6. To discuss and approve reports presented by the Executive Committee and the Secretariat.

7. THE EXECUTIVE COMMITTEE

7.1 Composition

The Executive Committee shall consist of seven (7) members.

7.2 Functions and Duties

The Executive Committee shall:

1. Organize meetings of the General Assembly.
2. Prepare and present the Annual Report and audited accounts to the General Assembly.
3. Make appointments to the Secretariat with guidance from the General Assembly.
4. Oversee the day-to-day running of the Secretariat.
5. Carry out activities and programmes in line with the objectives of the Foundation.
6. Organize functions as agreed by the General Assembly.

8. THE PATRON

8.1 Functions and Duties

The Patron shall:

1. Conduct lobbying and advocacy in the interest of the Foundation.
2. Be the chief fundraiser for the Foundation.
3. Liaise with development partners to ensure smooth networking and success.
4. Perform other roles as assigned by the Executive Committee and the General Assembly.

9. THE ADVISORY COMMITTEE

9.1 Functions and Duties

The Advisory Committee shall:

1. Guide and defend the Foundation in case of any challenges.
2. Form the leadership of the Disciplinary Committee.

10. ROLES AND RESPONSIBILITIES

10.1 Chairperson

1. Heads the Foundation Committee.
2. Chairs all meetings.
3. Signs minutes after confirmation by the meeting.
4. Signatory to the bank accounts.
5. Accounting officer to the General Assembly.
6. Presides over all General Meetings.
7. Guides members on what to do and when.
8. Works hand in hand with other leaders in the smooth running of the Foundation.

10.2 Vice Chairperson

1. Deputies the Chairperson in their absence.
2. Performs duties as directed by the Chairperson.

10.3 General Secretary

1. Calls for meetings.
2. Signatory to the bank accounts.
3. Presides over internal elections.
4. Organizes and prepares agendas for meetings.
5. Prepares and reads minutes of meetings.
6. Takes custody of records and updates registers.
7. Records all meeting proceedings.

10.4 Treasurer

1. Prepares and organizes financial reports.
2. Serves as the financial controller.
3. Handles all financial accountabilities.
4. Banks and withdraws money on behalf of the Foundation.
5. Collects and receives all money belonging to the Foundation.
6. Signatory to bank accounts.
7. Maintains proper books of accounts.
8. Keeps all receipts and expenditures records.
9. Approves fundraising and expenditures.

10.5 Public Relations Officer

1. Serves as the speaker for the Foundation internally and externally.
2. Represents the Foundation in external meetings and functions.

11. ELECTIONS AND VOTING

1. 11.1 Elections

General elections for the Executive Committee shall be held every two years and shall be overseen by the General Assembly. By-elections may be held when necessary.

11.2 Voting Procedure

1. A General Assembly meeting shall be convened for elections.
2. Three-quarters ($\frac{3}{4}$) of members must be present to form a quorum.
3. Nomination of candidates shall be done openly by members with seconders.
4. Candidates shall brief the members.
5. Voting shall be done by secret ballot, supervised by members.
6. Votes shall be counted openly.
7. Results shall be declared openly.

12. FUNDING

The Foundation shall receive and raise funds from the following sources:

1. Entrance fees (membership)
2. Subscription fees (renewal)
3. Fines
4. Members' savings deposits
5. Donations
6. Grants
7. Loans approved by all members
8. Proceeds from the sale of the Foundation's property
9. User fees from loans given out

13. THE PROCUREMENT COMMITTEE

13.1 Functions and Duties

The Procurement Committee shall:

1. Be responsible for buying, purchasing, and selecting service providers.
2. Review procurement practices and ensure compliance with national public procurement regulations.
3. Ensure operating policies and procedures reflect best practices.
4. Ensure all tenders are conducted in a fair and ethical manner.

5. Ensure no conflict of interest exists with any director or executive connected to the procurement process.
6. Declare procurement processes flawed if conflict of interest is discovered and ensure the process is repeated fairly.
7. Ensure all bidders have the financial and operating capability to deliver under the terms of the tender or contract.
8. Periodically review the Limits of Authority governing financial limits.
9. Liaise with internal audit and independent auditors when wrongdoing is suspected.

14. THE PROJECT MANAGEMENT COMMITTEE

14.1 Functions and Duties

The Project Management Committee shall:

1. Ensure the smooth running of projects.
2. Review activity and resource planning.
3. Organize and motivate project teams.
4. Control time management and project duration.
5. Estimate costs and develop budgets.
6. Ensure customer and consumer satisfaction.
7. Analyze and manage project risks.
8. Monitor progress.

15. MEETINGS

15.1 General Meetings

General meetings shall be held every Sunday from 10:00 AM to 12:00 PM.

15.2 Executive Meetings

Executive meetings shall be held at least twice a month.

15.3 Emergency Meetings

Emergency meetings shall be held when the need arises.

15.4 Extraordinary Meetings

Extraordinary meetings shall be convened upon a written notice signed by three-quarters ($\frac{3}{4}$) of members.

15.5 Quarterly Meetings

Quarterly meetings shall be held every three (3) months to review general performance and financial standing.

Quorum: Not less than 25 members.

15.6 Meeting Procedures

1. An Agenda shall always be prepared to guide the meeting.
2. Confidentiality shall be maintained—meeting discussions shall not be disclosed outside.
3. Political and religious issues shall not be discussed during meetings.
4. Phones shall be silent; no calls shall be received during meetings.
5. A Patron or supervisory committee shall be present.
6. Members must abide by resolutions passed at General Meetings.

15.7 Penalties

1. Fine of 5,000 UGX for failure to attend three (3) consecutive General Meetings without a genuine reason.
2. Fine of 1,000 UGX for late coming.
3. Fine of 1,000 UGX for unnecessary disruptions during meetings.

16. AMENDMENTS

16.1 Procedure

This Constitution may be amended or altered when the need arises.

1. Amendments shall require a two-thirds (2/3) majority vote of registered members present at a General Meeting.
2. Proposals for amendments shall be considered by the Annual General Meeting.

17. DISSOLUTION

17.1 Procedure

Should the Foundation be dissolved, the following procedures shall be taken:

1. A resolution of two-thirds (2/3) majority of members present at four meetings convened for that purpose.
2. The General Assembly shall establish a committee to ensure orderly dissolution. This committee shall include at least two (2) founder members and at least two (2) members of the LC1 Executive of the local area.
3. The dissolution motion shall have been communicated to the Executive Secretary, who shall cause management to debate it and notify all organs at least two (2) months in advance.

18. SYMBOLS OF IDENTITY

The Foundation shall have the following symbols of identity:

1. Identity Cards
2. Motto, "Empowering Communities, Transforming Lives."
3. Official Stamp