



LWENGO DISTRICT NGO FORUM

P.O. Box 220743 Masaka (UG) Tel: +256 701324700 / +256 701860929
E-mail: lwengongoforum30@gmail.com

Our Ref. LNGOF/GEN/14/01/25

14TH JAN, 2025

**THE RIGHT HON. ATTORNEY GENERAL
P.O.BOX 7183 KAMPALA**

**RE: SUBMISSION OF ADDITIONAL DOCUMENTS VIDE COMPLAINT/APEAL
AGAINST THE WHOLE LEGAL OPINION BY THE LEARNED SOLICITOR GENERAL OF
ATTORNEY GENERAL'S CHAMBERS MBARARA REGIONAL OFFICE OF P.O.BOX 1318
MBARARA DATED 11TH OCTOBER, 2024 ON THE SUBJECT TITLED; LEGAL ADVICE
ON THE MOMERUNDIM OF UNDERSTANDING BETWEEN LWENGO DISTRICT LOCAL
GOVERNMENT AND LWENGO DISTRICT NGO**

The above reference refers,

Refer to DLAS157/420/01 dated 31st December,2024 by Solicitor General inviting Lwengo District Local Government and Lwengo district NGO Forum for a meeting vide the above Appeal at 11.00AM at your offices. I am hereby addressing you as follows;

1. That in that meeting, the Chief Administrative officer Lwengo who appeared with the community development officer made allegations that the recommendation letter recommending Lwengo NGO Forum was forged and fraudulent and that it did not come from the CAO'S Office .This is absolutely wrong since he was clear that he had not even come to Lwengo as CAO therefore he cannot challenge it. The burden lies on him to prove to the contrary. The officer who issued the same document on orders of CAO who was in office then is still in office he can be called by your office to ascertain and confirm that document if your office is to do justice but not to allow mere allegations by CAO to stand .The office of CAO has already certified the document

which CAO alleged it was a forgery. I therefore file this document with your office to guide you office to reach a just decision.

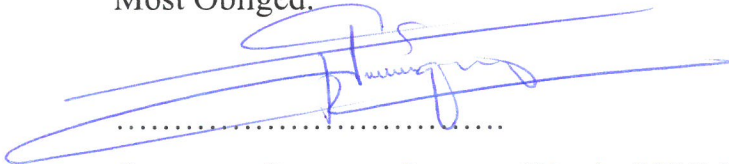
2. The issues in the Appeal lodged with your office are substantive matters of Law concerning Compliance with Non Governmental organizations Act, Non Governmental Organisations Regulations 2017, and Non Governmental Organisations Policy Laws of Uganda. Issues to do with Community development groups (CDO) which are registered by Sub counties and districts fall outside the legal regime concerning NGO'S Act.
3. That I Pray that this office appreciates that Lwengo district NGO FORUM is not unique in its registration. Various districts have various Forums and the registration procedure is the same as the one adopted by Lwengo district NGO FORUM and even forums at national Level. I am providing documents to work as an example to help your office on the same.
4. That Lwengo District NGO FORUM is a duly incorporated company under the Companies Act Laws of Uganda, Registered with Bureau of NGO'S obtained Operation permit allowing it to function as per the registered objectives. It was granted a letter of Good standing as a body that complied with the laws. Lwengo District NGO forum registered its name and logo as a trade Mark under the trade mark Act and there shall absolutely be no any other Forum to trade in the name of Lwengo District NGO Forum. Whoever will do so shall be held liable for infringement as the law requires.
5. That in this matter at hand the office of Attorney General should not be misled by the CAO Lwengo because there is no complainant complaining in this matter about a purported fictitious CDO disguising as forum. A forum in the language of NGO Act can't be a CDO it must be an NGO. How can a CDO which registers at a sub county network and supervise NGOS, CSCO'S which subscribe to NGO Act. This self explanatory. The CAO and the community development officer Lwengo are the complaints should we presume that they are the members of the alleged CDO group if so let them be clear because all we know is that there is no any complainant..
6. Last but not least I pray that you receive the following additional documents for further guidance.



- a) Certified copies of recommendation letters from CAO'S office recommending Lwengo district NGO Forum to the permanent secretary ministry of Gender Labor and social development and NGO Bureau executive director for registration as an NGO.
- b) A Letter of good standing for Lwengo District NGO Forum from NGO BUREAU dated 29th October 2024 referenced ADM/NGOB/41/60/5427
- c) A copy of trade mark for Lwengo District NGO forum
- d) Photocopies of Kalangala NGO Forum (for districts) and Uganda National NGO forum(for national level) as examples for registering as an individual legal person ltd by guarantee and registering as NGO but not registering as self regulatory body as alleged by CAO Lwengo and wrongly concurred with by Solicitor General Mbarara. Lwengo District NGO forum did not error to register the way it did and the BUREAU also did not error.

Since Lwengo District Local government participated in recommending Lwengo district NGO Forum to register should allow the MOU in Good Faith and since it is its own, blessed it after agreeing with the registered objectives MOU is mandatory and obligatory save for those NGO'S which are not indigenous. By the time they recommended Lwengo NGO Forum they knew there was no any other similar body but the current CAO LUJUMWA NATHAN who had even come to Lwengo and Mr MAZINGA the District community development officer has sinister and personal interests which should be disregarded in the interest of the large public which Lwengo District NGO Forum intend to serve.

Most Obligated.



.....
Corporate Secretary Lwengo District NGO Forum,
C.C Solicitor General Kampala.
C.C Chairperson LC5 Lwengo.

TELEPHONE 0702387219
Email: caolwengo@gmail.com
Website: www.lwengo.go.ug

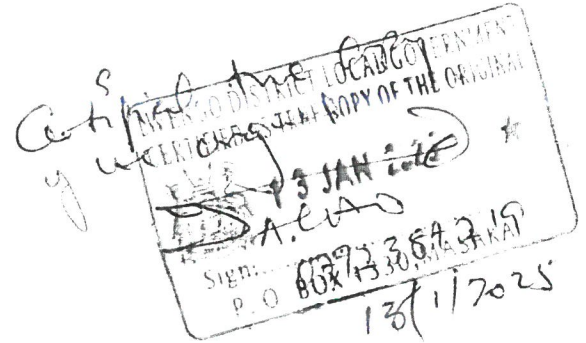


The Republic of Uganda

LWENGO DISTRICT LOCAL GOVERNMENT
Office of the Chief Administrative Officer,
P.O Box 1330, MASAKA

For any Correspondences please quote:

Date: 4th March, 2024



The NGO Bureau Executive Director
KAMPALA.

RE: ISSUANCE OF NGO PERMIT OF OPERATION TO LWENGO DISTRICT NGO FORUM

This is to request you for the issuance of an NGO Operation Permit to Lwengo District NGO Forum, an organization that operates in Lwengo District with her offices located in Lwengo Town Council.

The founder members are personally known to me and I have worked with them for 7 (seven) years. They are law-abiding citizens.

The organization registered under No: 80034087651764 on 21st February, 2024 and were awarded a Certificate of Incorporation.

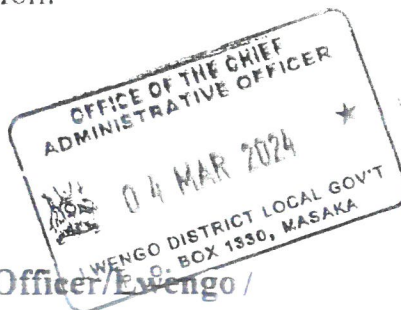
The purpose of this communication is to request you to issue them with an NGO Operation Permit.

Thank you for your cooperation.

Mugumya Wilfred

For Chief Administrative Officer / Lwengo /

Chairperson District Non-Governmental Organisation Monitoring Committee



TELEPHONE: 0702387219
Email: caolwengo@gmail.com
Website: www.lwengo.go.ug

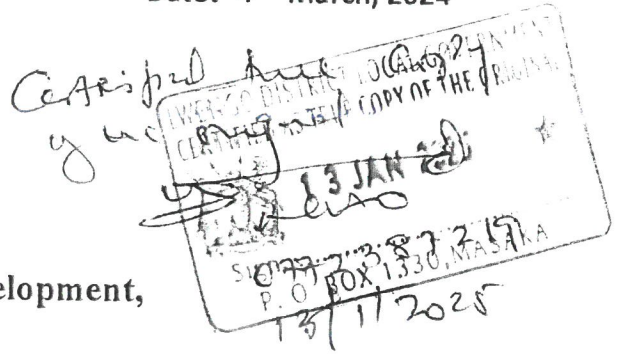


The Republic of Uganda

LWENGO DISTRICT LOCAL GOVERNMENT
Office of the Chief Administrative Officer,
P.O Box 1330, MASAKA.

9+For any Correspondences please quote:

Date: 4th March, 2024



The Permanent Secretary,
Ministry of Gender, Labour and Social Development,
KAMPALA.

RE: LWENGO DISTRICT NGO FORUM

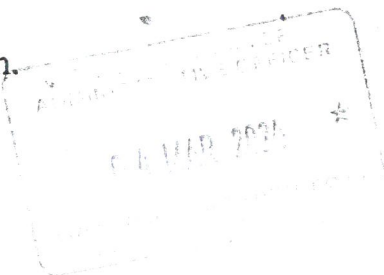
I wish to introduce to you Lwengo District NGO Forum, an organization that operates in Lwengo District with her offices located in Lwengo Town Council.

the Organisation is dully registered with Uganda Registration Services Bureau under No: 80034087651764.

It is against that background that I request you to recommend **Lwengo District NGO Forum** to the National Bureau for Non-Governmental Organisations for registration.

Thank you for your cooperation.

Mugumya Wilfred
For Chief Administrative Officer/Lwengo



NATIONAL BUREAU FOR NGOs

Plot 31A-35A, 37A-39A, Nile Avenue
3rd Floor, Kingdom Kampala

P.O. Box 24216 Kampala, Uganda

Executive Director: +256-313-287319

General Lines: +256-313-287300

WhatsApp: +256- 772770077

+256-313-287316



Our Ref: ADM/NGOB/41/60/5427

Your Ref:

info@ngobureau.go.ug, www.ngobureau.go.ug

29th October, 2024

To whom it may concern

LETTER OF GOOD STANDING FOR LWENGO DISTRICT NGO FORUM

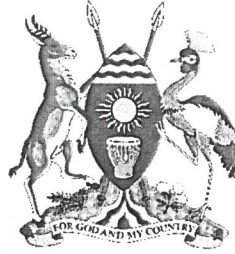
The National Bureau for Non-Governmental Organisations (NGO Bureau) is in receipt of a letter dated 6th September, 2024 from the above-named organisation requesting for a letter of Good Standing.

Our records indicate that the organisation is duly registered an Indigenous Organisation under File No. MIA/NB/2024/06/6162 and was issued with a Permit to Operate Number INDP0006162NB. The Organisation permit will expire on 13th June, 2029. The NGO is engaged in the fields of creating an accountable NGO sector, establishing a networked NGO sector with strong internal and external linkage to other factors among others. Its operations are in Lwengo District

Lwengo District NGO Forum's application was considered in accordance with our Objective provided for under Section 4 (c) of the NGO Act, 2016. I hereby recommend the applicant to carry out its activities on grounds that the organisation has fulfilled the relevant requirements and is a valid entity with a permit to operate.


Okello Stephen
EXECUTIVE DIRECTOR

Cc: Chief Administrative Officer



THE REPUBLIC OF UGANDA
TRADEMARKS ACT CAP. 225
CERTIFICATE OF REGISTRATION



The Trademark shown above has been registered in Part A of the Register in the name of LWENGO DISTRICT NGO FORUM in Class 45 under No. UG/T/2024/84281 as of August 29, 2024 in respect of: Legal services; personal and social services rendered by others to meet the needs of individuals.

Disclaimer: Registration of this trademark shall give no right to the exclusive use of the words "Lwengo District NGO Forum" except as represented.

Sealed at my direction, this 12th day of December, 2024



Digitally signed
by Kukunda
Lynette Africa
Date: 2024.12.18
12:08:39 +03'00'

Registrar of Trademarks



THE REGISTRAR OF TRADEMARKS
P.O. BOX 6848
KAMPALA

Registration is for seven years from the date first above mentioned, and may then be renewed, and also at the expiration of each period of 10 years thereafter.

NOTE: Upon any change of ownership of this Trademark or change in address, application should AT ONCE be made to the Registrar to register the change.

**THE REPUBLIC OF UGANDA
THE COMPANIES ACT [CAP. 85]**

**COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL**

**Memorandum
AND
Articles of Association
OF**

UGANDA NATIONAL NGO FORUM

Incorporated this day of, 2002.

DRAWN BY

***THE DIRECTORS,
P.O. BOX 4636,
KAMPALA.***



CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
107171517.41

15th

2025

THE REPUBLIC OF UGANDA

THE COMPANIES ACT CP. 85

COMPANY LIMITED BY GUARANTEE

AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

OF

UGANDA NATIONAL NGO FORUM

REGISTRY OF COMPANIES
KAMPALA

1. The name of the company is *UGANDA NATIONAL NGO FORUM*
2. The registered office shall be situated in Uganda
3. The objects for which the company is established are:
 - (a) To act as a Forum drawing together Non-Governmental Organizations (NGOs) registered and operating in Uganda and other groups working in Uganda, to discuss and adopt common strategies and to act collectively on matters of mutual concern to member NGO
 - (b) To maintain dialogue with the Government and other National and International NGOs and bodies on behalf of all member NGOs operating in Uganda.
 - (c) To undertake Advocacy and Lobbying of Government and other bilateral and multilateral bodies on issues of common concern to member NGOs.
 - (d) To promote dialogue, networking, and information exchange among the member NGOs on matters of mutual concern to the members.
 - (e) To establish and maintain a Database of the Member NGOs in order to promote better information exchange among member NGOs and other interested parties.
 - (f) To establish and maintain links with Umbrella NGOs, operating at National or at District level in Uganda and also with District NGO Fora, in order to realize any of the objective stated above.
 - (g) To lobby Government for legal and/or policy reforms that are geared towards creating a better environment for NGOs to operate effectively and efficiently in Uganda.

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

- (h) To develop strategies for representation of NGOs on Government bodies and Bilateral and Multilateral organizations to ensure full participation of member NGOs on issues of mutual concern to them.
 - (i) To develop a National Plan of Action and Programmes to carry out the objectives stated above, in accordance with this Constitution.
- 4 The income and property wheresoever derived shall be applied solely towards the promotion of the objects of the company as set forth in the Memorandum of Association and also any portion thereof may be paid, transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any of the members of the company. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any members or servant of the company in return for any services actually rendered to the company. If upon the winding up or dissolution of the company, there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall be given or transferred to some other institution or institutions having similar objects to the objects of the company or may be distributed among the members.
- 5 THE LIABILITY OF THE MEMBERS IS BY GUARANTEE:
- 6 Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while he is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and the costs charges and expenses of winding up, and for the adjustments of the rights of the contributors among themselves, and a membership of not less than 25,000/= (Twenty five thousand shillings).
- 7 The profits, if any, or other income of the Company wheresoever and whatsoever acquired shall be applied solely towards the promotion of the objects of the company as set out in this Memorandum of Association. The payment of dividends to member of the Company is prohibited. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any employee, servant, agent, consultant, advisor or to any member of a group or to any person in return for services rendered to the company.
- 8 In the event of winding up or censure or determination of operations of the company the remains after the satisfaction of all, its debts and liabilities, any property whatsoever, such shall be given or transferred to any body/bodies, institution(s) having wholly or partly similar objects in accordance with the wishes and desires of the bona fide donors to and contributions of the Company's funds, provided that managing or controlling organ of the Association for the time being exercising such control shall, have the power to determine the recipient body/bodies or institution(s) aforesaid.

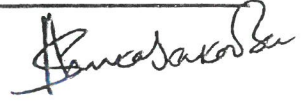
CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

We, the several founder members/legal entities whose names and Company or Association addresses are subscribed hereto are desirous of being formed into a company in pursuance of this Memorandum.

NAME OF SUBSCRIBERS AND POSTAL ADDRESSES	NUMBER OF SHARES TAKEN BY EACH SUBSCRIBER	SIGNATURES OF SUBSCRIBERS
--	---	------------------------------

1. HON.SHEILA KAWAMARA MISHAMBI
Chairperson



2. MR. SIMONS OKALEBO
VICE CHAIRMAN

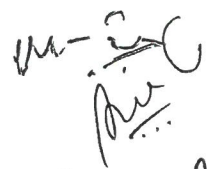


3. MS.SPECIOZA KIWANUKA
TREASURER

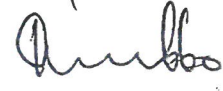


4. MR.AMOS GALIWANGO (DECEASED)
Member

5. MR. NICHOLAS SENYONJO
SECRETARY



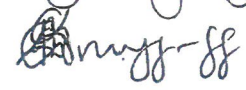
6. MR. RICHARD NUWAMANYA



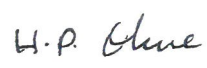
7. MRS. AGNES OBBO
Member



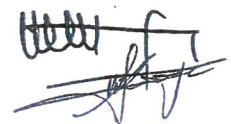
8. PASTOR SANTOS LABEJA
Member



9. MRS. GRACE KWIYUCWINY
Member



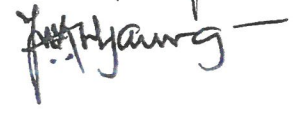
10. MS. HELLEN OLWEE
Member



11.MR. VINCENT RUTAGONYA
Member



12.MR. FRANCIS LUKOOYA
Member



13.Mr.J.K. ZIRABAMUZALE
Member

14.MR. WARREN NYAMUGASIRA
EX-OFFICO

ALL OF
P.O.BOX 4636,
KAMPALA

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

.....
Dated at Kampala this day of, 2002.

WITNESS TO THE ABOVE SIGNATURES:

Signature:.....

Names in full:

Postal

Address:

Occupation:

CERTIFIED TRUE COPY

CERTIFIED ON TUE 07 JAN 2025 14:15:17

FILED THIS DAY 15th OF OCTOBER 2024 11:51:41

IN THE

REPUBLIC OF UGANDA

THE COMPANIES ACT

ARTICLES OF ASSOCIATION

REGISTRAR OF COMPANIES OF KAMPALA

UGANDA NATIONAL NGO FORUM

PREAMBLE

We the members of the Group now here assembled on this day of in the year of our Lord two thousand one do hereby set our hands to the objects detailed in the Memorandum of Association of this company and voluntarily RESOLVE to and ADOPT these articles.

APPLICATION OF TABLE "C"

- 2. The Regulations contained in Table "C" in the First Schedule to the Companies Act Cap. 85 shall apply to the company in so far as the same are not varied by or reproduced in these articles of association.

INTERPRETATION

- 3. In these articles unless there be in the context anything inconsistent therewith:

"The Company" shall mean: UGANDA NATIONAL NGO FORUM

"The Act" shall mean The Companies Act Cap. 85 of the Laws of Uganda.

"Member" means any of the dully and fully registered persons in the Company in his representative capacity of the company represented.

"The Secretary" means a person elected to the executive committee as such.

Words and expressions defined in the Act shall except as hereinbefore provided have the meanings thereby assigned to them.

Words importing the singular number shall include the plural and vice versa.

Words importing the masculine gender include the feminine.

Words importing persons shall include bodies corporate and associations as are

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

hereinafter defined.

Article 4: MEMBERSHIP:

Membership shall also be derived from the following conditions-

- (a) Soundness and sanity of mind.
- (b) Above the age of seventeen (17) regardless of sex, colour and or religion
- (c) Churches which are registered in Uganda and other Religious Organisations who are not registered with the NGO Board.
- (d) Other representative Organisation such as Trade Unions and Cooperative Organisations which wish to become members.

Article 5: FUNDS:

- (i) Entrance fees as shall from time to time be determined by the executive committee and approval by the Board of Directors.
- (ii) Members annual contribution which shall be determined by the executive committee and approval by the Board of Director

Article 6: FORFEITURE OF MEMBERSHIP

A member shall forfeit his or her membership of the Association on the occurrence of any of the following-

- (i) upon death of the member;
- (ii) on voluntary resignation;
- (iii) on dismissal from the Association on disciplinary grounds; and
- (iv) failure to pay annual contribution within the prescribed time.

Only a member who unfortunately dies and another member of his or her family contributes to pay the annual contribution shall have that membership maintained by the one paying.

Article 7: RIGHTS & OBLIGATIONS OF MEMBERS

Every registered and paid up member of the Association shall-

- (i) be eligible to hold any office in the Association;
- (ii) have the right to vote at any Associations meeting;
- (iii) participate in any Association activity; and

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

- (iv) benefit from the Associations schemes.

Article 8: DUTIES OF MEMBERS

It is the duty of every member to:

- (i) exercise his or her rights and fulfill his or her obligations in as far as the Association are concerned.
- (ii) acknowledge and respect the rights of every member;
- (iii) contribute generously to any of the groups activities as and when called upon by the group.

Article 9: DISCIPLINE

The Executive Committee shall have powers to discipline any member who does not conduct himself or herself in a manner that portrays good image of the Association for failure to abide by the Association regulations and shall-

- (i) fine or warn such a member;
- (ii) suspend or expel any such member and exclude him or her completely from any of the Association activities.

Article 10: ADMINISTRATIVE ORGAN

The NGO Executive Committee shall consist of the following people-

- (i) Chairperson;
- (ii) Vice Chairperson
- (iii) Secretary
- (iv) Treasurer
- (v) Three (3) other members.

Article 11: THE CHAIRPERSON

The Chairperson shall be the key figurehead of the Forum He or she shall preside over all meetings of the Association and shall ensure that the Executive Committee implement all resolutions of the Forum. He or she shall direct the Secretary to convene all Association meetings. He or she shall be a key signatory to the Forum account along with either the Secretary or the Treasurer.

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

Article 12: VICE CHAIRPERSON

He or she shall assist the Chairperson in the day to day running of the Association. He or she shall chair all meetings of the Association in the absence of the Chairperson and shall discharge all duties assigned to him or her by the Chairperson.

Article 13: SECRETARY

The Secretary shall deal with all correspondences of the Association. He or she shall be responsible for safe keeping of all of the Association's records. He or she shall record and circulate all minutes of the Association and shall update all the books of the Association. He or she shall be a co-signatory to the Association's account.

Article 14: VICE SECRETARY

The Vice – Secretary shall perform the duties of the Secretary in his or her absence and assist him or her at all times.

Article 15: TREASURER

He or she be financial controller of the Association and shall keep all the Association money and ensure that all the Association finances is banked promptly in the Association's account to which he or she is a co-signatory. He or she will be expected at any time to account for the Association's funds to the Executive Committee.

Article 16: INTERNAL AUDITOR

He or she shall audit all the Association's books and shall present to the Chairperson and the General meeting a true and fair picture of the Association's financial position once called upon to do so. At the end of the Association's Financial year he or she shall present a proper audited report of the year to the general Assembly which shall present a true picture of the Association's financial position. In case of serious anomaly in his or her report the Association shall engage the services of an external auditor.

Article 17: ELECTIONS

The elections of the Executive Committee shall take place at the beginning of every Association financial year in the annual General meeting. The voting shall be through show of hands on a simple majority basis.

Article 18: MEETINGS

- (a) The Association shall hold on annual General meeting in addition to any other meetings that may be deemed necessary.

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

- (b) All general and emergency meetings shall be convened by the Secretary on the directives of the Chairperson.
- (c) The Chairperson in conjunction with the Secretary shall draw up the agenda for all meetings.
- (d) The Secretary shall have written verbal notices of the meetings to the members. In case of annual general meeting, he or she shall give at least one week, notice and a lesser period for any ordinary meeting.
- (e) The quorum for any meeting shall be one-half of the members present and voting.
- (f) All contentious matters at any meeting shall be settled by vote through show of hands on a simple majority basis. In case of equality of votes, the chairperson shall have a or casting vote.
- (g) Any member who turns up late by over 30 minutes for any Association meeting without any just cause shall be liable to a fine and a member who absents himself or herself without any just cause shall be liable to pay a fine. Amount of fine to be determined in Annual General meeting.

Article 19: AMENDMENTS

Any part of the provisions of this Constitution may be amended or modified if two-third of the members present and voting do resolve.

CERTIFIED TRUE COPY

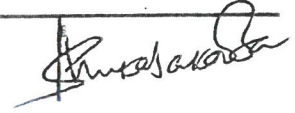
CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

We, the several founder members/legal entities whose names and addresses are subscribed hereto are desirous of being formed into a company in pursuance of this Articles.

NAME OF SUBSCRIBERS AND
POSTAL ADDRESSES

SIGNATURES OF
SUBSCRIBERS

1. HON.SHEILA KAWAMARA MISHAMBI
Chairperson



2. MRS. SIMONS OKALEBO
VICE CHAIRMAN



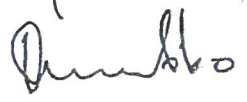
3. MS.SPECIOZA KIWANUKA
TREASURER

4. MR.AMOS GALIWANGO (DECEASED)
Member

5. MR. NICHOLAS SENYONJO
SECRETARY


Handwritten signature of Mr. Nicholas Senyonjo

6. MR. RICHARD NUWAMANYA

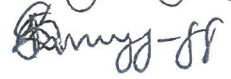


7. MRS. AGNES OBBO
Member

8. PASTOR SANTOS LBEJA
Member



9. MRS. GRACE KWIYUCWINY
Member



10. MS. HELLEN OLWEE
Member

Handwritten signature of Ms. Hellen Olwee

11.MR. VINCENT RUTAGONYA
Member



12.MR. FRANCIS LUKOOYA
Member



13.Mr.J.K. ZIRABAMUZAL
Member

14.MR. WARREN NYAMU
EX-OFFICO

ALL OF
P.O.BOX 4636,
KAMPALA

CERTIFIED TRUE COPY

CERTIFIED ON TUE, 07 JAN 2025 14:15:17
VC:250107171517.41

1. UGANDA NATIONAL NGO FORUM
P O BOX 4636
KAMPALA
(UGANDA)
-

DATED THIS DAY OF 2002

WITNESS TO ABOVE SIGNATURE:

NAME IN FULL

SIGNATURE

POSTAL ADDRESS

OCCUPATION

CERTIFIED TRUE COPY

THE REPUBLIC OF UGANDA

96145

THE COMPANIES ACT, CAP 110 21.2.2008

COMPANY LIMITED BY GUARANTEE
WITHOUT A SHARE CAPITAL

MEMORANDUM AND ARTICLES OF ASSOCIATION

OF

KALANGALA DISTRICT NGO FORUM
LIMITED

Incorporated... 12TH day of... FEBRUARY 2007



REGISTRAR OF COMPANIES

Da

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

TABLE OF CONTENT AND ARRANGEMENT OF ARTICLES

I. PREAMBLE.....	3
II. SUPREMACY OF THE CONSTITUTION.....	3
III. THE NAME.....	4
IV. ESTABLISHMENT	4
V. VISION, MISSION AND CORE VALUES	4
VI. OBJECTIVES.....	5
VII. MEMBERSHIP.....	7
VIII. ORGANS OF KADINGO.....	11
IX. GENERAL ASSEMBLY.....	11
X. POWERS AND FUNCTIONS OF THE GENERAL ASSEMBLY.....	13
XI. EXTRA-ORDINARY GENERAL MEETING.....	14
XII. THE EXECUTIVE COMMITTEE.....	14
XIII. DUTIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE.....	17
XIV. SECRETARIAT.....	18
XV. FINANCIAL PROVISIONS.....	19
XVI. BYE-LAWS.....	21
XVII. AMENDMENT /ALTERATION OF CONSTITUTION.....	21
XVIII. DISSOLUTION.....	21
XIX. ASSETS AND LIABILITIES.....	21
XX. INTERPRETATION.....	21
XXI. SIGNATORIES TO THE CONSTITUTION.....	22



Db

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
250108160034.37

FILED THIS DAY ^{21st} OF ^{Feb} 20⁰⁸

FEES PAID ²⁵⁰⁰⁰ RECEIPT No. ³⁶⁰⁸⁷⁹⁴

[Signature]
16/2/08

THE REPUBLIC OF UGANDA

COMPANY LIMITED BY GUARANTEE WITHOUT A SHARE CAPITAL



REGISTRAR OF COMPANIES
KAMPALA

THE MEMORANDUM OF ASSOCIATION
OF

KALANGALA DISTRICT NGO FORUM (KADINGO) LTD

A PREAMBLE

WE members of duly Registered Civil Society Organizations working in Kalangala District

RECALLING that our role is to complement Government programmes in order to improve the well being of the people of Kalangala District, especially the marginalized, in line with national policy to eradicate poverty,

AWARE that our ability and effectiveness to undertake effective advocacy to influence the policies, programmes and practices of Government, bilateral, multilateral bodies and other development partners and the Private Sector, for the benefit of the poor and marginalized in Kalangala District, has hitherto been greatly hampered by the lack of the forum to debate, develop consensus and to systematically follow up on key issues of interest to us and our constituents;

RECOGNIZING that the formation of Kalangala District NGO Forum would greatly enhance our networking and effectiveness;

RECOGNIZING further that we and our partners have consistently expressed the need for Civil Society Organizations in Kalangala to have a collective voice when addressing pertinent development issues of a social and / or economic nature;

DETERMINED and COMMITTED to enhance our effectiveness and efficiency through creating a platform for developing consensus and a collective voice;

DO HEREBY subject ourselves to the following Memorandum and Articles of Association of the Kalangala Civil Society Organizations' Constitution.

B SUPREMACY OF THE CONSTITUTION

The Kalangala Civil Society Organizations' constitution shall be the supreme law and binding authority upon members of the Association. Any resolutions, decisions, or policies inconsistent with this constitution shall be null and void to the extent of its inconsistency.



[Handwritten mark]

C THE NAME of the Association shall be; "KALANGALA DISTRICT NGO FORUM (KADINGO) LTD

D ESTABLISHMENT OF KALANGALA DISTRICT NON-GOVERNMENTAL ORGANIZATION (NGO) FORUM

- 1) Kalangala District Non-Governmental Organization (NGO) Forum, hereinafter referred to as Kalangala District NGO Forum (KADINGO) is hereby established.
- 2) The Headquarters of Kalangala District NGO Forum shall be in Kalangala Town Council.
- 3) Kalangala District NGO Forum shall be a Non-Governmental and Non-Partisan Organization and shall be governed by this Constitution.
- 4) Kalangala District NGO Forum may affiliate with National, Regional and International Organizations with similar or related objectives.

E.) VISION, MISSION & CORE VALUES OF KALANGALA DISTRICT NGO FORUM

- 1) (a) The VISION of Kalangala District NGO Forum is: "self determined society"
- 2) (a) The mission of Kalangala District NGO Forum:

To be a platform for NGOs and CBOs operating in Kalangala to contribute to public policy dialogue through advocacy, networking, partnership development and information exchange.

3) (a) Kalangala District NGO Forum shall have the following Core Values:

- Transparency,
 - Accountability;
 - Collective Action and Responsibility
 - Mutual Respect,
 - Integrity
 - Equity and Gender Parity;
 - Participation;
 - Honesty
- (b) Kalangala District NGO Forum will be guided by these Core Values in all its transactions with all its members, employees, partners, collaborators and stakeholders.
 - (c) Kalangala District NGO Forum will bring these Core Values to the attention of all the categories of stakeholders mentioned above at the earliest opportunity.
 - (d) Kalangala District NGO Forum reserves the right to refuse to enter into any agreement or commitments or to withdraw from existing agreements, which violate its core values.



Handwritten signature or mark.

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

F. OBJECTIVES OF KALANGALA DISTRICT NGO FORUM

- a) To act as a Forum drawing together CSOs, CBOs, Groups and Associations registered and operating in Kalangala and to discuss and adopt common strategies for collective action on matters of mutual concern to members.
- b) To maintain dialogue with the Local Government, Central Government, National International NGOs and bodies on behalf of all member CSOs operating in Kalangala.
- c) To undertake Advocacy and Lobbying of Local Government and other bodies on issues of common concern to member CSOs.
- d) To promote dialogue, networking, and information exchange among the member CSOs on matters of mutual concern to the members.
- e) To establish and maintain a Database of the Member CSOs in order to promote better information exchange among member CSOs and other interested parties.
- f) To establish and maintain links with Umbrella NGOs, operating at National or at District level in Uganda and also with District NGO Forums, in order to realize any of the objectives stated above
- g) To lobby Local Government and National NGO Forum for legal and policy reform that is geared towards creating a better environment for CSOs to operate effectively and efficiently in Kalangala
- h) To develop strategies for representation of CSOs on Local Government, Central Government bodies, National NGO Forum, Bilateral and Multilateral organizations to ensure full participation of member CSOs on issues of mutual concern to them.
- i) To develop a District Plan of Action and Programmes to carry out the objectives stated above, in accordance with this Constitution.
- j) To identify critical economic, social, cultural and other areas of concern to civil Society organizations in Kalangala and to undertake research with a view to 5 appropriate development approaches and strategies to address them.
- k) To undertake monitoring activities to build the capacity of Kalangala District NGO Forum and members to enable them to effectively pursue the objectives of Kalangala NGO Forum.
- l) To undertake monitoring and evaluation of policies, programmes and practices of Local Government, Government, bilateral and multilateral bodies, other development the private sector and member organisation in Kalangala, in order to assess their on the Forum's target population.



Handwritten signature or mark.

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- m) To undertake any other activities that are necessary for the effective realization of the Vision, Mission and Objectives of Kalangala District NGO Forum stated above.

WE, the several persons whose names and addresses are subscribed hereunder are desirous of being formed into an Association/Company in, pursuance of this Memorandum of Association.

NAMES OF SUBSCRIBERS	POSTAL ADDRESSES	SIGNATURES
Bagambe Farouk	P.O. 23 Kalangala	<i>[Signature]</i>
Maria N Sewanyana	P.O. 23 Kalangala	<i>[Signature]</i>
Ssekimpi Lule Emanuel	P.O. 23 Kalangala	<i>[Signature]</i>
Kasirye Augustine	P.O. 23 Kalangala	<i>[Signature]</i>
Ssekweyama Margret	P.O. 23 Kalangala	<i>[Signature]</i>
Aisha Ntamu	P.O. 23 Kalangala	<i>[Signature]</i>
Ssemirembe Harriet	P.O. 23 Kalangala	<i>[Signature]</i>
Kyebayiga Harriet	P.O. 23 Kalangala	<i>[Signature]</i>
Namayanja Agnes	P.O. 23 Kalangala	<i>[Signature]</i>

Dated at Kampala this 12th day of FEB 2008

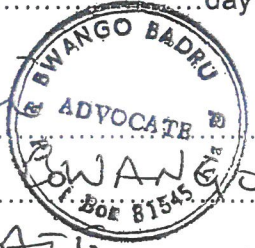
Witness to the above signatures:

Signature *[Signature]*

Name in full BADRU BOWANGO

Occupation ADVOCATE

Postal Address # 31545 KAMPALA



[Handwritten mark]

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34

50108160034.37

FILED THIS DAY 21st OF Feb 2025

FEE PAID 5000 RECEIPT NO 2680294

THE REPUBLIC OF UGANDA
THE COMPANIES ACT, CAP 110

COMPANY LIMITED BY GUARANTEE WITHOUT A SHARE CAPITAL

THE ARTICLES OF ASSOCIATION

OF

REGISTRAR OF COMPANIES
KALANGALA DISTRICT NGO FORUM (KADINGO) LTD

ARTICLE I

MEMBERSHIP OF KALANGALA DISTRICT NGO FORUM

1. The membership of Kalangala District NGO Forum shall be open to the following organizations that subscribe to the objectives of Kalangala District NGO Forum.

- (a) Any Non-Governmental Organization (NGO) registered with the NGO Registration Board or District or Sub-county
- (b) Faith based Organizations, which are registered in and operating in Kalangala
- (c) Other Representative Organizations such as Trade Unions and Cooperative organizations that are registered in Kalangala and Uganda which wish to become members

2. Membership of Kalangala District NGO Forum shall be divided into the following

Categories:

- (a) **Full membership** shall be open to any not-for-profit Non-Government Organization, registered in Kalangala or at the National as by law established, and which fully subscribes to the Constitution, regulations and Bye laws of Kalangala District NGO Forum and would like to participate in all its activities

Full membership shall be open to the following organizations:

- (i) All Local, National and International NGOs registered and operating in Kalangala.
- (ii) Umbrella Organizations and Networks registered as NGOs in Uganda;



29

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

4. Kalangala District NGO Forum General Assembly shall have power to change or modify the membership policy from time to time as the need arises.

The Membership Policy laid out in Schedule 4 of this Constitution shall form an integral part of this Constitution.

5. There shall be a register of members of Kalangala District NGO Forum, showing in respect of each member, the following:

- (a) The name and address of the member;
- (b) Category of Membership;
- (c) Date of Registration with the NGO Registration Board, Kalangala District, sub county or its successor in title or with the authorized government agency in the District.
- (d) The date of admission to membership of District NGO Forum.
- (e) Membership Number;
- (f) Sector / Programmes the member is engaged in; and
- (g) Area of operation in the district

6. Applicants for membership to Kalangala District NGO Forum shall pay a non-refundable entry fee as shall be determined by the General Assembly from time to time.

7. Each full member, associate member of Kalangala District NGO Forum shall pay a membership Fee and an Annual Subscription Fee, as shall be determined from time to time by the Forums' District Executive Committee the approval of the General Assembly.

8. Annual Subscription shall be due and payable by the 28th day of February of each Calendar year.

11. (a) Full members or associate who are in arrears of their Annual Subscription payments, shall not be eligible to attend Kalangala District NGO Forum General Assembly and other meetings, except as OBSERVERS only, unless they clear all their outstanding dues prior to the beginning of the meeting.

- (b) In addition, all rights, including the right to seek for elective offices and the right to vote at meetings, shall be suspended until the respective member clears all arrears due to the forum



[Handwritten signature]

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (c) A paid up Full or Associate Member shall also lose their respective eligibility to participate in the meetings of Kalangala District NGO Forum if a ruling to that effect has been made by the disciplinary Committee or following disciplinary proceedings undertaken under Article IV determining that the Member has failed to comply with the other obligations as defined in this Constitution, its Bye-laws, or the decisions of the General Assembly.

13. A member may be suspended on any of the following grounds:

- (a) If that member continuously fails to comply with the Constitution.
- (b) If a member conducts him/herself in a manner likely to bring Kalangala District NGO Forum in disrepute or to work to the detriment of Kalangala District NGO Forum.
- (c) If the General Assembly receives a recommendation from the Forums' District Executive Committee that a member acted in breach of Kalangala District NGO Forum Code of conduct and that the breach warrants the member's suspension.

14. The Forums' District Executive Committee may suspend a member of Kalangala District NGO Forum pending the approval of the General Assembly.

The General Assembly may reverse or confirm the suspension of a member of the Forums' District Executive Committee for a specified period and on such other terms, as it deems appropriate.

15. A member who has been suspended may, on completion of the period of suspension and after

Compliance with the terms set by the Forums' District Executive Committee applies to the General Assembly to have its membership to Kalangala District NGO Forum reactivated PROVIDED that member who has been suspended for two consecutive times within a period of five years will not be eligible to apply for reactivation of their membership.

16. A member shall cease to be a member of Kalangala District NGO Forum if it:

- (a). Continues to fail to comply with the Constitution.
- (b). Gives notice in writing to Kalangala District NGO Forum requesting that its name be removed from the register of members.



u

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (c) Ceases to operate in Kalangala or becomes de-registered on its own volition or by the NGO Registration Board.
 - (d) Conducts itself in manner likely to bring Kalangala District NGO Forum in disrepute or to work to the detriment of Kalangala District NGO Forum.
 - e). Suspended for two consecutive times within a period of five years.
17. A member shall cease to be a member of Kalangala District NGO Forum upon the resolution of the General Assembly by simple majority.
- 18 General Assembly shall make regulations providing for the procedures to be followed in case of disciplinary proceedings, involuntary termination of membership and appeals as shall be deemed necessary from time to time.

ARTICLE II

ORGANS OF KALANGALA DISTRICT NGO FORUM

1. Kalangala District NGO Forum shall have the following organs:
 - (a) The General Assembly
 - (b) Kalangala District NGO Forum Executive Committee;
 - (c) Thematic Groups and Sectoral / Programme Committee
 - (d) The Secretariat; and
 - (e) Such other Committee(s) as established by the General Assembly or the Forum's District Executive Committee.
2. The organs of Kalangala District NGO Forum shall act within the powers conferred upon them by this Constitution.

ARTICLE III

THE GENERAL ASSEMBLY OF KALANGALA DISTRICT NGO FORUM

1. The General Assembly shall be the supreme authority of Kalangala District NGO Forum, and shall meet at least once in every 12 months at a time and place as shall be decided upon by the Forums' Executive Committee.
2. The General Assembly shall be attended by:



24

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (a) All full members of Kalangala District NGO Forum
- (b) Associate members
- (c) Honorary members and
- (d) Observers.

PROVIDED THAT Associate, Honorary members and observers will not have voting rights in the General Assembly.

3 The Forums' District Executive Committee shall cause the notice of the Annual General Meeting to be advertised and circulated to all members not less than 30 days prior to the meeting and shall specify the agenda.

4 (a) The quorum of the General Assembly shall be two thirds of the number of the registered members of Kalangala District NGO Forum.

(b) No business shall be transacted at any General Assembly unless a quorum is present at the time the meeting proceeds to business

5. The chairperson shall preside over all the meetings of the General Assembly and in his/her absence, the Vice-Chairperson. If for any reason the chairperson or the Vice-person is unable to chair a properly convened and constituted meeting the General Assembly, the members attending such meeting shall have the right to appoint a Chairperson to chair the meeting.

6. If after the expiry of 2 hours from the time appointed for the General Assembly a quorum of members shall not be present, the Assembly, if convened by a requisition of the members shall be dissolved, but in any case, it shall be adjourned to the afternoon of the same day at the same place. If at the adjourned meeting a quorum of members is not present within one hour from the time appointed, the members present shall constitute a quorum.

7. All decisions of General Assembly, except the election of the office bearers, shall be decided upon by a show of hands unless otherwise determined by the General Assembly.

8. Questions arising at any meeting of the General Assembly shall be decided by the majority of votes and in the case of equality of votes, the Chairperson shall have a casting vote.

9. The Chairperson may, with the consent of the General Assembly adjourn the meeting to another time and place; but no new business shall be introduced at the General Assembly from which the adjournment took place, unless notice thereof has been given to the members.



10. Minutes of the proceedings of every General Assembly and reports shall be kept and circulated to all members and, if approved by the next succeeding General Assembly, shall be signed by the Chairperson and the Secretary. Any minute so signed shall be conclusive and binding on Kalangala District NGO Forum.
11. If any irregularity, except for one relating to quorum, occurs in the convening or holding of any General Assembly, or in any election or other proceeding taking place at or prior to any such meeting, and it is not objected to at the meeting, then the General Assembly, election or proceeding has the same force and validity as if no irregularity had occurred; PROVIDED THAT where such an irregularity is objected to, the delegates at the General Assembly shall hear and consider the objection and thereafter decide by a majority vote whether or not to uphold or reject the objection.

ARTICLE IV

THE POWERS AND FUNCTION OF THE GENERAL ASSEMBLY

1. The General Assembly has the following duties and powers.
 - a) To conduct any business, including laying down the policy of Kalangala District NGO Forum and giving directions regarding the organization of Kalangala District NGO Forum
 - b) To review the functions and policies of Kalangala District NGO Forum;
 - c) To set the overall priorities of Kalangala District NGO Forum;
 - d) To consider how to further the objectives of Kalangala District NGO Forum;
 - e) To regulate its proceedings;
 - f) To make amendments to the Constitution, whenever necessary, and in accordance with Provisions herein;
 - g) To conduct elections for Forums' District Executive Committee in accordance with the Constitution.

PROVIDED that the General Assembly and all other electoral processes shall aspire to achieve gender parity in all the organs of Kalangala District NGO Forum.

- h) To receive, appraise and approve all financial and technical reports for the proceeding as well as budgets and work programs for the following period.



Am

- i) To do any other business in relation to the work of Kalangala District NGO Forum

ARTICLE V

EXTRA - ORDINARY GENERAL MEETING

1. An extra - ordinary general meeting of notice not less than seven days shall be convened at the instant of Kalangala District NGO Forum Executive Committee or at the request of members representing not less than one third of the total membership of Kalangala District NGO Forum.
2. The extra - ordinary general meeting shall be with notice of not less than seven days attended by those authorized to attend the General Assembly and shall exercise the same powers as the General Assembly, except where such exercise is inconsistent with the provisions of the constitution.

ARTICLE VI

THE FORUM'S DISTRICT EXECUTIVE COMMITTEE

1. The Forums' District Executive Committee is hereby established. This shall be the second highest organ of Kalangala District NGO Forum.
2. The Forums' District Executive Committee shall be composed of 11 members elected from among the members of the General Assembly, who shall hold the following offices:
 - (a) The Chairperson
 - (b) The Vice- Chairperson
 - (c) The secretary
 - (d) Treasurer
 - (e) Committee Members who shall be drawn from different sub counties in Kalangala district at least a third should be women or men.
 - (f) The Coordinator of NGO Forum shall be and ex-officio.
 - (g) The Committee reserves the right to invite other ex-officio's as need be
3. The Forums' District Executive Committee shall have the following functions.



Handwritten mark

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (a) To implement and further facilitate the realization of the objectives, policies and decisions of Kalangala District NGO Forum as laid down by the General Assembly.
 - (b) To consider reports submitted by the Secretariat on the activities of Kalangala District NGO Forum and make appropriate recommendations to the General Assembly;
 - (c) To supervise the secretariat of Kalangala District NGO Forum;
 - (d) To appoint the staff of the secretariat.
 - (e) To define the duties and determine the terms of service of members of staff for approval by General Assembly.
 - (f) To supervise the performance of the Secretariat;
 - (g) To suggest task forces and sub-committees as may be necessary to deal with specific issues pertaining to the functions of Kalangala District NGO Forum and co-opt such individuals, as shall have the requisite expertise into such task forces or subcommittees and seek approval in the next General Assembly.
 - (h) To consider and submit for approval to the General Assembly, the budget of Kalangala District NGO Forum;
 - (i) To fundraise for the activities of Kalangala District NGO Forum; (j) To refine and implement policies set by the General Assembly.
 - (k) To develop programmes and strategies to realize the objectives of Kalangala District NGO Forum.
 - (l) To organize for the holding of the General Assembly or Extra - Ordinary General meeting of Kalangala District NGO Forum.
 - (m) To invest Kalangala District NGO Forum funds within the criteria laid down by the General Assembly.
4. Members of Kalangala District NGO Forum Executive Committee shall be elected by secret ballot every 3 years, by the General Assembly.
5. The Forums' Executive Committee shall meet at least four times a year or as often as may be necessary, **PROVIDED** that one of the meetings shall be held immediately preceding the meeting of the General Assembly.



CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

6. The quorum of the Forums' District Executive Committee shall be six (6) members who are entitled to attend and vote.
7. Except as herein provided, the Forums, District Executive Committee shall adopt its own rules of procedure, including those for convening meetings, and voting.
8. The number of persons serving on the Forums' District Executive Committee may be increased or decreased from time to time by the General Assembly, as they shall deem fit.
9. A member of the Forums' District Executive committee shall vacate his or her seat if:
 - a) He or She absents himself/ herself from three (3) consecutive meeting of the District Executive Committee without first obtaining the Chairperson's permission shall not be unreasonably withheld.
 - b) He / she resign his / her office;
 - c) He or she becomes of unsound mind, insolvent, or is in any other way incapable of transacting business on behalf of Kalangala District NGO Forum;
 - d) He or She dies;
 - e) He or she conducts him/herself in a manner likely to bring Kalangala District NGO Forum in disrepute or to work to the detriment of Kalangala District NGO Forum
 - f) He / She contents for political office, accepts a position in political party, is appointed to a political office or serves in a security organ. Such a person shall not be eligible for re-election to any Kalangala District NGO Forum organ within a period of two years after holding an office in a political or security organization
 - g) He / she cease to work for the NGO he or she represented during election to Kalangala NGO Forum District Executive Committee.
10. (a) In event of a vacancy being created by death, resignation or removal from office of a member of Kalangala NGO Forum District Executive Committee, the Kalangala NGO Forum District Executive Committee may appoint another person to fill the vacancy for the duration of the remaining periods to the next General Assembly.



Handwritten signature or mark.

- (b) At the next General Assembly Meeting the Assembly fills the vacant post.

ARTICLE VII

DUTIES AND FUNCTIONS OF THE DISTRICT EXECUTIVE COMMITTEE MEMBERS.

1. Chair person

- (a) The chairperson shall preside at all assemblies, meetings and conferences at which she is present
- (b) He / She shall enforce observation of the rules and regulations of Kalangala District NGO Forum
- (c) Be a signatory to the Bank Account of Kalangala District NGO Forum
- (d) Perform such duties as by usage and custom pertain to the office of the chairperson. In the case of an equity of the vote at any meeting., the chairperson shall have a casting vote.

2. The Vice-Chairperson

- (a) In the absence of the Chairperson, the Vice-Chairperson shall preside at all meetings, conferences, and assemblies and shall have the same powers as the Chairperson while doing so.

3. The Treasurer

- (a) The treasurer shall supervise receipt and disbursement, under the direction of Kalangala District NGO Forum Executive Committee, of all moneys belonging to Kalangala District NGO Forum. The Treasurer shall ensure that receipts for all moneys paid out are obtained.
- (b) Shall cause the keeping of proper books of account, preserve the books and make them available for inspection for those entitled to inspect them.
- (c) Shall ensure that membership and subscription fees and all other monies to which Kalangala District NGO Forum is entitled are collected.
- (d) Control the assets of Kalangala District NGO Forum, keep proper records of the assets, their deployment and use.
- (e) Prepare financial reports and the budget of Kalangala District NGO Forum



CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (f) Be a signatory to all Bank Accounts of Kalangala District NGO Forum

4. The Secretary

The Secretary shall:

- (a) Keep an up-to-date register of members of Kalangala District NGO Forum
- (b) Take and keep minutes of the meetings of the General Assembly, all extraordinary general meetings and Forums' District Executive Committee meetings.
- (c) Secretary in liaison with chairperson makes invitation for the General Assembly

ARTICLE VIII

SECRETARIAT

- 1. Kalangala District NGO Forum may establish a Secretariat, for the better and efficient running of its affairs, under the general supervision of the District executive Committee.
- 2. The Secretariat, when established, shall be responsible for the day-to-day affairs of Kalangala District NGO Forum, and shall perform all such other duties as the District Executive Committee may from time to time direct.
- 3. The Coordinator shall head the Secretariat of Kalangala District NGO Forum. Such other Employees respectively shall in addition staff the Secretariat, as Forums' District Executive Committee shall determine from time to time, depending on the Forum's financial capability and activities.
- 4. The Secretariat Staff shall be appointed on such terms as the District Executive Committee, with the approval of the General Assembly.
- 5. The Head of the Secretariat shall be:
 - (a) An Ex-officio member of the National Executive Committee.
 - (b) The Coordinator and Accounting Officer of Kalangala District NGO Forum
 - (c) Responsible for coordinating all the Forum and Secretariat's activities towards achieving the objectives of the Forum



2

CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (d) Responsible for mobilizing resources for Kalangala District NGO Forum's activities
- (e) Responsible for mobilizing and generating civil society contribution to policy development and advocacy; providing leadership in developing a national network of District NGO For a and the interface between the Forum and other NGO Networks.
- (f) Responsible for spearheading creative networking and information exchange among Government, Donors, NGOs, the private sector and other development partners.
- (g) A principal signatory to all the Bank Accounts of Kalangala District NGO Forum and will in all other matters perform the same task and have such powers as are usually vested in the Company secretary.
- (h) Responsible, under the general direction of the District Executive Committee and the specific direction of the Secretary and the Treasurer respectively, for the maintenance of the member's register, collection of membership and annual subscription fees, keeping proper books of account, maintaining proper control of assets and such other duties as the Forums' District Executive Committee may from time to time decide.
- (i) Responsible for performing such other duties as shall be determined by the District Executive Committee from time to time.

ARTICLE IX

FINANCIAL PROVISIONS

1. The financial year of Kalangala District NGO Forum shall end on the 31st December of the calendar year
2. The Treasurer shall open and maintain a Bank Account(s) in the name of Kalangala District NGO Forum and ensure that all moneys belonging to and received by the Forum is paid into the Bank Account(s). PROVIDED that the Secretariat shall be permitted to retain such sums as shall be determined by the Executive Committee from time to time to pay for minor expenses. These moneys shall be accounted for monthly.
3. All cheques drawn on Kalangala District NGO Forum's account shall be signed by the Coordinator and any one of the following: the Treasurer, Chairperson
4. The annual estimates prepared by the Treasurer shall make provision for all the estimated expenditure of Kalangala District NGO Forum, for the financial year concerned, and in particular:-



CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34
VC:250108160034.37

- (a) For the approval recurrent and development expenditures;
 - (b) For the payment of salaries, allowances and other charges;
 - (c) For the payment of pensions, gratuities and other charges, if any, in respect of any retirement benefits which may be payable out of the funds of Kalangala District NGO Forum.
 - (d) For the proper development and maintenance of the properties of Kalangala District NGO Forum, if any;
 - (e) For the proper maintenance, repairs and replacement of the equipment and other movable property of the Kalangala District NGO Forum;
 - (f) For the creation of such reserve funds to meet future and contingent liabilities in respect of retirement benefits or insurance or in respect of such other matters as the Kalangala District NGO Forum may deem fit.
5. The General Assembly of the Kalangala District NGO Forum shall approve all Annual estimates.
 6. No Expenditures shall be incurred except in accordance with the Annual estimates approved by the General Assembly.
 7. (a) The Treasurer shall ensure that all books of account are duly audited for presentation of reports at the General Assembly.

(b) The General Assembly shall at its meeting appoint a firm of auditors to audit the Accounts of the Kalangala District NGO Forum at the end of the financial year.
 8. Any funds of the Kalangala District NGO Forum contributed by members and not required for allocation or application shall, on the direction of the Forums' District Executive Committee, be invested in the name of Kalangala District NGO Forum as the General Assembly may direct.

Funds that need to be invested shall be deposited in an interest earning account, at a bank to be determined by the District Executive Committee on behalf of Kalangala District NGO Forum.

9. All books of account and other official records of Kalangala District NGO Forum offices shall be available to any member of Kalangala District NGO Forum. However members must give a least seven (7) day's written notice to the Secretary.



u

ARTICLE X

BYELAWS

1. The General Assembly shall make Bye-laws regulating the mode of elections, qualifications for office bearers and for appointment, promotion, remuneration, discipline, termination of service and dismissal of employees of Kalangala District NGO Forum; the administrative set-up; and on any other matters necessary for the smooth running of the affairs of the organization, PROVIDED that this Article shall not be interpreted to negate or limit any powers vested in the General Assembly by this Constitution.

ARTICLE XI

AMENDMENT / ALTERATION OF CONSTITUTION

1. This Constitution may be amended by a majority of two-thirds vote of members of the General Assembly.
2. Proposals for amendment to this constitution shall be circulated to members at least 30 days in advance, prior to consideration by the General Assembly.

ARTICLE XII

DISSOLUTION

1. The Kalangala District NGO Forum may be dissolved by the General Assembly in a General Assembly, by a two-thirds majority vote.
2. Notice of at least 90 days shall be given to all members of Kalangala District NGO Forum appearing in the member's register, prior to consideration of the motion to dissolve the organization.
3. The General Assembly shall establish a committee to ensure the orderly dissolution of the Kalangala District NGO Forum. Such Committee shall include at least two members of Forums' District Executive Committee.
- 4.

ASSETS AND LIABILITIES

1. If the decision of dissolution of Forum is upheld by 2/3 of members, all assets of the Association shall be sold, and after all liabilities are met all assets shall equally be given to member organizations as shall be decided by the General Assembly.

2. INTERPRETATION

In case of any constitution misunderstanding, the interpretation of the General Assembly shall be final.



CERTIFIED TRUE COPY

CERTIFIED ON WED, 08 JAN 2025 13:00:34

VC:250108160034.37

ARTICLE XVII

SIGNATORIES TO THE CONSTITUTION

We, the several persons whose names and addresses are subscribed hereunder are desirous of being formed into an Association in accordance with the bye-laws embedded in this Constitution and thereafter called the founder members and/or the original initiators of the Association who bore the idea.

NAMES OF SUBSCRIBERS	POSTAL ADDRESSES	SIGNATURES
Bagambe Farouk	P.O. 23 Kalangala	<i>[Signature]</i>
Maria N Sewanyana	P.O. 23 Kalangala	<i>[Signature]</i>
Ssekimpi Lule Emanuel	P.O. 23 Kalangala	<i>[Signature]</i>
Kasirye Augustine	P.O. 23 Kalangala	<i>[Signature]</i>
Ssekweyama Margret	P.O. 23 Kalangala	<i>[Signature]</i>
Aisha Ntamu	P.O. 23 Kalangala	<i>[Signature]</i>
Ssemirembe Harriet	P.O. 23 Kalangala	<i>[Signature]</i>
Kyebayiga Harriet	P.O. 23 Kalangala	<i>[Signature]</i>
Namayanja Agnes	P.O. 23 Kalangala	<i>[Signature]</i>

Dated at Kampala this 12th day of FEB 2008

Witness to the above signatures

Signature

Name in full

Occupation

Postal Address



B. WANGO BADRU

ADVOCATE

31545 KAMPALA