

**WOMEN OF INFLUENCE OF KABALE UNIVERSITY  
(WIKAB)**



**CONSTITUTION**

**DECEMBER, 2020**

## TABLE OF CONTENTS

PREAMBLE.....	3
ARTICLE I. NAME .....	3
ARTICLE II. REGISTERED PLACE OF BUSINESS.....	3
ARTICLE III. AIMS AND OBJECTS.....	3
ARTICLE IV. VISION .....	4
ARTICLE V. MISSION STATEMENT .....	4
ARTICLE VI. CORE VALUES.....	4
ARTICLE VII. ACTIVITIES.....	4
ARTICLE VIII: MEMBERSHIP.....	5
ARTICLE IX. APPROVAL OF NEW MEMBERSHIP APPLICATIONS.....	5
ARTICLE X. FRIENDS OF WIKAB .....	5
ARTICLE XI. APPOINTMENT OF A PATRON.....	6
ARTICLE XII. RESIGNATION AND DISQUALIFICATION OF A PATRON.....	6
ARTICLE. XIII BENEFITS/ENTITLEMENTS TO THE MEMBER .....	6
ARTICLE XIV. DONATIONS .....	6
ARTICLE XV. WIKAB MEETINGS .....	7
Annual General Meeting (AGM): .....	7
Extra ordinary General Meeting. ....	7
ARTICLE XVI.WIKAB ANNUAL GENERAL MEETING (AGM) .....	7
ARTICLE XVII. BUSINESS OF THE ANNUAL GENERAL MEETING.....	7
ARTICLE XXVIII: EXTRAORDINARY GENERAL MEETING (EGM).....	8
ARTICLE XIX: EXECUTIVE COMMITTEE (EC).....	8
ARTICLE XX. DUTIES OF THE EXECUTIVE COMMITTEE .....	9
ARTICLE XXI. ELECTIONS.....	9
ARTICLE XXII: FUNCTIONS AND POWERS OF THE CHAIRPERSON .....	11
ARTICLE XXIII. FUNCTIONS AND AUTHORITY OF THE VICE CHAIRPERSON .....	11
ARTICLE XXIV. FUNCTIONS AND POWERS OF THE TREASURER .....	11
ARTICLE XXV. FUNCTIONS AND POWERS OF THE GENERAL SECRETARY .....	12
ARTICLE XXVI. FUNCTIONS OF THE PUBLICITY SECRETARY.....	12
ARTICLE XXVII: MEETINGS OF THE EXECUTIVE COMMITTEE .....	12
ARTICLE XXVIII: FINANCIAL PROVISIONS.....	13
ARTICLE XXIX: AUDITORS .....	13
ARTICLE XXX: AMMENDMENTS .....	13
ARTICLE XXXI: TERMINATION OR SUSPENSION .....	13
ARTICLE XXXII. MISCELLANEOUS.....	13
ARTICLE XXII: DISSOLUTION .....	14

## PREAMBLE

WHEREAS WE ARE AWARE of the social- economic challenges which hinder Women’s destiny to achieve a wholesome development and full realization of their potential and whereas women can be powerful agents of change;

**AND**

**WHEREAS WE ARE CONSCIOUS** of the of the fact that there is strength in unity and friendship, while appreciating the value of inclusiveness;

**AND**

**WHEREAS WE ARE DETERMINED** to use the unique opportunities available in a University setting to offset such challenges and provide members with the necessary financial, social and moral support;

**WE**, the women of Kabale University with a sense of pride and joy, have agreed to open up a FORUM which is a partnership for inclusiveness, growth and sisterhood to be known as “WOMEN OF INFLUENCE OF KABALE UNIVERSITY, and do hereby adopt the following articles as guidelines;

## **ARTICLE I. NAME**

This Forum shall be called the **WOMEN OF INFLUENCE OF KABALE UNIVERSITY (WIKAB)**

## **ARTICLE II. REGISTERED PLACE OF BUSINESS**

WIKAB’S registered place of business shall be at KABALE UNIVERSITY P.O BOX 317, KABALE –UGANDA, or at any other place decided by the Executive Committee but within the Vicinity of Kabale University.

## **ARTICLE III. AIMS AND OBJECTS**

The aims and objects of the WIKAB are:

- a) To build a strong teamwork and a sustainable partnership fostering friendly relationships, goodwill and understanding amongst women of Kabale University, irrespective of origin, race or religion.
- b) To positively impact members of WIKAB, Staff, students and the community towards social and economic wellbeing.

- c) To build capacity of WIKAB members, Staff, students and the community to attain a better social-economic transformation through training and advocacy.
- d) To provide direct and support services that address the needs of women in the Community with special focus on the needs of vulnerable women.
- e) To act as a forum for women to exchange views and discuss issues related to leadership, economic empowerment, Social well-being and their relevancy in the society where we live.
- f) To carry out any other relevant activities that are incidental to the above objectives.

## **ARTICLE IV. VISION**

To empower WIKAB women to realize their full potential and achieve Social-economic development.

## **ARTICLE V. MISSION STATEMENT**

To advance social change through mentorship, advocacy and empowerment of individuals to participate in the decision making processes.

## **ARTICLE VI. CORE VALUES**

- a) Integrity and honesty
- b) Inclusiveness
- c) Transparency
- d) Team work
- e) Respect for the worth and dignity of individuals
- f) Accountability

## **ARTICLE VII. ACTIVITIES**

- a) Education and training in leadership and financial literacy
- b) Guidance and Counselling for members, Staff and students
- c) Community Outreaches
- d) Maintaining a good diet and good health through sports and regular exercise
- e) Savings and investment

- f) Social events and get together functions

## **ARTICLE VIII: MEMBERSHIP**

- a) Membership to the Forum shall be open to all full time members of staff of Kabale University.
- b) Membership shall be on voluntary basis.
- c) Every member shall pay a membership fee of **10,000/= (Ten thousand Uganda shillings only)**. The amount may be varied by the Annual General Meeting.
- d) Every member shall make a monthly contribution of **10,000/= (Ten thousand Uganda shillings)**. The amount may be varied by the Annual General Meeting.
- e) This monthly contribution shall be used to manage the affairs of the Forum.
- f) New members of Kabale University Female staff who wish to join the Forum shall be required to pay a fee of **20,000/= (Twenty thousand shillings only) OR such an amount as the Executive Committee shall have determined and approved at the Annual General Meeting.**
- g) The Executive Committee shall keep a register of all paid up members of the Forum.

## **ARTICLE IX. APPROVAL OF NEW MEMBERSHIP APPLICATIONS**

- a) All new applications for membership must be approved by the Executive Committee.
- b) After full payment of the Membership fee and monthly contribution and or any other fees of the Forum, the Secretary shall enter the names of all new members in the Register.
- c) The new members as approved by the Executive Committee shall be introduced to the rest of the WIKAB members at the next convened Annual General Meeting.

## **ARTICLE X. FRIENDS OF WIKAB**

- a) Individuals, groups or corporations which have contributed or have rendered outstanding service to WIKAB may be conferred the title **“Friends of WIKAB”**, on the recommendation of the Executive Committee.
- b) The Forum shall keep a register of Friends of WIKAB and the forum shall continue to nurture relationships with them so as to increase the visibility of the Forum.

## **ARTICLE XI. APPOINTMENT OF A PATRON**

The Executive Committee may recommend the appointment of a Patron for approval by the members in the Annual General Meeting.

## **ARTICLE XII. RESIGNATION AND DISQUALIFICATION OF A PATRON**

- a) The Patron may resign from their appointment at any time by a written notice to the General Secretary of the Forum.
- b) If a Patron who has been appointed by virtue of her office in the Government, her appointment will cease when she no longer holds that office.
- c) If a Patron is incapacitated or guilty of conduct which is detrimental to the interests of WIKAB, the Executive Committee may recommend the termination of her appointment, which must be approved at a General Meeting.
- d) The Patron will be informed of the Committee accordingly.

## **ARTICLE. XIII BENEFITS/ENTITLEMENTS TO THE MEMBER**

All members of WIKAB shall uphold the aims and objectives of the FORUM and shall refrain from doing anything contrary to the objectives, spirit and ideals of the FORUM. The individual members shall be entitled to the following benefits;

- a) To participate in all activities of WIKAB.
- b) To receive all the benefits that accrue to all the members of the Forum.
- c) Have the right to compete in the Executive Committee (EC) and other elections, to nominate or second a candidate for election and to vote in the election.
- d) Have the right to be informed about and present in the Annual General Meeting (AGM), Extra-ordinary General Meeting (EGM), and to participate in the decision making process.
- e) Have such other privileges as may be conferred by WIKAB

## **ARTICLE XIV. DONATIONS**

WIKAB Forum can agree on ways in which to fundraise for activities including looking for donors and funders and other ways such as;

- a) Soliciting and accepting contributions and or/donations in cash or kind from any person/organization to supplement the budget of WIKAB.
- b) Annual Membership fee shall be paid by 31st January of every year. Members who fail to pay their annual membership fee for two consecutive years shall receive a

letter of warning from the chairperson and if they do not change, then they will lose their membership of the FORUM. They can, however, be reinstated after paying all arrears and requesting to be reinstated as members of the FORUM.

## **ARTICLE XV. WIKAB MEETINGS**

WIKAB shall hold the following meetings;

**Annual General Meeting (AGM):** This meeting must be held once a year and all registered members of the Forum shall attend.

**Extra ordinary General Meeting.** This meeting shall be called by the Executive Committee and 10 other members of the Forum.

## **ARTICLE XVI. WIKAB ANNUAL GENERAL MEETING (AGM)**

- a) The Annual General Meeting (AGM) of WIKAB shall be held once a year and a 21 days' notice shall be needed for this purpose.
- b) The quorum for an Annual General Meeting shall be at least one-fifth of the total paid general members enrolled for the current year.
- c) In the event of there being no quorum, the meeting shall be adjourned for half an hour from the scheduled starting time and shall be reconvened at the said venue. But it shall have no power to alter, amend or make additions or deletions to any of the existing rules in the Constitution.
- d) The General Secretary of WIKAB shall give one-month notice in writing to all general members of WIKAB requesting them to put forward any proposal which they may wish to be included in the agenda for the Annual General Meeting.
- e) Such proposal mentioned in (d) above shall be in writing and must reach the General Secretary not later than two weeks before the AGM.
- f) With the approval of the Executive Committee, the proposal may be included in the agenda under miscellaneous items.

## **ARTICLE XVII. BUSINESS OF THE ANNUAL GENERAL MEETING**

The AGM shall, inter alia,

- a) Receive the Annual Report
- b) Receive the Statement of Accounts of the previous year.
- c) Elect Office Bearers and Auditors for the ensuing year (if applicable)
- d) Have general discussions and resolutions on the agenda of meeting.

## **ARTICLE XVIII: EXTRAORDINARY GENERAL MEETING (EGM)**

- a) An EGM shall be called by the Executive Committee (EC) of the FORUM if necessity arises or on the written request of at least one third of the total paid-up members, i.e. whose dues are clear.
- b) A Fourteen day's written notice shall be given to all members about this meeting.
- c) The quorum of an Extraordinary General Meeting shall be at least fully composed Executive Committee and 10(Ten) other paid up members of the Forum.
- d) In the event of there being no quorum, the meeting shall be adjourned for half an hour from the scheduled starting time and shall be reconvened at the said venue. But it shall have no power to alter, amend or make additions or deletions to any of the existing rules in the constitution.

## **ARTICLE XIX: EXECUTIVE COMMITTEE (EC)**

- a) There shall be an Executive Committee which will oversee the activities of the Forum.
- b) The Executive Committee shall consist of the Chairperson, Vice Chairperson, Treasurer, General Secretary, Publicity Secretary and four Committee members (***One from KABSOM, one from Nyabikoni and Two from Main Campus one representing Academic Female Staff and another representing Administrative Staff***)
- c) The Executive Committee (EC) shall be elected by secret ballot or by consensus of the general body at the Annual General Meeting of WIKAB.
- d) The term of office of the Executive Committee shall be two years.
- e) Members of the Executive Committee are eligible for re-election.
- f) No member of the Committee may hold more than one office.
- g) The Executive Committee shall fill any vacancy arising in its own membership by co-opting a member to fill the position. The person(s), chosen in such a manner, shall hold office until the next General Elections.
- h) The election will be conducted by the election commission as per provision in article XX.



- i) If any EC member fails to attend 3 consecutive meetings of the EC without prior written notice to the EC, the said member seat can be declared vacant by the EC.
- j) If any EC member has to be away for assignment for a continuous period of six months or above, his/her post in the EC shall stand vacant automatically

## **ARTICLE XX. DUTIES OF THE EXECUTIVE COMMITTEE**

The duties of the Executive Committee shall be to:

- a) Promote the general welfare of the members of the Forum, with special reference to activities that form the objects for which the Forum was formed.
- b) To manage funds generated by members and ensure accountability to members of the Forum.
- c) To maintain and keep records of the Forum.
- d) To process members' benefits in a timely and professional manner.
- e) To provide annual audited financial statements to the Annual General Meeting.
- f) To operate the Forum's bank account in a professional and ethical manner.
- g) The Executive Committee may establish (a) standing committee(s) to deal with specific issue(s).
- h) The quorum for the Executive Committee shall be Six members, including either the Chairperson or the Vice Chairperson or both.
- i) The Executive Committee shall meet quarterly and at any other time as and when need arises.

## **ARTICLE XXI. ELECTIONS**

- a) The election of the Executive Committee shall be held in the month of **December** of every alternate year.

- b) The members of the Executive Committee shall be elected at the Annual General Meeting.
- c) Elections shall be by secret ballot and shall be presided over by an Electoral Officer and two other members who will be chosen by and at the Annual general meeting.
- d) The members will be elected by a simple majority.
- e) An Election Commission comprising three members of the Advisory Council (AC) with one of them as the Chief Election Commissioner will be formed by EC when the decision for holding an election is taken.
- f) The Three Members Chosen in (C) above will comprise the Election commission whose mandate is to act as an independent body and shall carry out all activities for successful holding of the election.
- g) The General Secretary will provide secretariat will provide all necessary help. Details of the election procedure shall be decided by the Election Commission.
- h) The election shall be held by secret ballot or by consensus at the election meeting.
- i) In order to give opportunities to a wider group of members, the elected Chairperson, Vice Chairperson, General Secretary, Treasurer, Publicity Secretary, Mobilization Secretary, Advisor and members shall not be eligible for holding the particular post for more than two consecutive terms. However, one can contest again in the same post after a gap of two consecutive 2 terms.
- j) A member can submit not more than 3 (three) nomination papers in 3 (three) posts at a time. The Election Commission, after receiving the nominations within the due date, shall scrutinize the nomination papers on the next working day and a list of the valid candidates shall be displayed on the notice board in the WIKAB office.
- k) However, a candidate who wants to withdraw her candidature shall be given subsequent 5 days' time to do so. Candidates who intend to withdraw their candidature shall give written notification to the Chief Election Commissioner.
- l) The Electoral Commission shall prepare a final list of the candidates after the withdrawal time is over and send it to the members along with a short personal profile of the candidates.

9. The Election Commission shall declare the result on the Election Day.

## **ARTICLE XXII: FUNCTIONS AND POWERS OF THE CHAIRPERSON**

- a) The Chairperson shall preside over all the meetings of the Forum.
- b) The Chairperson shall guide the Association in all matters relating to the Forum.
- c) The Chairperson shall be responsible for the smooth functioning of the various sections of the Forum.
- d) The Chairperson shall bring, to the notice of the Executive Committee, all matters considered to be detrimental to the cause of the FORUM, for proper action.
- e) The Chairperson shall perform any other duties as assigned by the Executive Committee.

## **ARTICLE XXIII. FUNCTIONS AND AUTHORITY OF THE VICE CHAIRPERSON**

- a) The Vice Chairperson shall assist the Chairperson in all matters relating to the Forum
- b) The Vice Chairperson shall take charge of the duties of the Chairperson in his/her absence or inability to attend unless otherwise mentioned.
- c) In case of absence or inability of both the Chairperson and Vice Chairperson to attend, the members present at the meeting shall select one person from the attending members to chair the meeting.
- d) Any other duties assigned to him/her by the Chairperson or the Executive Committee.

## **ARTICLE XXIV. FUNCTIONS AND POWERS OF THE TREASURER**

- a) The Treasurer of the Forum shall maintain proper accounts of all income and expenditure of the Association.
- b) She shall present the accounts of the FORUM to the EC/General Body from time to time when asked by them.
- c) She shall be responsible for collection of subscriptions and funds.
- d) The Treasurer shall present the yearly budget of the FORUM to the general body.

## **ARTICLE XXV. FUNCTIONS AND POWERS OF THE GENERAL SECRETARY**

- a) The General Secretary in consultation with the Chairperson of the EC shall call all the Executive Committee, general and special meetings as laid down in the Guidelines or as desired by the EC. The agenda for such meetings should be decided in consultation with the Chairperson.
- b) The General Secretary shall keep records of the minutes of the proceedings of all meetings of the Forum and get them confirmed in the subsequent meeting.
- c) The General Secretary shall maintain the necessary records of the Forum.
- d) The General Secretary shall discharge the functions assigned to him/her by the Executive Committee.
- e) The General Secretary shall submit the yearly report of activities of the Forum with prior approval of the EC to the AGM.
- f) The General Secretary shall discuss with the Chair of the EC regarding inclusion in the agenda of any written request to solicit support/cooperation from WIKAB by the members in different organizations for cultural and other activities.

## **ARTICLE XXVI. FUNCTIONS OF THE PUBLICITY SECRETARY**

The Publicity Secretary shall be responsible for all types of publicity work of the FORUM in consultation with the EC. She will be the link between the FORUM, the university and the public. She is responsible for the good image of the FORUM.

## **ARTICLE XXVII: MEETINGS OF THE EXECUTIVE COMMITTEE**

- a) The meeting of the EC shall be held at least once every three months for which a notice of seven days shall be required.
- b) One two thirds (**6 MEMBERS**) of the EC members shall form the quorum for the meeting and all decisions if not mentioned otherwise shall be carried out by a simple majority.
- c) In case of a tie the Chairperson shall have the casting vote.
- d) In the absence of a quorum the meeting shall stand adjourned and be reconvened within a week and proceed even without a quorum.
- e) An extraordinary Executive Committee meeting may be called by the Chairperson or the General Secretary with twenty-four hours' notice in case of any matters of emergency. The quorum for such a meeting shall be one third of the total EC members.

## **ARTICLE XXVIII: FINANCIAL PROVISIONS**

- a) Official receipts, which are maintained as 'Receipt Book' under the Treasurer's custody, shall be issued by the Treasurer for all sums received on behalf of the WIKAB".
- b) The bank accounts of the FORUM shall be opened in any local bank and shall be operated under the joint signatures of the Chairperson, General Secretary and the Treasurer. (if applicable)

## **ARTICLE XXIX: AUDITORS**

- a) One Certified Accountant or two responsible members of WIKAB (other than the treasurer) will be appointed as Auditors by the EC at each Annual General Meeting.
- b) She/they will audit each year's accounts and present a report upon them to the Annual General Meeting.
- c) She may be required by the Chairperson to audit the Forum accounts for any period within their tenure of office at any date and make a report to the committee.

## **ARTICLE XXX: AMMENDMENTS**

- a) Amendments to this Constitution shall only be made at the AGM/EGM having full quorum.
- b) Proposed amendments to the Guidelines shall be submitted in writing to the General Secretary at least twenty-one days before the AGM/EGM and the proposed amendments shall be circulated to the members with the agenda.
- c) Amendments to this Constitution shall be made with a two third majority vote of the General Members present at the AGM.

## **ARTICLE XXXI: TERMINATION OR SUSPENSION**

The EC may propose to the AGM to suspend or terminate the membership of any member whose conduct, whether on the WIKAB premises or elsewhere, is or has been, in the opinion of the EC, contrary to the interests and spirit of WIKAB or injurious to its reputation. Membership may be terminated in the AGM by the decision of the two-third majority.

## **ARTICLE XXXII. MISCELLANEOUS**

- a) **Mode of sending notices/communications:**

Any notice or communication may be sent by post, fax, email or by hand to any Member at the Member's last known address/fax number.

**b) Service by Post:**

Where any notice is sent by post, service of the notice will be deemed to have been received by the member.

- c) **Service by email:** If a Member has indicated her consent to receiving communications by e-mail, service by e-mail is deemed to be good service.

## ARTICLE XXII: DISSOLUTION

- a) WIKAB Forum shall not be dissolved except with the consent of not less than two-thirds of the general members who have to be fully paid up, at a General Meeting specially convened for the purpose.
- b) In the event of WIKAB Forum being dissolved as set out above, all debts and liabilities lawfully incurred on behalf of WIKAB shall be fully discharged, and the remaining funds or other assets shall be disposed of, as decided by the General Meeting.