

Constitution of ECOI-Tanzania

Preamble

ECOI is a non governmental organization which is not based on any political affiliation, religion, tribe or government. The main objective of the organization is to assist people of all categories: children, women, elderly, widows and widowers and the poor. It aims at empowering them to access quality life.

Part One:

Name of the Organization

Name of the organization is Empowerment of Community Initiatives (ECOI – Tanzania). It is a community empowerment organization. Its postal address is P.O. Box 111 Arusha and it will operate in all regions of Tanzania Mainland, starting with the district of Meru in Arusha region.

Headquarters of the Organization

The headquarters of ECOI – Tanzania shall be at Nkoanrua village, Meru district in Arusha region, Tanzania.

Part Two

Description of the Constitution

This constitution shall be translated in the context of the implementation of the objectives of the organization – Empowerment of Community Initiatives – Tanzania (ECOI – Tanzania)

In this constitution the following terms and phrases shall have a meaning as indicated except when the context of application of the terms and phrases will give a different meaning

Sponsorship:

This is any assistance given to ECOI – Tanzania either from outside Tanzania or from within the United Republic of Tanzania.

Investigation committee:

This is a group of people with the mandate as indicated in this constitution section 12 (3)

ECOI – Tanzania Board

It is an organ of the ECOI –Tanzania that has a mandate of developing conditions, procedures and policies which will lead the organization as indicated in this constitution section 8(1)

Chairperson

This shall mean a chairperson with authority in the board and the organization.

Board secretary

Chief executive officer of the ECOI – Tanzania Board

Treasurer

Chief executive of all finances of ECOI – Tanzania

Executive Director

Chief Executive Officer of all projects of ECOI-Tanzania.

Committee

When a committee works on a specific project of the organization, it will be known as the project committee of the particular project or a committee that is made for a specific activity e.g. an investigation committee.

Constitution

The mother law and procedures for governing ECOI – Tanzania

Court

Any court in the United Republic of Tanzania that has authority and legal power in accordance with the national constitution and laws of the United Republic of Tanzania.

Conflict (Misunderstandings)

Is a state of misunderstanding among members of the organization as stipulated in section 12 of the constitution.

Donor

Is any government, any Union, any group, an individual or people who would help ECOI - Tanzania financially or in any other means

Immunity

If applied for officers of ECOI – Tanzania it will have a meaning as stipulated in this constitution part 11 (4) and (2)

Legal Authority

Ability to do or to decide anything concerned with this organization

Member

If applied according to this organization it means a member of ECOI – Tanzania as indicated in this constitution part 4 and 13

Project

Part of this organization as indicated in this constitution part 10

Project Leaders Team

All who work as leaders of the project.

Quorum

This is the amount of people needed by the organization to make decision in any meeting as indicated in this constitution

Signatories

All those who have been indicated in this constitution part 5(f) and (g)

Vision of ECOI – Tanzania

Quality life of community to participate in development projects

Mission

To establish, run and develop development projects in the community in the areas of education, environment, health and income generating activities.

Part Three

Objectives of ECOI - Tanzania

1. To strengthen delivery of quality education at all levels from kindergarten to secondary level
2. To include community in the improvement of social services
3. To enable participation of Tanzania youth and youth from other countries in the issues of education and culture
4. To strengthen control of spread of HIV and Aids

Activities of ECOI - Tanzania

1. To provide training to the community on environmental conservation, to supervise tree planting and all other issues pertaining to improvement of environment
2. To train on provision of early childhood education, primary and secondary education at an international level
3. To provide training on health issues and reduction of infection of HIV and Aids
4. To provide training on child rights
5. To organize youth camps for youth from Tanzania and from other countries on community issues

6. To run a secondary school with international standards
7. To motivate formation of income generating groups of youth, women and others.
8. To provide loans with minimum interests to entrepreneurship groups of youth and women

Part Four Membership

ECOI – Tanzania will have the following categories of membership

1. Founder members of the organization who attended the first General Meeting which declared to start the organization ECOI- Tanzania
2. Ordinary membership will be given to members confirmed by the Executive Committee of the organization ECOI – Tanzania
3. Honorary membership will be given to a person or organization that has in one way or another supported ECOI – Tanzania in reaching the organization goals and vision

Responsibility and ending of membership

a) Responsibility

1. Every member of ECOI – Tanzania will be responsible to respect and defend this constitution and strive to ensure ECOI-Tanzania achieves its expectations and objectives.
2. Members will attend all meetings as they are coordinated by the organization without fail or providing unnecessary excuses.

b) Ending of membership

Membership will end due to the following reasons:

1. Failing to attend three meetings consecutively without proper reason
2. To be rejected due to reasons of mental disability and inability to perform activities of the organization.
3. Voluntary resigning from membership by writing a membership resignation letter to the executive committee
4. To be expelled for being against the constitution.
5. ECOI – Tanzania dismissal or coming to its end
6. Registrar of companies will be informed in writing by the executive committee or by willingness of ECOI-Tanzania members of the dismissal of the organization. Liabilities and activities of the organization can be transferred to another like-minded organization as ECOI-Tanzania

General Meeting of ECOI – Tanzania

- i. This is a meeting of all members of ECOI-Tanzania and its role is to receive the organization implementation report and to give directives for the development of the organization. To nominate the chairperson of the organization, the board chair, the secretary general of the organization, the secretary of the board, the treasurer and the bank where the organization

money will be saved. All the nominated except the executive Director will serve for five years but the General Meeting can refute the nomination and re-do nomination for the interest of the organization.

- (ii) The chairperson shall lead all meetings and shall have a veto vote in case votes balance in the time of voting. In case of any reason the chairperson fails to attend a meeting, the meeting will nominate a deputy (temporary) chairperson
- (iii) The secretary general shall keep records of all general meetings and will be the chief spokesperson of this organization
- (iv) The treasurer shall lead all financial sections and staff concerned with finances and shall give reports of the organization in the general meeting.

Part Five

Funds and Sources of Income

Sources of income for running activities of ECOI – Tanzania will include:

- a) Contributions from members, entry fees, and fund raising
- b) Donation from donors from outside Tanzania and within Tanzania
- c) ECOI – Tanzania through its members and employees will do training and consultancies and other income generating activities to generate income for the organization and reduce dependency on donors.

Funds:

- a) All funds obtained by ECOI- Tanzania will be used to implement all objectives of the organization as clarified by the organization board.
- b) All ECOI-Tanzania funds will be served in a bank that will be agreed upon by the general meeting of the organization
- c) The office expenses will depend on the ECOI- Tanzania funds by approval of the organization board
- d) The auditor of the organization will be nominated by the general meeting. The Auditor will be obliged to give the audit report each year to the executive director. However, auditing can be done anytime as decided by the board of ECOI-Tanzania or the general meeting
- e) The following shall be signatories of ECOI-Tanzania until it is directed differently by the general meeting of the organization and signatures of two of the signatories can be enough.
 - i. Executive director
 - ii. Treasurer
 - iii. Chairperson
- f) Without going against all what is in part 5 (e) of this constitution any payment either in cheque or in any other means will not be legal if it lacks the signature of the Executive Director.

Part Six

Annual Budget

1. Three months before commencement of the financial year the office of the treasurer will prepare a financial report and hand it to the Executive director who will take it to the ECOI – Tanzania Board meeting to go through it and give any relevant technical advice
2. Every annual budget will show all sources of income such as income from internal sources and from outside Tanzania, contributions from members, individual people and from the government.

Part Seven

Administration of the Organization

This organization will have its structure as follows:

- i. ECOI-Tanzania Board
- ii. Executive Committee
- iii. General Meeting

Part Eight

ECOI – Tanzania Board: Structure, Authority and Activities

1. ECOI – Tanzania Board structure

- a. The board of ECOI-Tanzania will comprise of seven members. There shall be a chairperson, secretary and five members. The board will be made up by members who will be nominated by the general meeting of ECOI-Tanzania through voting.
- b. In order to be elected again in the ECOI-Tanzania board and a member stopping being a member of the board will be according to following reasons:
 - i. Member to be elected again for another session of leadership
 - ii. Member of ECOI-Tanzania board will stop holding his/her position in the following environment:
 - a. Death of the member or disability/inability to perform responsibilities of the organization. The member elected according to this constitution will be a member for a period of five (5) years and will be able to implement his/her responsibilities as a member of the board
 - b. Voluntary resignation
 - c. If needed to resign according to any existing law. The ECOI-Tanzania General meeting can also stop the membership from the board for the interest of the organization
 - d. If member fails to attend three meetings consecutively.

Authority and Work of the Board of ECOI – Tanzania

The board has the authority of making laws of this organization.

- a. The board will formulate and Implement the policies, plans and procedures to supervise the work of the organization.

- ii. The ECOI-Tanzania board will verify and authorize projects and programs of ECOI-Tanzania together with their budgets
- iii. The ECOI-Tanzania board will represent the organization in the court or in any other issue outside the court
- iv. The board will invest funds of this organization in different projects and make changes in investments as it will be seen necessary to increase the income of the organization
- v. The board of ECOI-Tanzania will improve expenditure so as to fulfill all objectives of the organization
- vi. The board will be able to sign different agreements of the organization. The board will do so through the executive director after all members of the general meeting have had their approval
- vii. The board will provide the annual report on the work of ECOI-Tanzania to the donors and to the registrar of organizations through the executive director.
- viii. The quorum of any board meeting will not be under four (4) members

1. Roles of the ECOI-Tanzania Board Chairperson

- a. To organize and lead all board meetings
- b. To assist the board in securing resources from different sources for the development of the organization
- c. The chairperson will deputize his/her responsibilities to any other member on her/his behalf if for any reason s/he will not be able to attend a board meeting.

Roles of the Board Secretary

The secretary will fulfill the following responsibilities:

- a. S/he will prepare agenda points for the board meetings in collaboration with the chairperson
- b. S/he will prepare the annual report of ECOI-Tanzania and distribute it in collaboration with the Executive director
- c. S/he will keep all documents of the board of ECOI-Tanzania

2. Meetings:

- a. The board of ECOI-Tanzania shall have ordinary meetings twice a year. The board could have an emergency/special meeting if it decides to do so or called by the board chairperson or if one third of the eligible voting members decide and agree to hold a meeting
- b. Decisions of the board and the general meeting of ECOI-Tanzania will be made through voting
- c. The executive committee will have their meetings four (4) times a year and can call for more meetings as it pleases the executive committee or as advised by the board.
- d. Minutes signed by any concerned leader of this organization and who leads any organization meeting, those minutes will be a legal document for that particular meeting
- e. There shall be an annual general meeting every after one year. This meeting shall evaluate all works of this organization and make decisions which will bring development of this organization. This meeting will also nominate members of the the board to fill in vacant positions. Emergency or special meeting will be called upon request or need from half of the members.

Part Nine

Executive Committee

1) Structure

The executive committee will comprise of:

- a. Chairperson – who is also the Executive Director of ECOI-Tanzania.
- b. Secretary – s/he will be elected by members of the executive committee
- c. Accountant
- d. Heads of all departments of ECOI-Tanzania

2) Executive Director

- i. Executive director will be assisted by heads of departments of ECOI-Tanzania
- ii. Director will be chief spokesperson and chief administrator of all projects
- iii. Director will be responsible to the board of ECOI –Tanzania
- iv. Director will supervise implementation of the functions of the projects and effective financial management
- v. Director will deliver work development report twice a year to the board concerning activities of the projects and the financial situation of each project by referring to income and expenditure of the organization.

Part Ten

Departments of ECOI-Tanzania

1. Economy and Community Development
2. Administration and Finance
3. Cross-Cutting Issues

Structure of Departments

1. Structure of the department will have the following members:
 - a. Head of Department
 - b. Accountant
 - c. Project coordinators
 - d. Project workers
2. Roles of Heads of Departments
They will cooperate in all means to ensure objectives of the organization are reached by doing the following:
 - i. By taking all necessary measures in implementing decisions of the board and the executive committee

- ii. Facilitating collection and exchange of information, reports, researches/innovation for enhancing development of staff and projects of ECOI – Tanzania as required by the board or executive committee or members of the general meeting.

Part Eleven

1) Mandate of ECOI – Tanzania

For the reason of this constitution, ECOI - Tanzania shall have the following mandate:

- a. To enter into contracts
- b. To sue or be sued through the board
- c. To purchase and sell moveable and immoveable properties
- d. In accordance with sections of this constitution, ECOI – Tanzania will have capability to borrow an amount of money that will be able to accomplish/implement its plans and objectives
- e. To implement any legal program for the sake of fulfilling the objectives of ECOI - Tanzania
- f. To own land, building and business for the development of the organization.

2) Quorum for meetings

Half of all members of ECOI - Tanzania will make a quorum of any general meeting of ECOI – Tanzania and a quorum for a special meeting will be two thirds of all members.

3) Decisions of ECOI – Tanzania meetings

Any issue that is proposed for decision making in any ECOI-Tanzania meeting will be decided by majority votes of present and voting members. In case votes balance and there is no winning side, then the chairperson’s vote will determine, for the sake of the meeting.

4) Immunity:

Leaders of ECOI - Tanzania shall have the following immunity:

- i. Immune of not being sued for offences by leaders in implementing their official responsibilities (this includes their spoken or written words). This immunity will apply even after retiring from ECOI-Tanzania leadership.
- ii. No officer will be made accountable for any loss that occurred for failing or not fulfilling anything intended for good will except for personal or intentional offence.

Part Twelve

1. Conflict Management

- a) Any conflict that will happen amongst members of ECOI – Tanzania related to translation or implementation of this constitution shall be resolved by the board and in case the conflict is not resolved any of the parties involved in the conflict will take the matter to the general meeting for final decision.

2. Indiscipline

- a) When information is delivered to ECOI-Tanzania or to the general meeting that a member of ECOI-Tanzania has been involved in an disciplinary act which according to this constitution it involves negligence in fulfilling responsibilities such as refusing orders and or doing against the interest of ECOI – Tanzania or going against the law of the United Republic of Tanzania, or being sentenced by the court for any unethical offence; the chairperson and secretary will form an investigation committee which will be made purposely to find out the truth about the offence.
- b) The investigation committee will deliver its report and recommendations to the board of ECOI – Tanzania for decisions which will be taken forward to the general meeting if consensus is not reached.
- c) For the employees of the projects director will take measures as it pleases him according to the labor laws of Tanzania.

3. Investigation Committee

No member will be humiliated/oppresed for any offence s/he commits but an investigation committee will be formed to investigate about the offence and give recommendations according to the outcome of the investigation.

- a) When Investigation is revealed the accused should be present to ask questions and to defend her/himself.
- b) The accused has the right to come up with her/his evidence
- c) A written evidence will be accepted if only the accused was given a copy of the document

Part Thirteen

Ammendment of the Constitution

According to the growth of the ECOI – Tanzania as an organization, this constitution can add more sections or amendments as it could be suitable and in accordance with the recommendations of the general meeting. In addition according to enrolment of new members especially from other organizations from outside and particularly those with interest of supporting ECOI-Tanzania to reach its objectives and expectations the constitution can be amended.