

**Kyaninga Child Development Centre
(KCDC)**

CONSTITUTION

ARTICLE I: NAME AND ADDRESS OF THE ORGANISATION

- 1.1** The Organisation shall be called Kyaninga Child Development Centre (KCDC)
- 1.2** The Organisation shall be registered in accordance with the laws and guidelines of the Republic of Uganda, NGO Act (Cap 2007) and other relevant statutory regulations or legal instrument.
- 1.3** The Organisation shall be affiliated to Non-Governmental Organisation, national and international networks with similar objectives and shall collaborate with the Government in execution of the project mandate and that of the Government.
- 1.4** The Organisation shall be an independent, non-profit making body, non-partisan and shall keep within its mandate in accordance with the provision of this constitution and other rules and regulations made herein under.
- 1.5** The abbreviation ‘KCDC’ shall be the accepted abbreviation of the Organisation’s name and shall be accepted as a name.

ARTICLE II: LOCATION OF THE ORGANISATION’S OFFICE

- 2.1** The Headquarters of the organisation shall be based in the FORT PORTAL area and will extend its services in other districts that make Kabarole District where necessary.

ARTICLE III: THE VISION OF THE ORGANISATION

- 3.1** To enable all children to reach their optimum potential so that maximal function is achieved, deformity prevented or reduced and the effect of disability minimised so that they may overcome many of the barriers that they and their families face.

ARTICLE IV: THE MISSION OF THE ORGANISATION

- 4.1** To provide high quality, specialised and affordable physiotherapy, occupational therapy and speech language therapy to children with disabilities and special needs in the Kabarole District, Uganda.
- 4.2** To provide daily respite care for families with children with severe disabilities.
- 4.3** To provide training, education and support to families, carer’s and communities in the care of children and young adults with special needs.

ARTICLE V: OBJECTIVES OF KCDC

- 5.1 To provide occupational therapy, physiotherapy and speech language therapy assessment and rehabilitation to children aged 0-16 in order to help them to meet their developmental goals
- 5.2 Develop a family-centred environment that can provide information, support, advocacy and networking for families and their communities
- 5.3 Foster social equity by providing accessible and affordable programs.
- 5.4 Develop partnerships with local medical centre's and similar organisations to enhance our services
- 5.5 To provide relevant information that will empower the community to make informed choices in relation to their health.
- 5.6 To lobby and advocate for fair policies and laws that affect the daily life of the disabled community through research, networking and strategic alliance building.
- 5.7 Maintain the financial and ethical integrity of the organisation through sound governance, record keeping and management practices.

ARTICLE VI: MEMBERSHIP

- 6.1 KCDC shall not be a membership organisation but will closely work with established civil society organisations, the local government and other development actors both nationally and internationally that share common interests and mandates.

ARTICLE VIII: MANAGEMENT AND STRUCTURE

- 7.0 KCDC shall have the following membership
 - 7.1 The Board
 - 7.2 Management team
 - 7.3 Professional Staff
 - 7.4 Support staff

7.1.1 Function and the powers of the Board

The Board shall be the supreme body of the organisation, it shall be responsible for:

- I. Reviewing and passing policies in the organisation

- II. Review performance of senior staff and/or any recruitment of senior staff that may be needed. The Board shall also advise on staffing and may on the advice of the management or on their own behalf terminate the contract of any staff in accordance with the personnel policy.
- III. Mobilise resources on behalf of the Institution.
- IV. Provide technical and other managerial support to KCDC management.

7.2.1 Powers and roles of the Management

The management shall comprise of Heads of Department/Programme and shall take on the role of directing, managing, decision making, and policy implementation monitoring and reporting all the affairs of the organisation. The management shall report directly to the Board and shall give constant feedback to the entire staff during monthly and reflection meetings.

7.3.1 Duties and responsibilities of the Staff (professional and support)

The professional staff will be the core implementation body of KCDC and they shall be responsible for the day-day implementation of the activities of the Organisation and will be closely monitored by the management team. They shall by all means represent and promote the interest of the Organisation in the field and at other levels and they shall be obliged to report to the management on the progress of their work. The professional staff will be registered with all relevant governing bodies related to their occupation.

The support staff shall assist the professional staff in the execution of the activities of the organisation and will be supervised by the management and receive regular training to enable them to carry out their role safely and effectively.

ARTICLE VIII: MEETINGS

8.1.1 Bi annual Board meetings

Bi annual board meetings shall be held to review organisational documents including narrative and financial reports, audit reports, organisational policies etc. The Board shall also be updated on the progress/performance of the organisation including recruitment, funding, achievements, challenges, etc.

8.1.2 Management Meetings

Bi weekly management meetings shall be conducted purposely to review progress of the organisation, draft and review policies, review staff performance, formulate and pass decisions in line with entire execution of the organisation mandate

8.1.3 Monthly Review and Staff Meetings

Staff and progress review meetings shall be held every end of the month to obtain relevant information regarding day to day implementation of organisation activities, generate models, recommendations for bettering the organisation. These monthly meetings shall also be used as feedback meetings on staff welfare

8.1.4 Annual reflection meeting

Every end of the year, KCDC shall conduct a reflection meeting that will bring together partners, staff, management and the Board to review the progress of the organisation, policy issues, staffing, financing, joint planning and other issues that may require a collective decision.

ARTICLE IX: FINANCES

9.1 The finances of the organisation shall consist of:

- i. Individual donations/financial contribution from members
- ii. Donation and grants
- iii. Money realized from fundraising
- iv. Day care fees
- v. Income from consultancies
- vi. Any other source of income

9.2 Financial Year

The financial year of the Organisation shall follow the calendar year i.e. shall run from 1st January to 31st December of each year.

9.3 Banking

- i. The Organisation shall have and operate bank accounts in lawfully licensed institutions at banks as determined by the Board Members.
- ii. The KCDC management through the finance department shall manage the funds of the organisation with constant approval and recommendations of the Board. The Head of the Organisation, the Director of Finance (Board Member) and the Finance Officer shall be principle signatories of the accounts.
- iii. For purposes of bank transactions a cheque will be cleared when it holds at least two signatories with the head of the Organisation being the principle signatory.

9.4 BOOKS AND RECORDS

9.4.1 The Organisation shall keep its books and records in a proper manner and shall periodically update its books and records.

9.4.2 The following books of accounts shall be kept:-

- i. The Registration Certificate
- ii. The Minutes Books
- iii. Books of Accounts

9.5 AUDIT

The management team shall recommend a firm(s) of auditors to the Board who will then approve any of the recommended firms to audit accounts of the Organisation at the end of every financial year.

ARTICLE X: THE SEAL

10.1 The Organisation shall have an official seal that shall bear its logo and shall be kept by the Secretary.

10.2 The Organisation including legal documents and officials documents approved by the Board shall affix the seal to all documents.

10.3 Any of the following officials of the Organisation shall have authority to witness and/or authenticate the official seal.

- i. The Director
- ii. The Deputy/Head of Programs

ARTICLE XI: AMMENDMENT OF THE CONSTITUTION

11.1 The Constitution or any part there of, may be amended by the Board upon passing a special resolution to that effect supported by 2/3 of the members present. The draft copy of the proposed articles to be amended shall be prepared by the management prior to the Board meeting.

ARTICLE XII: DISSOLUTION

12.1 The Organisation may be dissolved by a special motion moved in the Board meeting; tabled, seconded in writing by not less than $\frac{3}{4}$ of all the members of the Board present.

- 12.2** A notice of intention to dissolve the organisation shall be served to the Board that shall later notify all the relevant partners/parties three months before the meeting at which it is proposed to move the motion.
- 12.3** The property of the organisation at dissolution shall be passed on to any charity organization or partners with similar aspirations to those of KCDC.