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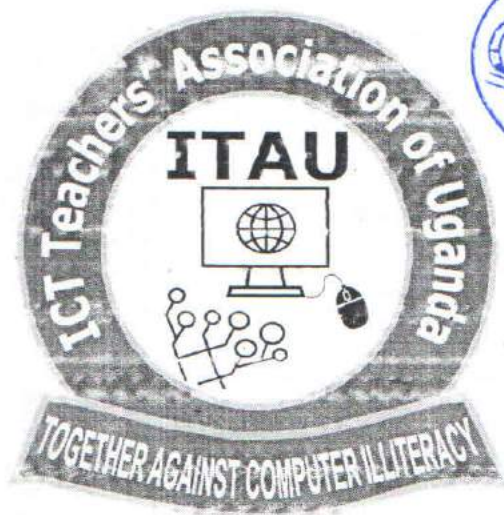
Under No. 22143

**THE REPUBLIC OF UGANDA**

**CONSTITUTION**

**of**

**ICT TEACHERS' ASSOCIATION  
OF UGANDA (ITAU)**



*Together Against Computer Illiteracy*

# THE REPUBLIC OF UGANDA

## THE CONSTITUTION OF ICT TEACHERS' ASSOCIATION OF UGANDA (ITAU)

### PREAMBLE

**We, the members of "ICT TEACHERS' ASSOCIATION OF UGANDA, herein after referred to as (ITAU)",**

**COGNIZANT** that we have a constitutional right of freedom of assembly, association and expression and thus capable of joining this association as enshrined in Article 29 clause 1 (e) of the Constitution of the Republic of Uganda 1995 as amended and that the establishment, activities and management of associations should be in conformity with the the Constitution and Laws of Uganda;

**RECOGNIZING** the low levels of ICT literacy, the high demand for ICT skills as a major requirement for employment, the unequal access to basic ICT training resources and the need to reduce the digital divide in the country;

**MINDEFUL** of the challenges to our work as teachers of Computer Studies and Subsidiary ICT in Ugandan schools;

**CONVINCED** that the responsibility to better our knowledge, skills and address some of our challenges lies within ourselves cooperating at all levels;

**AFFIRM OUR WILL** to work tirelessly together to support the community of ICT teachers to innovatively improve in our methods of work, thereby promoting ICT education and increasing computer literacy in Uganda. This we shall do through coordinated discussion platforms, workshops, seminars, events, national ICT competitions, debates, regular meetings, member guidance and counseling, resource sharing, projects and financial contributions;

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## DEFINITIONS

- (a) "AGM" is an acronym for Annual General Meeting.
- (b) "Annual", or "Annual Meeting" refer to and comply with the Academic calendar of the Ministry of Education and Sports.
- (c) "Affiliate Member" refers to a member from any organization by the Association.
- (d) "Annual Accounts" mean the balance sheet; the statement of income and expenditure; the statement of expenses and application of funds.
- (e) "Associate member" refers to a member who has made himself/herself a partner by paying a subscription fee as will be determined by the NEC.
- (f) "*Bona fide* member" means and includes only those persons who have duly paid the non-refundable subscription fee.
- (g) "Constituency" shall mean a unit of representation in the Association, such as geographical regions in the country which shall be demarcated by the AGM.
- (h) "Complimentary Member" refers to a member who co-exists with the members of ITAU but has no right of vote as a *bona fide* member.
- (i) "External Auditor" refers to any person with the recognized accounting qualifications who is not a member of the NEC.
- (j) "Extraordinary Meeting" refers to an impromptu meeting.
- (k) "ICT" stands for Information and Communication Technology.
- (l) "ITAU" stands for ICT Teachers' Association of Uganda.
- (m) "Policies" refers to the Established Laws, and guidelines.
- (n) "SACCO" refers to Savings and Credit Cooperative.
- (o) "Special Meeting" refers to a meeting where two and a third (2/3) of its majority members has not been realized.

- (p) "The Constitution" means the Constitution of ITAU unless otherwise stated.
- (q) "The NEC" or National Executive Committee refers to the body comprising the elected officials of the Association and includes the representatives of the Constituencies.
- (r) "Association" shall mean ICT TEACHERS ASSOCIATION OF UGANDA.
- (s) "Part-time Member" refers to a member who is legally entitled to have a right to ITAU membership during specified periods.
- (t) "RC" refers to Regional Committees.
- (u) "Stand-by Executive" refers to the Executive appointed by the NEC in the event of the dissolution of the NEC or by means of vote-of-no confidence.
- (v) Words denoting masculine gender such as his, him, etc. also refer to feminine gender.



## **ARTICLE I**

### **1.1 NAME**

The name of the Association shall be the "ICT TEACHERS' ASSOCIATION OF UGANDA" (herein after known and referred to as **ITAU**).

### **1.2 REGISTERED OFFICE OF ITAU**

ITAU will have a head office, which shall be established in a location decided upon by the NEC in consultation with the members.

### **1.3 MISSION**

To provide a platform for ICT teachers to share, innovate and facilitate world-standard research, teaching and learning ICT in Ugandan schools.

### **1.4 VISION**

A vibrant association in which members find a sense of belonging and actively participate in activities that enhance teaching ICT and Computer Studies in Uganda.

### **1.5 THE MOTTO**

The motto of the Association shall be "Together against Computer illiteracy".

## **ARTICLE II**

### **OBJECTIVES OF THE ASSOCIATION**

#### **2.1 OBJECTIVES**

The objectives of the Association are:

1. To enhance unity and teamwork among the Association members and the entire public;
2. To sensitize the public about computer literacy and undertake initiatives aimed at bridging the digital divide;
3. To aid the Uganda ICT Teachers community in its pursuit of teaching excellence, awareness, harmony and professionalism;
4. To identify and make known the educational and related needs and challenges that teachers face in Ugandan schools, as far as practicable.

- source, mobilize and co-ordinate ways and means whereby those needs and challenges may be addressed;
5. To provide a meaningful address of ICT teachers' concerns and perspectives through the principle of democratic representation;
  6. To foster observance of shared goals and ideals of ICT Teachers in Uganda;
  7. To gather, disseminate and mutually exchange information about members and their activities in the fields of education, research, innovation, strategic and development plans and services;
  8. To contribute toward the promotion of ICT education in Uganda, by organizing workshops, seminars, events and projects in order to assist its members to improve professionally and teach more effectively;
  9. To ensure that the association's activities achieve their maximum effectiveness;
  10. To raise funds through lawful means for purposes of achieving the aims and objectives of the association;
  11. To link the ICT Teachers community to different career and other opportunities;
  12. To establish and run a SACCO to help the members access financial services which can simplify the acquisition of assets necessary for their work such as computers and for personal development;
  13. To develop and maintain a website or other publications in which ICT Teachers can express their views, thoughts and creative talents;
  14. To uphold this constitution and undertake any other activity which does not conflict with the constitution or any other law or regulation in force or as laid down in the laws of Uganda and which are beneficial to the members;
  15. Such other objectives as shall be relevant to the furtherance of the aims of the association.



## **ARTICLE III**

### **MEMBERSHIP**

#### **3.1 ELIGIBILITY**

- (i) Membership to the Association shall be open to all ICT and Computer Studies teachers in Uganda.
- (ii) Membership to the Association shall be free from discrimination on the basis of race, color, creed, sex, marital status, personal appearance, age, national origin, political affiliation and physical or mental disability.

#### **3.2 DETERMINATION OF MEMBERSHIP TYPE**

1. A person currently teaching computer studies or subsidiary ICT in any school in Uganda shall be an ordinary member of ITAU.
2. An ordinary member shall become a 'Bona fide member upon payment of annual subscription fee as shall be determined from time to time by the ITAU NEC and approved by the AGM.
3. Former teachers shall be granted associate membership, upon payment of an annual fee determined by the NEC. Such membership will be considered and approved by the NEC.
4. Any other person desiring to be a member of the Association and who in the opinion of the NEC does not fall under any of the categories specified in this section (i), (ii) or (iii) above shall be granted affiliate membership upon approval by the Committee.

#### **3.3 RIGHTS OF MEMBERS**

Members of ITAU shall have the following rights:-

- (i) Every member shall have the right to vote in the Associations' elections:

- (ii) Every member shall have access to the facilities and services offered by ITAU provided that such access shall not be through unlawful means such as unauthorized access or misuse of the facilities / services;
- (iii) Every member shall have a right to create an account on the joint ITAU website / with content publishing permissions;
- (iv) Every member shall have a right to be added to the ITAU contacts database and mailing lists, to get correspondences, and access to all member contacts provided they are to be utilized in observance of computer ethics;
- (v) Every member shall be free to join the ITAU SACCO and get access to the financial services provided by the SACCO as established by its constitution;
- (vi) Every member shall have the right to take part in all activities and enjoy all facilities of ITAU without hindrance, unless otherwise provided in this Constitution;
- (vii) Participate in the proceedings of the General Meetings;
- (viii) Attend training courses, seminars and workshops that may be arranged by the ITAU;
- (ix) To elect or be elected to any of ITAU leadership position unless otherwise provided in the constitution;
- (x) To be elected, nominated or appointed to be a delegate or representative of ITAU in any forum;
- (xi) To express their opinion in any proper and appropriate means in any ITAU meetings or any other forum where ITAU has interest; provided that the opinion does not contradict the policies of ITAU.

### **3.4 OBLIGATIONS OF MEMBERS**

- (i) Every member of ITAU shall be required to respect all the organs of the Association established in the Constitution and their decisions.

- (ii) Every member shall abide and bind oneself by the letter and spirit of this Constitution.
- (iii) Every member shall have a duty to protect, promote, and preserve the integrity of this Constitution.

### **3.5 CESSATION OF MEMBERSHIP**

Membership shall cease where one:

- (i) Resigns from ITAU by notice submitted to the Secretary General. The resignation shall take effect from the date of receipt of the notification by the Secretary General.
- (ii) Ceases to be a teacher occasioned by death, retirement or switch of occupation or otherwise.

## **ARTICLE IV**

### **STRUCTURE OF THE ASSOCIATION**

#### **4.1 THE ORGANS**

The organs of ITAU shall be as follows:

- (i) The National Executive Committee (NEC).
- (ii) The Regional Committees (RCs).
- (iii) Annual General Meeting.

#### **4.2 THE NATIONAL EXECUTIVE COMMITTEE**

##### **4.2.1 Establishment of the National Executive Committee**

- (i) There shall be a National Executive Committee of the Association.
- (ii) The Executive power of the Association shall be vested in the NEC.
- (iii) The NEC shall be responsible for overseeing the day to day operations of the Association.

##### **4.2.2 Membership of the National Executive Committee**

The NEC shall comprise of elected officers including:



- (a) National Chairperson
- (b) National Vice Chairperson
- (c) National Secretary General
- (d) National Assistant secretary general
- (e) National Secretary for finance
- (f) National Secretary for Projects and Events
- (g) National Publicity Secretary
- (h) National Coordinator
- (i) Regional Committee Chairpersons

#### **4.2.3 Duties of the National Executive Committee**

The Executive shall:

- (i) Be ultimately responsible for upholding the Constitution of the Association;
- (ii) Implement resolutions and decisions made by the AGM;
- (iii) Be responsible for the day to day running of the Association;
- (iv) Manage the Associations' property with integrity, accountability and transparency;
- (v) Represent the Association in forums and functions where the Association needs to be represented;
- (xii) Facilitate the actualization of the objectives of the Association;
- (xiii) Determine the general policies of the Association;
- (xiv) Approve the programs and budget of the Association;
- (xv) Establish special committees to carry out the functions of the Association as needed from time to time.

#### **4.2.4 Co-option of Members**

The NEC shall co-opt an individual from among the ITAU Bona fide members to replace a member of the NEC who would have resigned, suspended from office, deceased, or ceased to be a member on disciplinary

grounds. Such co-option shall be done by members of the NEC and the decision shall require a two-thirds (2/3) majority of all members of the NEC.

#### **4.2.5 Powers of the National Executive Committee**

- (a) The NEC shall have full authority over the assets and businesses of the Association, and may contract staff and/ or professionals to be remunerated on such terms and conditions as may be agreed upon.
- (b) The NEC shall have powers to suspend, levy fines, or otherwise discipline its members, in line with the provisions of its general policies.

#### **4.2.6 Meetings of the National Executive Committee**

- (i) The NEC shall meet at least three times in a year in ordinary session at a date and place to be determined by it.
- (ii) The Chairperson shall convene an extraordinary session of the Committee if two thirds (2/3) of the Committee members make a request in writing / email.
- (iii) The quorum required for a meeting is at least 60 percent of the members, including the Chairperson.
- (iv) Deliberations of the NEC shall be open to all members present or their representatives and decisions shall be by consensus. Provided that where there is divergence of opinion, the decision shall be taken by vote of a simple majority of members present and voting except where otherwise provided for in this Constitution. The Chairperson shall have a casting vote in the event of a tie.
- (v) The NEC shall determine its own rules of procedure for meetings. Where provision is not made in the rules of procedure, the Chairperson or other person presiding at the meeting shall take a decision, which shall be binding on those present at the meeting unless the matter is otherwise provided for in the rules of procedure.

- (vi) The NEC meeting shall be chaired by the National Chairperson of the Association. In the absence of the Chairperson and the Vice, members present shall appoint among themselves a Chairperson to preside over the meeting.

#### **4.3 ANNUAL GENERAL MEETING**

- (i) There shall be an Annual General Meeting of the ITAU, which shall be held not later than 30<sup>th</sup> November of each year, in consultation with the patron.
- (ii) Notice in writing of such Annual General Meeting, accompanied by the annual statement of accounts and the agenda for the meeting shall be sent to all members not less than 30 days before the date of the meeting.
- (iii) The Annual General Meeting will be deemed to be constituted when at least a third of the members are present.
- (iv) The agenda of the Annual General Meeting shall be to-
  - (a) Confirm the minutes of the previous annual general meeting;
  - (b) Receive the report of the NEC on the finances and activities of the Association;
  - (c) Consider the accounts;
  - (d) Receive the reports of the Chairpersons of any ITAU Committees;
  - (e) Conduct Elections for the new NEC for the subsequent year;
  - (f) Conduct Elections for the Electoral Commission for the subsequent year;
  - (g) Decide on programs and activities of the Association;
  - (h) Decide on the venue and host of the next annual meeting - provided that in case of emergency, the time and place of the meeting may be changed by the Chairperson of the Association after consultation with the NEC;
  - (i) Any other business with the approval of the Chairperson.



#### **4.4 THE REGIONAL COMMITTEES**

##### **4.4.1 Establishment of the Regional Committees**

- (i) ITAU shall have RCs for each of the four main regions of Uganda (Central, Eastern, Northern and Western Uganda).
- (ii) Each RC will have a regional chairperson, regional vice chairperson, regional secretary general, regional assistant secretary general, regional secretary for finance, and a regional secretary for projects, activities and events.
- (iii) The members from each region who make it to the AGM will choose among themselves members to be on their regional committee.

##### **4.4.2 Duties of the Regional Committees**

The RCs shall:

- (i) Be ambassadors of ITAU in the field, during workshops, at marking centers and other such for a where ICT Teachers physically meet.
- (ii) Carry out grass root mobilization of new members to register with the association;
- (iii) Add new contacts to the ITAU social media platforms and website.
- (iv) Implement proposals and resolutions made by the NEC.
- (v) Organize regional meetings and seminars for ICT teachers and students.
- (vi) Set regional joint mock exams for ICT and Computer Studies.
- (vii) Carry out any other activities or projects which are in line with the

## **4.5 OFFICE BEARERS OF THE ASSOCIATION AND DUTIES**

### **4.5.1 National Chairperson**

The Association shall have a National Chairperson who shall be elected by all bona fide members of ITAU.

The National Chairperson shall:

- (a) Be the executive head of the association.
- (b) Preside over the NEC Ordinary and Extra-ordinary Meetings;
- (c) Be the spokesperson of the Association on the advice of the NEC ;
- (d) Preside over all general meetings of the association;
- (e) Have a casting vote in all meetings of the Association;
- (f) Be ex-officio member of all Committees;
- (g) Be the accounting officer of the association.
- (h) Be the custodian of the association stamp and seal.
- (i) Be a co-signatory in all negotiable transactions of the Association;
- (j) Be responsible for drawing and execution of the work plans of the association in consultation with the NEC.
- (k) Have to the authority to appoint / contract any officials / staff to perform administrative or technical duties for ITAU when need arises, with the approval of the NEC.
- (l) Spearhead the establishment and operation of the ITAU SACCO in conjunction with the NEC.
- (m) Be responsible for ensuring the legality of ITAU as per the laws of Uganda, and seek / outsource legal guidance where need arises with the approval of the NEC.
- (n) Such other duties as may be bestowed upon him by the Patron, AGM or NEC, provided that it does not violate this Constitution, or any other written laws.

#### **4.5.2 National Vice-Chairperson**

The Association shall have a National Vice Chairperson who shall be elected by all bona fide members of ITAU.

The National Vice Chairperson shall:

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Exercise the duties of the Chairperson in his/her absence from office or in his/her inability to act;
- (c) Be a co-signatory in all negotiable transactions of the Association.
- (d) Act as the official internal affairs officer of the Association including internal crisis, dispute and security matters;
- (e) Organize and chair the disciplinary committee meetings when need arises;
- (f) Perform any other duties bestowed upon him by the NEC provided that, these duties do not violate the spirit of this Constitution or are inconsistent with the respective duties provided for other members of the NEC .

#### **4.5.3 National Secretary General**

The Association shall have a National Secretary General who shall be elected by all bona fide members of ITAU.

The National Secretary General shall:

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Be the Secretary to the NEC, Annual General Meeting, Ordinary, Extraordinary Meetings.
- (c) Keep a roll of attendance of the meetings.
- (d) Have the power to punish late coming, absenteeism, misconduct and/or use of improper language during meetings in accordance with the Constitution.



- (e) Oversee and maintain all minutes, correspondences, records and property of the Association;
- (f) Keep files, registers and minutes of the Association;
- (g) In consultation with the Chairperson and members of the Executive in general, draw the agenda for the association meetings and to issue notices of such meetings.
- (h) Maintain correspondence with other Secretaries and other stakeholders;
- (i) Make available to the Chairperson all documents and reports relating to matters to be discussed at the Annual General Meeting.
- (j) Perform any other duties bestowed upon her/him by NEC provided they do not violate the spirit of this Constitution or create a chance of collision of responsibilities of other members of the NEC.

#### **4.5.4 National Deputy Secretary General**

The Association shall have a National Deputy Secretary General who shall be elected by all bona fide members of ITAU

The National Deputy Secretary General shall:

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Exercise the duties of the Secretary General in his/her absence from office or in his/her inability to act;
- (c) Work with the Secretary General during preparation of necessary documents such as typesetting minutes and reports.
- (d) Perform such other duties as may be delegated to him by the Secretary General;
- (e) Perform any other duties bestowed upon him by the NEC provided that, these duties do not violate the spirit of this Constitution or are inconsistent with the respective duties provided for other members of the NEC.

#### **4.5.5 National Secretary for finance**

The Association shall have a National Secretary for finance who shall be elected by all bona fide members of ITAU.

The Secretary for finance shall perform the following functions-

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Receive and bank all monies paid to the Association and be responsible for the Association's funds;
- (c) Accept subscriptions and donations in the name of the Association with the approval of the NEC;
- (d) Shall be a co-signatory to all withdrawals from the funds as authorized by the NEC;
- (e) Shall submit an up-to-date statement of accounts and reports indicating income and expenditure for each year for approval, and for publication at the AGM;
- (f) Shall ensure that all books of accounts are made available to any of the members of the NEC, provided that written notice has been given seven (7) days in advance, for inspection purposes;
- (g) Keep records of membership dues and other financial records;
- (h) Be the custodian of the association's property.

#### **4.5.6 Secretary for Projects and Events**

The Association shall have a Secretary for Projects and Events who shall be elected by all bona fide members of ITAU.

The Projects and Events Secretary shall:

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Oversee all ITAU projects, activities and events.

- (c) Coordinate members and involve them in ITAU events and activities.
- (d) Mobilize members of the association for any project(s);
- (e) Table ideas regarding new projects that ITAU can take on for consideration during association meetings.
- (f) Add information about ITAU Events on the association website.
- (g) Perform any other duties that he /she may be assigned by the NEC.

#### **4.5.7 National Publicity Secretary**

The Association shall have a National Publicity Secretary who shall be elected by all bona fide members of ITAU.

The National Publicity Secretary shall:

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Lead the creation of official ITAU content for dissemination to the members, such as posters, video coverage of ITAU workshops, photography, and other advertising material for publicizing all activities of the association.
- (c) Be an administrator of the ITAU social media platforms, such as Facebook Pages and Groups, Twitter Accounts, WhatsApp groups, YouTube Channel, Google plus Pages, mailing lists, etc. with the help of all the NEC members.
- (d) Lead the circulation of relevant information to the members of the Association through notices and announcements and publicize the activities of the association in all forms and manifestations including on the ICT Teachers website, email and social and / or print magazines / media.
- (e) Be responsible for spearheading the creation of the Annual ITAU computer literacy magazines.
- (f) Be responsible for branding the association and work with the Projects and Events secretary on branding projects such as the ITAU t-shirts.



(g) Perform any other duties that he /she may be assigned by the NEC.

#### **4.5.8 National Coordinator**

The Association shall have a National Coordinator who shall be elected by all bona fide members of ITAU.

The National Coordinator shall:

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Coordinate services required during sickness or bereavement of any bonafide member(s) of the Association;
- (c) To mediate in case there are misunderstandings among the members of the association.
- (d) Strive to ensure that all the NEC members and Committees, have cordial relations among them, and that their goals articulate the policies of the Association:
- (e) Be responsible for giving support to or stand-in for any member of the NEC in the execution of his/her duties where need arises, with the approval of the member or the chairperson.
- (f) Perform any other duties that he /she may be assigned by the Chairperson or the NEC.

#### **4.5.9 Regional Committee Chairpersons**

The RC chairpersons or their delegates shall represent the different constituencies / regional committees on the NEC, and their duties shall be;

- (a) To attend all executive meetings and freely give input on matters under discussion.
- (b) Present the views of their respective constituencies.
- (c) Ensure that the decisions of the members are implemented.

- (d) Assist the executive in planning and implementing of the association programs.
- (e) To mobilize more members who are not yet aware of the Association in their respective regions, in the field, marking centers, seminars, and other fora.
- (f) Perform any other duties that he /she may be assigned by the Chairperson or the NEC.

#### **4.5.10 The Patron**

The Association shall have a Patron chosen by the NEC of ITAU and approved by AGM.

The patron shall;

- a) Help link ITAU with authorities, organizations and companies like Uganda Communications Commission (UCC), ICT Association of Uganda (ICTAU), NITA-U, Ministry of ICT and National Guidance, Ministry of Education and Sports, UNEB, NCDC, Telecoms and others which can help ITAU realize its objectives.
- b) To mobilize funds for the association where possible.
- c) Play an advisory role to the NEC on matters of running the association.
- d) To attend annual general meetings of the association as an Ex-official.

### **ARTICLE V**

#### **ELECTIONS**

##### **5.1 GENERAL ELECTIONS**

- (a) There shall be annual general elections at the end of every two years.
- (b) The elections shall be presided over by a returning Officer elected by the AGM and shall not be among the NEC members of the Organization.
- (c) All bonafide members shall be eligible to vote and be voted for.

- (d) Voting shall be on the basis of one person one vote and may be by secret ballot or by show of hands, and agreed on by the AGM.
- (e) Whenever there is a tie at the counting of votes for any position, re-elections shall be held for the same post for the best two of the contesting candidates.
- (f) A candidate shall be proposed and seconded by at least one person.
- (g) The Returning Officer shall conduct all the elections of the Organization.

## **5.2 GROUNDS FOR DISQUALIFICATION**

Candidates shall be disqualified if:

- (a) There is evidence of sponsorship by any other person/organization who is not a member of ITAU.
- (b) After nomination, if the candidate incites other members to using violence, threats or ridicule of any member of ITAU.
- (c) He / she breaches any provision of this constitution or laws of Uganda.

## **5.3 BY-ELECTION**

- (a) In the event that a position falls vacant for any reason, the vacancy will be announced by the NEC stating the reason for the vacancy. This is to be followed by a full NEC meeting to discuss the vacancy.
- (b) A By-election will be held within 1 month of a vacancy due to any relevant reason, any time but at most within three (3) months.
- (c) Nominations will be invited online and voting done by the NEC.

## **5.4 HANDING OVER PROCESS**

A handover and swearing-in ceremony shall be held by the full outgoing NEC and the full incoming NEC for purposes of formal handing over immediately after announcement of results, and taking of the Auth as indicated in the appendix hereof.

## **5.5 VOTE OF NO CONFIDENCE**



- (i) In the event of misconduct, a vote of no confidence shall be proposed by any *bonafide* member of ITAU and will be subject to confirmation by two-thirds (2/3) of the Committee.
- (ii) The said motion must be served to the official(s) affected.
- (iii) The affected official(s) shall have the right to defend against such removal during the next executive meeting.
- (iv) The all NEC members will have the entitlement to vote on the motion.

## ARTICLE VI

### RESIGNATION AND SUSPENSION FROM OFFICE

#### 6.1 RESIGNATION AND SUSPENSION FROM OFFICE

- (i) Any official of the Association shall hand in his/her written notice of intent to resign, one week before resignation to the Secretary General. Such a letter/email shall also be copied to all NEC members. At the expiry of the seven (7) days' notice, she/he shall also publish a notice to this effect.
- (ii) Replacement of such an official will depend on the time of resignation. The official will be replaced if a period of more than three (3) month left to the next general elections are to be held as provided for in the Constitution, otherwise no by-elections shall held. The position(s) will remain vacant if a period of less than three (3) month is left.
- (iii) The Secretary General can resign by submitting a written notice to the Chairperson. The same procedure as for the other officials will be followed.
- (i) Any official of the Association can be suspended by the NEC and shall receive such notice of suspension as outlined above and the same procedure as for resignation shall apply.  
Such suspension shall be for a period of not more than three months.

## **ARTICLE VII DISSOLUTION**

### **7.1 NEC DISSOLUTION**

- (a) The NEC shall be dissolved automatically as soon as nominations for the next NEC are announced. However, the Executive members will continue to perform their day to day activities in a caretaker capacity.
- (b) New elections shall be held as provided for in this Constitution.

## **ARTICLE VIII FUNDS**

### **8.1 ASSOCIATION FUNDS**

- (a) The funds of the Association shall comprise of-
  - (i) Subscriptions from members;
  - (ii) Profits from workshops, economic activities and projects done by the association;
  - (iii) Donations, gifts and grants;
  - (iv) Such monies or assets as may accrue to or vest in the Association in the course of the exercise of its powers or the performance of its functions under this Constitution; and
  - (v) All monies from any other sources provided for or lent to the Association.
- (b) The funds of the Association may be used for the following purposes-
  - (i) Recurrent expenses;
  - (ii) Capital development;
  - (iii) Operations and maintenance costs; and
  - (iv) To facilitate furtherance of the Associations objectives.

- (c) Each member shall pay an annual subscription fee to be determined by the NEC.
- (d) Withdrawal from the funds shall be made only against the joint signatures of all the three signatories.
- (e) Administration of such funds shall be carried out by the Secretary for finance in consultation with the NEC.
- (f) All financial records shall be kept by the Secretary for finance.
- (g) The maximum expenditure from the fund for each year shall not exceed the total revenue for that year.
- (h) Any funds raised from the associations' activities organized by the NEC shall be reverted to the ITAU account, and appropriate entries must be made in the ITAU books of accounts, by the Secretary for finance, to indicate such revenue.
- (i) The Secretary for finance shall submit an up-to-date statement of accounts and reports, indicating income and expenditure for each year for approval and publication at the AGM.
- (j) The Secretary for finance shall ensure that all books of accounts are made available to any of the members of the NEC, provided that a written notice has been given seven (7) days in advance for inspection purposes.
- (k) The Secretary for finance shall ensure that all books of accounts are made available for inspection by the appointed auditors' at all reasonable times, provided that a written notice has been given seven (7) days in advance.

## **8.2 REMUNERATION AND ALLOWANCES OF COMMITTEE MEMBERS**

### **REMUNERATION**



- (i) The payments of allowances of the Association officials and staff shall be determined by a resolution of the NEC which will be communicated through a notice to all the members of ITAU.
- (ii) All allowances payable will be properly recorded in the books of accounts and reviewed from time to time subject to availability of funds.

## **ARTICLE IX**

### **LEGAL MATTERS**

#### **9.1 LEGAL ADVISOR**

- (a) The NEC shall outsource a law firm to work as a legal advisor and handle legal matters when need arises.

#### **9.2 ALLEGIANCE TO THE CONSTITUTION**

- (a) By the willful act of taking up membership of the Association every member covenants and shall be deemed to have covenanted with the Organization and its other members present and future to honour and abide by this Constitution of ITAU as adopted.

**ARTICLE X**  
**AMENDMENTS**

**10.1 AMENDMENTS**










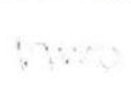
- (a) The proposed amendment should also be submitted in writing to the general secretary who shall submit such amendments to The NEC for debate to be later presented at a General Meeting.
- (b) Amendment shall only be adopted if such a proposal is supported by 60% of the total ITAU members. This amendment shall invalidate any provision inconsistent with it.

**ARTICLE X**  
**INTERPRETATION**

That this Constitution shall be read and construed in accordance and conformity with the Constitution of Republic of Uganda 1995 and the existing Laws of Uganda.

DO HEREBY declare to bind our selves and our successors by this adopted constitution as the CONSTITUTION of ITAU on this 29<sup>th</sup> day of DECEMBER, the year 2018.

On behalf of the association, the undersigned are some of the distinguished founding members of ITAU adopting this constitution:

No	MEMBER DETAILS	CONTACTS	SIGNATURE
1.	NAME: KAKAIRE CHARLES SCH: BUSOGA COLLEGE MUKIPI	TEL: 0716840404 EMAIL: KAKAIREX@gmail.com	
2.	NAME: LUKYIMUZI RONALD SCH: NAKANOTOMI SEC. SCH	TEL: 072523788 EMAIL: LUKYIMUZI@gmail.com	
3.	NAME: KYAMUBADDE DEKOR SCH: HILTON HIGH MUKAMA CAMPUS	TEL: 0759647041 EMAIL: dekoryamubadde@gmail.com	
4.	NAME: NAYIGAMU JACKLINE SCH: CANNABALE COLLEGE KAZO	TEL: 072523788 EMAIL: JACKLINE.NAYIGAMU@gmail.com	
5.	NAME: MUKWALE ROBERTS SCH: KOBONGA	TEL: 077660747 EMAIL: MUKWALEROBERTS@gmail.com	
6.	NAME: KIRABIRA VINCENT SCH: Children's Action Network	TEL: 072222580 EMAIL: vkirabira@gmail.com	
7.	NAME: JUDITH MBATUBBE SCH: MAKERERE COLLEGE SCHOOL	TEL: 0772007813 EMAIL: mjudithmaria@gmail.com	
8.	NAME: ATWIGYE JEROME SCH: CANNABALE COLLEGE KAZO	TEL: 072222580 EMAIL: ATWIGYEJEROME@gmail.com	
9.	NAME: ENDEKU RODAAN SCH: UPIMU COLLEGE MUKAMA	TEL: 0704205097 EMAIL: ENDEKURODAAN@gmail.com	
10.	NAME: NIEMENGA NICHOLAS SCH: NAMAYAGA SEC. SCH	TEL: 0787277091 EMAIL: niemennga@gmail.com	

NB: Additional sheets may be inserted.

Sheet No ..... 1 ..... of ..... 1 .....





## APPENDIX

All elected officials shall individually take on oath, holding the holy book of their faith, raising their right hand saying:

I, ..... (name) swear that I shall always  
serve the ICT Teachers' Association of Uganda as the  
..... (position) with all honesty and to the  
best of my ability abiding fully to the Constitution, so help me God.

**ALL BEFORE ME**

  
**ADVOCATE**

Drawn by,  
Baraka legal associated advocates  
Makerere Hill Road, Ham Towers  
4<sup>th</sup> Floor, Kampala  
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