

**JICA ALUMNI ASSOCIATION OF TANZANIA
THE CONSTITUTION**

ARTICLE ONE

Name

The name of the association is **JICA ALUMNI ASSOCIATION OF TANZANIA (JATA)**

ARTICLE II

Registered Office

The registered officer of the association shall be situated in the United Republic of Tanzania, and until otherwise determined by the Executive Committee of the association shall be at the offices of the Japan International Cooperation Agency, P. O. Box 9450 DAR ES SALAAM

ARTICLE III

1. Aims and Objectives

The aims and objectives of the association are:-

- a) To bring together all the Jica ex-participants living in Tanzania
- b) To make the JICA ex-participants living in Tanzania know more of modern Japan.
- c) To Monitor the establishment, development and maintenance of the highest standards of different courses studied in Japan
- d) To liaise with JICA ex-participants how to develop researches conducted in Japan.
- e) To explore how JICA ex-participants can be assisted to carry on researches here in Tanzania with relevance to different Japanese technical equipments used in Japan in the course of their researches/studies.
- f) To create mutual understanding and cooperation with other JICA ALUMNI ASSOCIATIONS throughout the world.
- g) To bring together all JICA ex-participants and the members of the Japanese community in Tanzania with the objective of knowing more about one another.
- h) To assist the hand-capper whenever the Association is able to do so.
- i) To develop and improve the status of its members.
- j) To enlighten and orientate the aspiring JICA participants about Japan prior to their departure.

- k) To maintain proper records of future JICA participants.
- 2. The association, in pursuit of aims and objectives stated in articles (a) to (k) shall organize such other activities as the Executive Committee shall consider fit. The activities shall include lectures, talks, seminars, social meetings and publication of periodicals and workshops.

ARTICLE IV

Status Income and Property:

- a) The income and property of the association howsoever derived, shall be applied solely towards the promotion of the objects of the association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the association.

Provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the association or to any member of the association in return for any services actually rendered to the association nor prevent the payment of interest at a rate not exceeding the current bank lending rate on money lent or reasonable and proper rent for premises demised or let by any member of the association but so that no member of the Executive Committee or Trustee shall be appointed to any salaried office of the association or any office of the association or any office of the association paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the association to any member of the Executive Committee or Trustee except repayment of out of pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the association and any allowance such as incidental expenses.

- b) If upon the winding up or dissolution there remains after satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the association but shall be given or transferred to some other institution or institutions having objectives similar to the objectives of the association and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the association by virtue of Article 4 (a) hereof, such institution to be determined by the members of the association at or before the time of dissolution or in the absence of

such institution or institutions then to some charitable organization.

ARTICLE V

1. Membership:

a) Ordinary Membership:

Every JICA or JOCV ex-participant for any course in Japan or in any other country and residing in Tanzania shall be eligible for ordinary membership. Also every member of the Japanese community in Tanzania shall be eligible for ordinary membership.

b) Associate Membership:

Associate membership shall be open to all members of staff of JICA and other members of the Japanese Community who are residing in Tanzania who do not wish to become ordinary member.

c) Honorary Membership:

Any distinguished personality or body may at the discretion of the Executive Committee be admitted to membership but such membership shall not entitle the honorary member to voting rights or require the payment of subscription but shall confer the right to attend General meetings of the Association. An honorary member need not have the necessary qualifications of an ordinary member.

d) Members shall cease to be members in the case of individual person by resign action or death or in the case of corporate bodies upon being wound up or dissolved or by expulsion by the general meeting on proof of dishonorable conduct or violation of the provisions of the constitution.

2. a) Ordinary membership means membership which entitles a member to enjoy all rights of an ordinary member.

c) Associate membership means membership other than ordinary membership

d) Honorary membership means membership reserved to distinguished persons or bodies but without the rights of an ordinary member except the right to attend meetings.

ARTICLE VI

The Executive Committee

a) The affairs of the association shall be conducted by the Executive Committee which shall consist of members elected by the general assembly of members.

b) The Executive Committee shall be composed of the following:

1. Chairman
2. Vice Chairman
3. General Secretary
4. Deputy General Secretary
5. Treasurer
6. Deputy Treasurer
7. Four Members of the General Assembly

ARTICLE VII

Other officials of the Association

- a) H.E the Resident Ambassador of Japan shall be the Patron of the Association
- b) The Resident Representative of JICA in Tanzania shall be the Director of the Association.

ARTICLE VIII

Duties and Functions of Office Bearers:

a) Duties of the Chairman

The Chairman shall preside over General Assemblies, Committee Meetings, functions of the association and generally supervise its management so as to guide the conduct of its affairs as set out this Constitution.

He shall have powers to order or convene General Assemblies and Committee Meetings.

b) Duties of the Vice-Chairman

The Vice-Chairman shall assist the Chairman in the exercise of his duties and shall deputies for him in his absence.

c) Duties of the General Secretary

The duties of the General Secretary shall be:

1. To issue circulars, notices to convene meetings of the Executive Committee and of the General Assembly and to keep the minutes of the proceedings thereof. He shall transcribe these minutes into their respective Minutes Book.
2. To present before the Executive Committee all the correspondence which has taken place since the previous meeting.

3. To carry out the directions and decisions of the Executive Committee; to coordinate the various activities of the association.
4. To keep an indent book and place orders for all purchases.
5. To maintain a register of applications for membership
6. The General Secretary may at any time delegate any duties to any other member of the Executive Committee as may be required.

d) Duties of the Deputy General Secretary:

The duties of the Deputy General Secretary shall be:

1. Generally to assist the General Secretary and deputize for him where and when necessary.
2. To supervise and control general establishment
3. To maintain an up-to-date alphabetical roll of members which should include such details as date of enrolment, up-to-date addresses, and a 'remark' column wherein should be entered the particulars of termination of membership and any monies owing to the association.
4. To see to the up-keep and cleanliness of the association buildings, furniture, fittings and grounds within the association compound.
5. To maintain an inventory of the property of the association.
6. General to assist the General Secretary

e) Duties of the Treasurer:

The duties of the Treasurer shall be:

1. To account for all receipts and payments made on behalf of the association ensuring that such payments are in accordance with the sanctioned estimates and obtaining proper discharge for such payment.
2. To keep all accounts and prepare and present a Statement of Accounts to the Executive Committee at its quarterly meetings.
3. To compile the yearly abstract of accounts, to draw up the Balance Sheet and to post it on the notice board for the information of members after being duly audited.
4. To draw up estimates of receipts and expenditure
5. To advise the Executive Committee from time to time with regard to the financial

position and prospects of the association as to the adequacy or otherwise of safeguards against frauds and embezzlement.

6. To arrange to pay into bank all monies received.

f) Duties of the Deputy Treasurer:

The duties of the Deputy Treasurer shall be:

1. Generally to assist the treasurer and deputize for him where and when necessary.
2. To control the funds and maintain the appropriate accounts

ARTICLE IX

Entrance Fee and Annual Subscription:

- a) For admission to membership there shall be payable to the association an entry fee which shall in the case of ordinary members be shillings Five Thousand (5,000/=) while associate membership fee shall be shillings Five Thousand Five hundred (5,500/=). The annual subscription fee shall in the case of ordinary membership be shillings Ten Thousand (15,000/=) while associate members shall pay shillings Ten Thousand (10,000/=). The rates of fees and subscriptions may be revised or altered by the Annual General Assembly of the Association or Special General Meeting of the Association.

ARTICLE X

Election of Members of the Executive Committee

1. Every voting member of the association shall be entitle to contest for any of the offices and membership of the Executive Committee.
2. Every candidate for one office or membership or the Executive Committee may contest for a post by filling in a candidacy form showing for which post he is contesting.
3. If any vacancy receives only one candidate such candidate shall be deemed to be elected and be declared so by the Chairman of the meeting unless such candidate is objected to by more than half of the members present at the Annual General Assembly. Objections will be raised by a proposer and secondary after which secret ballot will be cast if the objection is sustained by more than half of the members present the candidate will be declared to have lost and a fresh candidate for the vacancy will be sought.
4. For all contested vacancies the election will be by secret ballot and all members will be provided with ballot papers to be cast and the candidate having the majority

votes will be declared by the Chairman to be the winner and dully elected to the office or vacancy. All voting shall be carried by secret ballot except upon unanimous agreement in which case the members may decide any manner of voting.

ARTICLE XI

Executive Committee Meetings

The Executive Committee shall hold ordinary meetings every month/ or as need arises on days to be decide by the committee. At such meetings half the number of the existing members shall form a quorum. Every question shall be decided by a majority of votes of the members present. In case of equality of votes the Chairman shall have a second or casting vote. For adjourned meeting no quorum will be required. All voting shall be carried by secret ballot except upon unanimous agreement the members may decide on any manner of voting.

ARTUCKE XII

1. Meetings of the General Assembly

a) Annual General Assembly

The supreme governing body of the association is the General Assembly of the association which shall meet at least once a year at such time and place as may be fixed by the Executive Committee.

b) Extra Ordinary General Meeting

The Executive Committee may whenever it thinks fit or upon requisition made in writing by any fifty or more ordinary members, at least 31 days before convene an extra ordinary general meeting for the purpose of considering what is explicit stated on the agenda.

c) Notice of Meeting

The notice calling for the Annual General Assembly shall not be less than 14 days and such notice shall be published in 3 issues of a daily English Newspaper. No other business shall be conducted other than that on the agenda.

d) Quorum of Meeting

The quorum of an Annual General Assembly shall be one third and for an Extra Ordinary General Meeting one third of registered members, at least half of whom must be ordinary members.

Any two meetings which run short of a quorum, the third meeting should be carried

on regardless of the number of members present. Provided that the number should not be less than 1/5 of all live members of the Association.

ARTICLE VII

Agenda for Annual General Assembly

The agenda for the Annual General Assembly shall be as follows:

- a) To read and confirm the minutes of all General Meetings Assemblies held since the last Annual General Assembly.
 - b) To consider matter arising out of the minutes
 - c) To receive and adopt the report of the Executive Committee for the preceding financial year of the association. The report should be a factual record of the event of the association during the year under review and may contain proposals or recommendations for the future.
 - d) To receive and adopt the Balance Sheet, the Statement of Accounts, Receipts, Expenditure, Assets and Liabilities for the previous financial year.
 - e) To elect members of the Executive Committee and Auditors
 - f) To receive and adopt the estimates of receipts and expenditure for the ensuing year.
 - g) To consider any proposals from the Executive Committee notice of which should be included in the notice convening the meeting.
 - h) To discuss any other matter of which previous notice shall have been given to General Secretary.
2. Members wishing to bring forward any proposition at the General Assembly shall give written notice to the General Secretary not less than five days before the meeting
 3. If within forty-five minutes after the time specified for a General Assembly, a quorum cannot be formed, the meeting shall be deemed to be adjourned and the adjourned meeting shall be held within a reasonable time.

ARTICLE XIV

Finance

- a) The financial year of the association shall commence on the first day of April each year and end on the 31st March of the following year.
- b) The Executive Committee shall draw up every year and lay before the Annual General Assembly the Balance Sheet and income and Expenditure Account in respect of the financial year and these statements shall be audited by the auditors

and the auditors report shall be attached when presented to the Annual General Assembly.

- c) The Executive Committee shall draw up estimates of receipts and expenditure or the ensuing year. In preparing the estimates of receipts and expenditure the Executive Committee shall be required to provide a balanced budget.

ARTICLE XV

Bank Account

A Bank Account shall be established and shall be operated jointly by the Chairman, the General Secretary and the Treasurer or in their absence by their deputies with the approval of the Executive Committee. All payments made must be against official receipts.

All payments above 5000/= shall be authorized by the Executive Committee and payments below 5000/= can be made after the authorization of the Chairman, General Secretary and Treasurer.

It shall be the duty of members to provide the financial support of association.

ARTICLE XVI

Auditors

The Annual General Assembly shall appoint auditors for the ensuing year and the auditors shall conduct an audit of the association accounts, books, assets, liabilities etc. and present half yearly report to the Executive Committee and Final Reports on all accounts to be submitted at the Annual General Assembly.

ARTICLE XVII

The funds of the Association

- a. The association shall derive its funds from entrance fees, subscriptions, grants, donations and loans and from sources authorized under this constitution.
- b. Members, who for three consecutive years have failed to remit the annual subscription shall cease to be members.

ARTICLE XVII

Amendment of the Constitution

The provisions of this constitution may be amended or altered by at least more than half of members present and voting at a General Assembly provided that notice of such proposed amendment or alteration shall have been given with the notice calling the General Assembly.

ARTICLE XIX

Dissolution

The association may at any time be dissolved with the consent of two thirds majority vote signified in a secret ballot after a notice of such intention has been given to the General Assembly.