HOIMA DIOCESE EXTERNAL RESIDENTS ASSOCIATION (HOIDERA)

CONSTITUTION

AMBULEMUS IN CARITATE

A**RTICLE I: PREAMBLE**

WHEREAS it has been deemed necessary to form an Association of persons from Hoima Diocese resident outside the Diocese for purposes of promoting the aims and objectives of the Association as set from hereinafter.

REALISING the important role that the laity has been called upon to play in the Catholic Church in accordance with the provisions of Vatican II particularly in respect of Chapter 3 Section 9 and 10;

IN SYMPATHY with the aspiration for the progress of the said Diocese and bearing in mind that the greater majority of the elite originating from the Diocese live outside it;

Noting that the majority of the Laity of Hoima Diocese are a poor peasantry who should be assisted by the elite in their endeavours to promote the work of the Catholic church;

NOW THEREFORE in pursuance of the said aspirations, we Hoima catholic Diocese resident outside the Diocese assembled in Kampala on this 24th day of January 1982,

DO HEREBY GIVE ourselves this Constitution AND RESOLVE as per the articles following here below.

**ARTICLE II: NAME OF THE ASSOCIATION:**

The name of the Association shall be Hoima Diocese External Residents Association. The headquarters of the Association shall be situated in Kampala.

**ARTICLE III: AIMS AND OBJECTIVES:**

The aims and objectives for which the Association is established are:

1. To promote and maintain understanding and cooperation among members of the Association.
2. To foster and promote Christianity among members.
3. To give financial and material assistance and moral support to Hoima Diocese.
4. To provide and maintain a link between Hoima Diocese and the Hoimites through the office of the laity in the Diocese.
5. To promote and protect the social economic and cultural interests of members within the catholic framework.
6. To carry out or participate in any other activity or acquire such other things as would promote the objectives of the Association. Such activities may among other s include:
7. To buy, sell, lease, mortgage, dispose of or otherwise deal with all or any part of the property of the Association.
8. To borrow and raise money in any lawful manner as the Association may think fit.
9. To invest the moneys of the Association not immediately required for its purpose in or upon such investments, securities or property as may be thought fit.

**ARTICLE IV: MEMBERSHIP:**

1. ORDINARY Membership of the Association shall be open to adult Catholics from Hoima Diocese resident outside the boundaries of Hoima Diocese and such other persons as shall be admitted to membership of the Association.

PROVIDED THAT:

1. The Association may confer HONORARY membership upon any person who has rendered distinguished service to the Hoima Diocese community.
2. The Association may confer ASSOCIATE membership upon any CATHOLIC ASSOCIATION OR ORGANIZATION whose aims and objectives are to promote the work of the CATHOLIC CHURCH.
3. To become or remain a member of the association, the applicant or member shall pay such registration, annual subscription and any other fees as shall from time to time be prescribed by Executive Committee of the Association.
4. Except in the case of winding up of the Association, Honorary and Associate members shall not be required to pay any fees. Notwithstanding this provision, Honorary and Associate members may give the Association financial and other assistance as they may choose.

**ARTICLE V: CEASSATION OF MEMBERSHIP**

1. If any member of the association:
2. Shall die OR
3. Shall without reasonable or lawful excuse fail to pay the annual subscription to the Association within 90 days of the same falling due OR
4. Shall be guilty of gross misconduct, which in the opinion of the Executive Committee is detrimental to the good name and interests of the Association, THEN except in the automatic case (a) above, the Central Executive Committee may by notice in writing given to him/her suspend him or her from the Association. Any such suspended member shall have a right to be heard by disciplinary committee consisting of :

* President
* Secretary
* Two zonal Chairpersons
* One Zonal Secretary

1. Any member of the Association who shall desire to retire or resign shall express such a desire in writing to the Secretary of the Association and thereupon his/her name shall be removed from the list of members, BUT S/he shall remain responsible for the liabilities of the Association incurred before his/her resignation or retirement.

**ARTICLE VI: ADMINISTRATION OF THE ASSOCIATION:**

1. There shall be a Central Executive Committee elected from the ordinary members of the Association at the Annual General Meeting of the Association and shall consist of the following office bearers:
2. President
3. Vice President
4. Secretary
5. Assistant Secretary
6. Treasurer
7. Chief Field Mobilizer
8. Zonal Chairpersons
9. Zonal Secretaries

The President, Vice President, Secretary, Assistant Secretary, Treasurer and Chief Field Mobilizer shall be the Officials of the Association.

1. There shall be Zonal committees based on each external Catholic Parish provided membership is not less than ten persons. Zonal committees shall be structured similar to the central Executive committee under a Zonal Chairperson.
2. The duties of each of the officials shall include the following:

**President:**

1. Shall preside over all the General Meetings of the Central Executive Committee.
2. Shall be responsible for the overall administration of the Association.

**Vice President:**

1. Shall assist the President in the execution of his duties and will preside over the General Meetings of the Association and those of the Central Executive Committee in the absence of the President.
2. Shall be responsible for the Administration of the Association in the Absence of the President.

**Secretary:**

1. Shall take and keep a record of and circulate as necessary all the minutes of meetings of the General Meetings and those of the Central Executive Committee.
2. Shall be responsible for the day-to-day running of the Association and the implementation of the resolutions of the General meetings and Central Executive Committee.
3. Shall prepare the Agenda for the General Meetings and those of the Central Executive Committee and shall call any of these meetings after consultations with the President except as may be hereinafter varied.
4. The Secretary shall make available two copies of the Constitution to the PATRON and at least one copy to the office of the Laity of Hoima Diocese. He shall also send a copy of the minutes of the General Meetings and those of the Central Executive Committee to the Patron and to the Office of the Laity in the Diocese.
5. The Secretary shall be responsible for the preparation, conduct and execution of the all elections of the Central Executive Committee. S/he shall be the returning Officer.
6. Shall carry out such other duties as may be assigned to him/ her by the President.

**Assistant Secretary:**

The Assistant Secretary shall assist the Secretary in execution of his/her duties and shall carry out such other duties as may be assigned by the President.

**Treasurer:**

1. Shall be responsible for the collection and banking of the funds and monies of the Association.
2. Shall be a signatory to the Associations bank accounts.
3. Shall institute machinery for raising of money for the Association.
4. Treasurer shall do such other activities as are conducive to the collection, expenditure, investment and general administration of the Association’s monies and assets.
5. The Treasurer will ensure the availability of audited accounts of the Association at the Annual General meeting.
6. **Duties of the Central Executive Committee:**
7. The Central Executive Committee shall be responsible for the conduct and administration of all the affairs of the Association and shall except as here-n specified regulate its own procedure and the procedure at any General Meeting of the Association and may co-opt as its members any person or persons provided that such co-opted members shall not have a right to vote.
8. The Central Executive Committee may delegate any of its powers to committees consisting of three or more persons who are members of the Association; but any committee so formed shall in exercise of the power so delegated conform to any regulations or directives imposed upon them by the Central Executive Committee.
9. The Central Executive Committee may make rules and regulations for the better carrying out of the objectives of the Association but such rules and regulations shall be regulations shall not violate any of the provisions of this constitution.
10. **Election of Central Executive Committee Members:**
11. The first Central Executive Committee members shall be those members who were elected at the Formative meeting of the Association on January 24, 1982 and their term will take effect from that date.
12. Each candidate shall be nominated and seconded by two ordinary members. The nominator (or candidate himself/herself) shall introduce the candidate to the members and indicate such qualities which make him/her a fitting member to serve on the Committee.
13. Members of the Central Executive Committee shall be elected from ordinary members. The elections shall be by simple majority through a secret ballot and any ordinary member may cast one vote. The Secretary/Returning Officer shall be the Chief Official of the elections and his/her declaration of results shall be final provided that such declaration shall be certified by three other members randomly picked from among the members present.
14. Any member of the Central Executive Committee may stand for re-election provided that no member shall stand for more than two consecutive elections in the same post.
15. Any member of the Central Executive Committee may be re-elected to another term in office only on individual merit.
16. Members of the Executive Committee shall be in office for a term of two years from the date of the Annual General Meeting at which the whole Central Executive Committee is elected. Members of the committee elected within the two year period shall resign at the expiry of the two year term of the whole Executive.
17. Any member of the Central Executive Committee may resign by giving notice in writing to the President. In the case of the President, he should write to the vice President. Any post becoming so vacant would be filled at a by-election at the next General Meeting. The duties of the resigning Officer would be carried out by the Secretary where no Vice or Assistant exists.
18. Meetings:
19. The Association shall hold an Annual General meeting once a year in addition to any Extraordinary Meeting. The Annual General Meeting shall be held on such date, time and place as the Central Executive Committee may appoint within three months of expiry of a full year in office by giving due notice of three clear weeks in writing.
20. The Central Executive Committee may call an Extraordinary General Meeting whenever necessary provided that the specific topic for discussion is circulated in writing at least three clear weeks in advance of the date of the meeting.
21. The quorum of the General Meeting shall be on third of the total ordinary membership of the Association.
22. The Central Executive Committee shall meet at least once every two months.
23. Any five members of the Central Executive Committee may in writing to the Secretary request him/her to convene a special meeting of the Central Executive Committee. If the Secretary does not heed to the request within seven days then any one of the Central Executive Committee members may convene the meeting by at least seven days notice.
24. The quorum at any meeting of the Central Executive Committee shall be six members.
25. Decisions at Central Executive Committee meetings shall be by simple majority.

**ARTICLE VII: DUTIES OF ZONAL COMMITTEES:**

1. To regularly monitor and mobilize membership at parish level.
2. Hold regular Zonal Executive Committee meetings at least once every two months.
3. Regularly submit to the Central Executive Committee reports and minutes from respective zones.
4. With the necessary adjustments, regulate their own activities so long as they are not in conflict with the HOIDERA Constitution.
5. Zonal office bearers shall hold office for two years and shall be eligible for re-election on individual merit.

**ARTICLE VII: MANAGEMENT OF FUNDS AND ASSETS:**

1. All funds of the Association shall be deposited with a bank or banks approved by the Central Executive Committee and these accounts shall be operated by the Treasurer and countersigned by the President or Secretary.
2. The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objectives 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 reasonable and proper remuneration to any officer or servant of the Association or to any member of the Association nor prevent the payment of interest at a rate not exceeding five percent per annum on money lent or reasonable and proper rent for premises demised or let by any member to the Association but so that no member of the Executive of the Association shall be appointed to any salaried 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 except repayment of out of pocket expenses and interest at the rate aforesaid on money let or reasonable and proper rent for premises demised or let to the Association.

1. If upon the winding up or dissolution of the Association, there remains after the satisfaction of all its debts and liabilities, any funds or property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred either to a specific institution (s), cause (s) or project(s) belonging to or run by Hoima Catholic Diocese. The beneficiary institution, cause or project will be determined by members of the Association at or before the time of dissolution and so far as effect cannot be given to such provision then the funds and property shall automatically transfer to HOIMA CATHOLIC DIOCESE.
2. The treasurer shall produce audited accounts of the association at the Annual General Meeting.

**ARTICLE IX: LANGUAGE:**

The official language of communication in with or from the association shall be English. Runyoro may however be liberally used but the translation into English by the Central Executive Committee or by the Association in General Meeting shall be upheld.

**ARTICLE X: AFFILIATION:**

The Association may seek or agree to affiliated to any other association if such affiliation is deemed by the Central executive Committee to be in the interest of the Association or conducive to the attainment or furtherance of any or all the objectives as herein spelt out.

**ARTICLE XI: AMMENDMENT OF THE CONSTITUTION:**

A General Meeting of the association may alter any provision of this constitution but such alteration shall not be effective unless it is supported in the General Meeting by not less than two thirds of all the ordinary members of the Association.

**ARTICLE XII: INTERPRETATION:**

The Central Executive shall have the final say in the interpretation of any provisions contained in this constitution.

**ARTICLE XIII: DISSOLUTION OF THE ASSOCIATION:**

The Association may be dissolved upon a motion moved at a General Meeting and supported by not less than two thirds of all the members of the Association.

A notice for a motion of dissolution of the Association shall be served upon the Secretary of the Association at least thirty days before the meeting at which it is proposed to move the motion. The Central executive Committee shall seek the views of the Board of Trustees before the holding of the General Meeting to consider the motion of dissolution.

**ARTICLE XIV: TRUSTEES:**

There shall be a Board of Trustees whose function will be to advise and guide the Association through the Central Executive Committee; the Board of Trustees may control, administer, manage or otherwise deal with the association’s assets in liaison with the Central Executive Committee to the greatest advantage of the Association. The Board of Trustees shall be appointed by the association in the General Meeting on recommendation submitted by the Central Executive Committee PROVIDED that such a Board shall include the Patron or his appointed representative.

**ARTICLE XV: PATRON:**

The Association shall have a patron in the person of the ORDINARY (Bishop) of Hoima catholic Diocese.

**ARTICLE XI: MOTTO:**

The motto of the Association shall be AMBULEMUS IN CARITATE and shall appear on all letter heads of the Association.

**ARTICLE XVII: HONORS:**

The Association will recognize the distinguished services to the Diocese of Hoima and the Catholic Church in general by awarding the following Honors:

* **Highest Honor:**  Order of Saints Kaahwa and Kirigwaijo
* **Meritorious Honor:** Order of St Cyprian

The coining or production of medals shall be the responsibility of the Association. The awards will be made annually at Our Lady of Lourdes Cathedral, Bujumbura on the anniversary of the Ordinary.

**DEFINITIONS:**

**Hoimaite**:  *A person who is a member of Hoima Diocese External Residents Association*.

**External Resident:**  *Shall include all members of the Association who live outside the Diocese.*

**Hoima Diocese:** *Shall mean for the purposes of the Constitution – HOIMA CATHOLIC DIOCESE.*

**Adult:**  *Means any person of age 18 years and above.*

**Committee:**  *Shall mean the Central Executive Committee of the Association.*

**Zonal Committee:** *Shall mean the Executive Committee of the Zone.*