

CONSTITUTION

OF

HOME ECONOMICS PROFESSIONALS ASSOCIATION

DECEMBER 2020

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HOME ECONOMICS PROFESSIONALS ASSOCIATION

Current Contact Address

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This Constitution was approved by the General Assembly on 1st December 2018. After a long process of consultations on contentious name, **Uganda Home Economics Association (UHEA)** by Uganda Registration Services Bureau (URSB), the Executive Committee adopted the new name as **HOME ECONOMICS PROFESSIONALS ASSOCIATION** in its meeting in held December 2020. In this document, the word organization, association can be used interchangeably with the society.

Signed by:

Title	Name	Signature
Chairperson	Grace Muhoozi	
Vice Chairperson	Rose Mugabi	
Treasurer	Victoria Nakagimu Mwazi	
Programme Coordinator	Enock Kaggwa	
Publicity Secretary	Cleisey Emmanuel Mwanga	
Member	Ruth Atim Nnam	
Member	Miria Busingye	
Secretary General	Margaret Caroline Kedi	

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ARTICLE 1

1.1 ESTABLISHMENT OF THE HOME ECONOMICS PROFESSIONALS ASSOCIATION

The name of the organisation will be **Home Economics Professionals Association**. This is a new name following a rigorous procedure in which the original name “**Uganda Home Economics Association (UHEA)**” was modified.

- a) The organisation was initiated in October 1988 and officially registered in 2020
- b) The Headquarters shall be situated at Kyambogo University, Home Economics Department in Kampala, Uganda.
- c) The Home Economics Professionals Association shall be a Non-Governmental, Non-Partisan Organization and shall be governed by this Constitution.
- d) The Home Economics Professionals Association may affiliate with National, Regional and International Organisations with similar objectives as decided by the Executive Committee.

ARTICLE 2

PURPOSE, VISION, MISSION, CORE VALUES AND OBJECTIVES OF THE HOME ECONOMICS PROFESSIONALS ASSOCIATION

2.1 Purpose

The purpose of Home Economics Professionals Association is to develop the discipline and profession of Home Economics by providing opportunities for professional to effectively contribute in improving the well being of learners, individuals and families in Uganda. Home Economics promoters are called upon to mobilize network and establish programmes necessary for membership development and building capacity of structures from grassroots, national, regional and international levels. The guiding principles are participatory programme development, networking, collaboration, leadership development, cooperation, resource mobilization and grassroots orientation for improved quality of life of the family.

2.2 The Vision of Home Economics Professionals Association is:

'A society where individuals and families are empowered to enjoy greater quality welfare and standards of living"

2.3 The Mission of Home Economics Professionals Association is:

"To enable individuals and families develop, use and manage human resources for greater welfare of individuals, family and society"

The short version is "Providing knowledge and services to strengthen individual and family life"

The Mission of Home Economics Professionals Association shall be achieved through programmes and activities such in areas of health, agriculture, tourism, hospitality, textiles, clothing, and family life education, resource management, environment, skills training, research and development of products and services.

2.4. Core Values of Home Economics Professionals Association:

Hard work- Implies commitment to achieve desired standards, quality and excellence in services and products as well as nurturing membership, stakeholders and target group. The Association shall at all times expect its members and employees to be self-motivated and enterprising to mobilize financial, material and human resources for implementation of planned activities and uphold the image of association.

Accountability- This refers to full openness to Association stakeholders especially members, beneficiaries and partners, with respect to its plans, activities, processes, operations, meetings and outcomes. Members shall at all times strive to represent the collective view of its members after making the necessary consultations and shall expect its members and representatives to jointly take responsibility for the positions, views, and actions taken in the name of the Home Economics Professionals Association. A high degree must be exhibited in management of financial, material, property and other resources to achieve the purpose

Respect - Home Economics Professionals Association shall at all times accord value to all concerned parties; by caring and protecting and developing members, partners, target groups, other resources and shall in turn expect reciprocal treatment.

Gender Equality- Home Economics Professionals Association is committed to promoting equal treatment of both gender to enable individuals, families and community develop the full potential of each member regardless of age, origin or social status. It will at all times work towards the achievement of equity and gender equality in the designing of policies, programmes and in the allocation of resources.

Creativity and Innovation- Home Economics Professionals Association at times will put focus on identification, research, utilization, development and values to produce high level outputs for economic benefits for wellbeing.

2.5 The objectives for which the organization is established are:

STRATEGIC OBJECTIVES OF HOME ECONOMICS PROFESSIONALS ASSOCIATION

Overall Goal: To facilitate mobilization and utilization of resources for wellbeing of the family and community

1. Provide a platform for nurturing membership to engage in academic, technical, leadership and social service programmes necessary for development of the profession
2. Equip individuals and families with knowledge, skills and attitudes on resource mobilization, development and utilization for better standards of living
3. Promote economic and other livelihood opportunities for the membership and target group through selection and management of profitable enterprises.
4. Develop institutional structures and systems of the Association to effectively deliver its programmes
5. Design mechanisms for collaboration among members, with partners in order to grow income and support base for the Association to become an effective and strong organization

PROGRAMMES OF HOME ECONOMICS PROFESSIONALS ASSOCIATION

- i) Continuous professional development of Association leadership, management to guide ethical practice of the discipline by the members, alumni and target group.
- ii) Mobilization of resources and entrepreneurship development for higher production, productivity of marketable products and services for increased income and welfare of individuals and the family.
- iii) Enhancing capacity of human resources to engage in profitable and other livelihood activities to improve household welfare for individuals and families

- iv) Research, project development for improvement better standards of living and quality of life in the community.
- v) Policy Advocacy, lobbying and collaboration with partners to strengthen the Association for enhanced capacity to deliver the programs.

ARTICLE 3

MEMBERSHIP

3.1 Types of Membership

The membership of the Home Economics Professionals Association shall consist of individual members, member organizations/institutions, associate and honorary members with voting rights in accordance with the rules of the Association.

- a) Individual membership shall be open to persons who are holders of certificate, diploma, degree holders in Home Economics or related fields such as health, agriculture, tourism, hospitality, textiles, clothing, and home management subject to approval of the Executive Committee.
- b) Group membership shall be open to institutions, associations, groups, clubs, and organizations that offer programmes in related fields or promote Home Economics.
- c) Honorary membership shall be open to individuals who have made outstanding contributions to the development of the Profession as decided by the relevant Committee of the Executive.
- d) Associate Members are Home Economists in training and are in the process of completing work experience requirements.

3.2 Registration of Members

There shall be a register of members of Home Economics Professionals Association showing in respect of each member the following:

- The name and details of address physical address, work and home telephone numbers and any other convenient contact of the member;
- Date of joining the Association
- Payment of Membership Fees
- Category of membership
- Membership Number
- Payment of annual subscription
- Personal Profile

Provided that the General Assembly may, on the advice of the Executive Committee, revise the membership fee and the annual subscription; this shall be due and payable in the first quarter of January of each year.

3.3 Responsibilities of Members

A member shall have the following responsibilities: subject to the Registered Constitution, Bylaws, Policies, Standards and Procedures:

- a) Abide by the Constitution, Regulations, and the relevant approved policies.
- b) Effectively participate in the programmes and activities of association as outlined in the strategy and annual plans.
- c) Abide by the Resolutions of the members passed at the General Meeting irrespective of having been absent from such a meeting or having dissented or abstained on such resolutions.
- d) Work towards the common good of the Association and patronize the association.

3.5 Termination of Membership

A member shall cease to be a member of Home Economics Professionals Association

- a) If that member continues to fail to comply with the Constitution.
- b) If the member gives notice in writing to the Home Economics Professionals Association requesting that his/her name be removed from the register of members.
- c) If the member conducts him/herself in a manner likely to bring the Home Economics Professional Association in disrepute or to work to the detriment of the organization.

ARTICLE 4

ORGANS OF THE HOME ECONOMICS PROFESSIONALS ASSOCIATION

4.1 The Home Economics Professionals Association shall have the following organs:

- a) The General Assembly
- b) The Executive Committee/ Board of Directors
- c) The Standing Board Committees
- d) The Secretariat

- e) The Regional Coordinators
- f) The District Representatives

4.2 Other Officers of the Association

- g) There shall be one Legal Adviser for Home Economics Professional Association
- h) There shall be Auditors appointed on a regular basis
- i) There shall be one Patron for the Association chosen by the Executive Committee (from the Honorary membership).
- j) The Executive Committee shall have powers to co-opt members as and when required.
- k) There shall be a Supervisory Committee to oversee the work of the Executive and implementation of decisions and programmes of the Association.

The Organs of the Home Economics Professional Association shall act within the powers conferred upon them by the provisions of this constitution. The Executive Committee shall perform duties prescribed in the Policies and Procedures of the Association.

ARTICLE 5: OPERATIONAL PROCEDURES

THE GENERAL ASSEMBLY

5.1 The General assembly shall operate as follows:

- a) Be the supreme authority of the Home Economics Professionals Association consisting of all members who have paid up their dues.
- b) The General Assembly shall meet annually at a place decided upon by at the previous general meeting
- c) Meet once a year at a time and place as shall be decided upon by the Executive Committee.
- d) Be attended by all members.
- e) Elect the Executive Committee that shall cause the notice of the Annual General Meeting to be advertised and circulated to all members not less than 30 days prior to the meeting and shall specify the agenda.
- f) The quorum of the General Assembly shall be 30% of the number of the registered members of the HEPROS. No business shall be transacted at any General Assembly unless a quorum is present at the time the meeting proceeds to business.
- g) The Chairperson shall preside over all the meetings of the General Assembly and in the absence of the Chairperson, the Vice-Chairperson. If for any reason the Chairperson or the Vice-Chairperson are unable to chair a properly convened and constituted meeting of the General Assembly, the members attending such meeting shall have the right to appoint a chairperson to chair the meeting.

- h) If after the expiry of the two hours from the time appointed for the General Assembly a quorum of members shall not be present the Assembly, if convened by a requisition of the members shall be dissolved; but in any other case, it stands adjourned to the afternoon of the same day at the same place. If at the adjourned meeting a quorum of members is not present within two (2) hours from the time appointed, the members present shall constitute a quorum.
- i) All decisions of General Assembly shall be decided upon by a show of hands unless otherwise determined by the General Assembly.
- j) Questions arising at any meeting of the General Assembly shall be decided by a majority of votes and in the case of the equality of votes, the Chairperson shall have a casting vote.
- k) The Chairperson may, with the consent of the General Assembly, adjourn the meeting to another time and place; but no new business shall be introduced at the General Assembly from which the adjournment took place, unless notice thereof has been given to the members.
- l) Minutes of the proceedings of every General Assembly and reports shall be kept and circulated to all members and, if approved by the next succeeding General Assembly, shall be signed by the Chairperson and the Secretary. Any minute so signed shall be conclusive and binding on the Home Economics Professionals Association.
- m) If any irregularity, except for one relating to quorum, occurs in the convening or holding of any General Assembly, or in any election or other proceeding taking place at or prior to any such meeting, and it is not objected to at the meeting, then the General Assembly, election or proceeding has the same force and validity as if no irregularity is objected to, the delegates at the General Assembly shall hear and consider the objection and thereafter decide by majority vote whether or not to uphold or reject the objection.

OTHER MEETINGS OF THE GENERAL ASSEMBLY

5.2 Extra – Ordinary General Meeting

- a) An Extra-Ordinary General Meeting is any other meeting other than the Annual General Meeting.
- b) Such meeting(s) are by called the Directors or Trustees to handle any matters of the association except consideration of annual reports.
- c) They shall be convened called with adequate notice by the Association Executive or at the request of members representing not less than one third of the total membership of the Association.

- d) The extra-ordinary general meeting shall be attended by those authorized to attend the Annual General Meeting and shall exercise the same powers as the General Assembly, except where such exercise is inconsistent with the provisions of this Constitution.
- e) The Extra Ordinary meeting is organized to handle only special business deemed necessary at that period.

ARTICLE 6

THE POWERS AND FUNCTIONS OF THE GENERAL ASSEMBLY

6.1 The General Assembly has the following duties and powers:

- a) To conduct any business, including laying down the policies of the Home Economics Professionals Association and giving oversight directions regarding the organs of the Association.
- b) To review the functions and policies of the Association
- c) To set the overall priorities of the Association
- d) To consider how to further the objectives of the Association
- e) To regulate its proceedings.
- f) To approve proposed amendments to the Constitution, whenever necessary, and in accordance with provisions herein.
- g) To elect the members of the Association Executive if their term of office is over.
- h) To receive, appraise and approve all financial and technical reports for the preceding year as well as budgets and work programs for the following year.
- i) To do any other business in relation to the work of the Association.

ARTICLE 7

THE HOME ECONOMICS PROFESSIONALS ASSOCIATION EXECUTIVE COMMITTEE

7.1 The Executive Committee shall comprise of nine (9) elected persons, who shall be elected by the General Assembly to hold the following offices:

- a) The Chairperson
- b) The Vice Chairperson

- c) The Treasurer
- d) The Secretary
- e) The Public Relations Officer
- f) Programme Coordinator
- g) Three Committee Members

7.2 The Executive Committee shall have the following functions:

- a) To prepare relevant policies, regulations and guidelines governing the Association
- b) To prepare programmes and activities necessary for the realization of the objectives, policies and decisions of the Association as laid down by the General Assembly.
- c) Prepare a budget and present it for approval by the General Meeting
- d) To direct expenditure of funds
- e) To direct the work of the Committees, monitor progress of approved programme.
- f) To consider reports submitted by the Secretariat on the activities of the Association and make appropriate recommendations to the General Assembly.
- g) To hold at least one meeting every quarter for purposes of monitoring the annual programme and affairs of the Association
- h) To appoint persons/Officers and other members to run the Secretariat;
- i) To define the duties and determine the remuneration of such officers.
- j) To supervise the performance of the Secretariat.
- k) To set up task forces and sub-committees as may be necessary to deal with specific issues pertaining to the functions of the Association and to co-opt such individuals as shall have the requisite expertise into such task forces or sub-committees.
- l) To prepare, consider and submit for approval to the General Assembly, the budget of the Association
- m) To fundraise for the activities of the Association.
- n) To prepare written reports of work accomplished during the term of office and provide recommendations for the incoming Officers/Committee
- o) To network with other partners and participate in other local and national activities that will further the objectives of the Association

7.2 Terms of the Executive

- a) Members of the Board shall be elected every 2 years by the General Assembly by secret ballot.

- b) The Executive Committee shall meet at least four times a year or as often as may be necessary, PROVIDED that one of the meetings shall be held immediately preceding the Annual General Meeting of the General Assembly.
- c) The quorum of the Association Executive Committee shall be five (5) members who are entitled to attend and vote.
- d) Except as herein provided, the Committee shall establish and adopt its rules of procedure, including those for convening meetings and voting.
- e) The number of persons serving on the Executive may be increased or decreased from time to time by the General Assembly as they shall deem fit.

7.3 Termination of Service

A member of the Executive Committee shall vacate his or her seat if:

- a) He or she absents himself/herself from three (3) consecutive meetings of the Board without first obtaining the Chairperson's permission. Permission shall not be unreasonably withheld.
- b) He or she resigns his/her office.
- c) He or she becomes of unsound mind, insolvent, or is in any other way incapable of transacting business on behalf of the Association.
- d) He or she dies.
- e) He or she conducts him/herself in a manner likely to bring the Association in disrepute or to work to the detriment of the Association.

7.4 Election of the Executive Committee

- a) Members of the Executive Committee shall hold office for a term of two years and shall be eligible for immediate re-election to the same office for not more than two consecutive terms.
- b) Voting shall be by secret ballot and office holders shall be determined by the majority of votes cast. There shall be no voting my post.
- c) Only individual members and one representative of a member institution have a right to vote at the meetings of the Association.
- d) A returning officer shall be nominated by members to preside over the elections and shall not cast a vote.
- e) If any of the Offices of the Executive Committee becomes vacant for any reason, the remaining members of the committee shall elect one of their own members to care take such vacancy until the next General Assembly.

- f) If any of the positions of the committee members to the Executive becomes vacant, the committee shall co-opt another person from the membership of the Association to fill the vacancy.

ARTICLE 8

DUTIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE OFFICERS/ MEMBERS

8.1 The Chairperson

- a) Shall preside at all General Meetings, Assemblies, Executive Committee Meetings and Conferences at which she is present.
- b) Shall enforce observation of the Constitution, Policies, Rules and Regulations of the Association.
- c) Is an ex-officio member and shall supervise the work of all committees
- d) Is a signatory to the Bank Accounts of the Association
- e) Performs such duties as by usage and custom pertain to the office of the Chairperson. In the case of an equality of the vote at any meeting, the Chairperson shall have a casting vote.

8.2 Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson will perform all other duties of the Chairperson and other duties as may be assigned by the Chairperson. In the absence of the Chairperson and shall have the same powers as the Chairperson.

8.3 The Treasurer

- a) The Treasurer shall receive, keep account and disburse, under the direction of the Executive Committee, all moneys belong to the Association in accordance with policies established by the Executive and approved by the General Assembly.
- b) Support the Secretariat in keeping proper, accurate books of accounts, to ensure that the books are preserved and made available for inspection for those entitled to inspect them.
- c) Control the Collection of membership and subscription fees and all other monies to which the Association is entitled.
- d) Control the assets of the Association by supporting the Secretariat to keep proper records of the assets, their deployment and use.
- e) Reports to the Executive Committee on the financial situation of the Association
- f) Shall prepare and submit accounts ready for audit and in turn present Audited accounts to the Annual General meeting

- g) With the help of the Secretariat, prepare financial reports and the budget of the Association.
- h) Shall cosign all contracts together with the Chair
- i) Shall be a signatory to all Bank Accounts of the Association

8.4 The Secretary/Secretariat

- a) HEPROS shall establish a Secretariat for the better and efficient running of its affairs under the general supervision of the Executive Committee.
- b) The Secretariat when established, shall be responsible for the day-to-day affairs of the Association, and shall perform all such other duties as the Executive may from time to time direct.
- c) The secretariat shall be run by Secretary and designated members of officers as the Association shall determine from time to time, depending on its financial capability and activities.
- d) Shall call all annual general meetings at the request of the Executive Committee.
- e) Shall keep accurate record of all executive Committee meetings and be prepared to report to the organs of the Association at each session.
- f) Keep an up-to-date register of members of the Association.
- g) Shall conduct any correspondence directed by the Executive Committee, notifying members of the time, place, agenda for each meeting.
- h) Shall collect, disseminate information pertaining to the Association activities of the Association.
- i) Shall attend to all the correspondence addressed to the Association
- j) Shall be a signatory to the Bank Accounts of the Association.
- k) Responsible for mobilizing members for meetings and activities in general.
- l) Responsible for spearheading creating networking and information exchange among stakeholders such as Government, Donors and like minded NGOs.
- m) Responsible for performing such other duties as shall be determined by the Executive Committee from time to time.

8.5 Programme Coordinator

- a) Plan, organize, implement, monitor & evaluate activities and project/s with efficiency and effectiveness towards achievement of vision mission and strategic objectives of the Association.

- b) Allocate work, manage, supervise and support members/personnel assigned to maximize performance and for best results.
- c) Identify key target groups, assess their needs from a practical standpoint, develop and recommend solutions appropriately to problems so as to inform interventions.
- d) Participate in the budget process, effect and control activities to budgetary provisions as approved, and ensure complete and timely accountability.
- e) Ensure responsible use of available resources as approved.
- f) Effectively build networks with target groups in their communities, create awareness and develop healthy relationships with them that ably support the success of the program.
- g) Compile and submit project/s and programs performance reports from time to time in accountability of undertakings, as agreed and guided by the Executive Committee.
- h) Develop, implement, constantly review and maintain effective and efficient systems, work flows, process and procedures for the Association to enhance performance.
- i) Work tasks vary from program to program and from project to project. As such, specific customization is required in defining short and long term work-plans and their targets;
- j) Develop, implement, constantly review and maintain effective and efficient systems, work flows, process and procedures for the Association to enhance performance.
- k) Work tasks vary from program to program and from project to project. As such, specific customization is required in defining short and long term work-plans and their targets.

8.6 Public Relations Officer

- a) On the direction of the Executive, Committee, the officer shall encourage membership and publicize the association and its activities.
- b) Shall in consultation with the chairperson, be responsible for all dealings with the press that will help improve the image of the profession.
- c) Assist in programme development and implementation as well as fund raising
- d) Shall assist in establishing links with the Agencies, donors, partners, other associations and co signs contracts with the Chairperson on behalf of the Association

8.7 STANDING (SUB) COMMITTEES

There shall be two Committees of the Association namely, Programmes and Finance and Human Resources Committee

8.7.1 Programmes and Finance Committee

- a) Program Planning**

- Develop appropriate programs that meet the needs of the clients and agree on targets and standards with program officers

b) Program Implementation

- Plan with team and work out activities scheduled and resource requirements which ensure that agreed activities are carried out effectively and efficiently
- Allocate roles and responsibilities and tasks to team members in rational way ensuring maximum utilization of skills of all team members.
- Coordinate with fellow supervisors to resource for support to compliment teams work and vice versa.
- Oversee quality of services delivered by the team members
- Coordinates the work of team to ensure team goals are achieved.

c) Finance Management

- Plan and manage the necessary available finances to enhance smooth running of projects and activities.
- S/he contributes to the funding strategy and the decisions to enable team access appropriate financial resources.
- S/he compiles annual budgets for the teams.
- Monitors expenditure on team's work against the budgets to ensure adherence to the set financial policies.

d) Financial Resources Management

- Resource and deploy assets available for the team in the most effective manner.
- Ensures appropriate utilization of the resources.

e) Capacity Building

- Create and working with an effective team where each member feels able to contributed fully and freely.
- Motivate team members by recognizing individual strength and potential and building complimentary skills and providing opportunity for growth e.g. exploring new areas and multi-skills

f) Strategic Networking

- Recognize the role other partners play and seek to work together to realize collective action.

8.7.2 Human Resources Committee

a) Monitoring and evaluation

- Leads the team in participatory planning and implementing monitoring activities
- Collectively to collectively monitor team's performance and take where necessary take corrective action.

b) Membership Development

c) Management of Team Members

- Identifying staffing needs, e.g. numbers and skills and taking appropriate action.
- Building their capacity e.g. conducting performance appraisals and supporting training and development needs/ coaching mentoring et

d) Human Resources Management-Members, stakeholders, target beneficiaries

- Mobilize, resource and deploy assets available for the team in the most effective manner.
- Ensures appropriate utilization of the resources.

e)Team Building

- Create and working with an effective team where each member feels able to contributed fully and freely.
- Motivate team members by recognizing individual strength and potential and building complimentary skills and providing opportunity for growth e.g. exploring new areas and multi-skills

f) Lobby, Advocacy and stakeholder Networking

Recognize the role other partners play and seek to work together to realize collective action

ARTICLE 9

FINANCIAL RESOURCES

9.1 The Home Economics Professionals Association shall be financed by the following:

- a) Registration Fee to be paid once by members on joining the association except Honorary members.
- b) Annual subscriptions made by each member by end of first quarter of each year.
- c) Gifts, donations, subsidies.
- d) Reimbursement for information and services provided to members and other stakeholders.
- e) Fund raising activities
- f) Income generating activities and projects
- g) Proceeds from consultancies and other development work in the community.

9.2 Administration of Finances

- a) The finances of the Association shall be administered with full knowledge of the Executive Committee and the following will be signatories:
- Chairperson
 - Secretary
 - Treasurer
- b) The financial year of the Association shall end on the 31st December of each year.
- c) Home Economics Professionals Association shall open and maintain Bank Account (s) in the name of the Association as approved by the General Assembly to ensure that all moneys belonging to and received by are safe. The signatories to the account shall be Chairperson, Treasurer and Secretary.
- d) All cheques drawn on Home Economics Professionals Association accounts shall be signed by the Secretary or designate, the Treasurer and any one of the following: Chairperson or Vice Chairperson.
- e) The annual estimates prepared by the Treasurer shall make provision for all the estimated expenditure of Home Economics Professionals Association for the financial year concerned, and in particular:-
- i) For the approval recurrent and development expenditure.
 - ii) For the payment of salaries, allowances and other charges;
 - iii) For the payment of pensions, gratuities and other charges, if any, in respect of any retirement benefits which may be payable out of the funds of the Association;
 - iv) For the proper development and maintenance of the properties of the Association;
 - v) For the proper maintenance, repair and replacement of the equipment and other movable property of the Association.
 - vi) For the creation of such reserve funds to meet future and contingent liabilities in respect of retirement benefits or insurance or in respect of such other matters as the Association may deem fit.
 - vii) Annual estimates shall be approved by the General Assembly.
 - viii) No expenditure shall be incurred except in accordance with annual estimates approved by the General Assembly.
 - ix) The Treasurer shall ensure that all books of accounts are duly audited for presentation of reports at the General Assembly.
 - x) The General assembly shall at its Annual General Meeting appoint a firm of auditors to audit the accounts of the Association at the end of the financial year.

- xi) Any funds of the association contributed by members and not required for allocation or application shall on the direction of the Executive Committee be invested in the name of the Association as the General Assembly may direct. Funds pending for investment shall be deposited at a bank by the Board in the name of the Association in an interest earning account.
- xii) All books of accounts and other official records of Home Economics Professionals Association are open to inspection at the Association Secretariat offices during ordinary working hours by any member of the Association However, members must give at least seven (7) days written notice to the Secretary.

ARTICLE 10: AUDITORS

- a) Auditors shall be appointed annually by the Executive to examine the Association accounts and statements to ascertain correctness, accuracy and compliance with financial policy guidelines and standard accounting procedures.
- b) A copy of the audit report on the accounts and statements of Home Economics Professionals Association shall be made available to the Executive Committee before the General Assembly and available to all members during the Assembly.
- c) Auditors may be paid such honoraria/remuneration as may be resolved by the Executive Committee.
- d) No auditor shall be an officer or member of the Association

ARTICLE 11: BYE-LAWS

The Executive Committee shall make bye-laws regulating the mode of elections, qualifications for office bearers and for appointment, promotion, remuneration, discipline, termination of service and dismissal of employees and members of the Association. The administrative set-up; and on any other matters necessary for the smooth running of the affairs of the organisation, PROVIDED that the power to regulate the matter being the subject of the bye-laws are in vested in the General Assembly.

11.1 PRIVILEGES

11.2 RIGHTS OF MEMBERS

Subject to Home Economics Professionals Association Constitution, Policies, Procedures and the Supreme Law of Uganda, a member shall enjoy the following rights:

- a) Attend and participate at General meetings, at which each member shall have one vote irrespective of the share holding.
- b) Elect or be elected as a committee member of the society.
- c) Submit projects or initiatives, share information, innovations with members and the Executive Committee for the improvements of the society with the necessary approvals.
- d) Right to participate in activities and use the society services to achieve the purpose of the society.
- f) Receive periodic reports

11.3 BENEFITS TO MEMBERS:

- a) Easy and convenient access to information, collective training
- b) Business networking
- c) Mobilization of external funds
- d) Possibility of collective business
- e) Training and capacity building
- f) Lobbying for membership advancement and development
- g) Keep up to date with the trends of the profession.

11.4 OTHER CONDITIONS TO MEMBERSHIP

- a) Members, whose Annual Subscription Fee payments would be in arrears, shall not have a right to vote at the General Assembly and other meetings except that they would be permitted to attend as observers only, unless they clear all their outstanding dues prior to the beginning of the meeting.
- b) All the defaulting member's rights including the right to seek elective office shall remain suspended until payment of Annual Subscription Fees is fully effected.
- c) Institutional/Group members, who are in arrears of their Annual Subscription payments, shall lose the right to attend the General Assembly and other Meetings organized by the Association unless they clear all their outstanding dues.

ARTICLE 12: THE SEAL

The Association shall have a seal and letterhead which shall be kept in custody of the Secretary.

ARTICLE 13

AMENDMENTS TO THE CONSTITUTION

- a) Any proposals to amend the Constitution may be submitted to the Secretary of the Society/Association at least one month before the Executive Committee Meeting at which proposals are to be considered for inclusion in the agenda for the Annual General Meeting.
- b) No alterations may be made to the Constitution except by the decision of members at a meeting where at least 40% of members present vote in favour of the amendments.
- c) This Constitution may be amended by a majority of two-thirds vote of members of the General Assembly of the Home Economics Professionals Association.
- d) Proposals for amendment to this Constitution shall be circulated to members at least 15 days in advance, prior to consideration by the General Assembly.

ARTICLE 14

DISSOLUTION

- a) Home Economics Professionals Association may be dissolved by the General Assembly in an Annual General meeting, by a two-thirds majority vote.
- b) Notice of at least 90 days shall be given to all members of Home Economics Professionals Association appearing in the member's register, prior to consideration of the motion to dissolve the organization.
- c) The General Assembly shall establish a committee to ensure the orderly dissolution of the Association. Such Committee shall include at least two members of the Executive Committee.
- d) In the event of dissolution of the Association and after the payment of all debts, no dividends assets, property of the society shall be paid to members, the remaining assets shall be given to like minded organisations in area.

ARTICLE 15

GENERAL PROVISIONS

16.1 Confidentiality

- a) Officers, committee members and general membership shall keep confidential the information regarding the members' transactions with the society as well as all information regarding the association's interests. Such information may be disclosed only through the channels authorized by the Constitution, Regulations and these bylaws.

- b) The exchange of information between the Home Economics Professionals Association and other organisations must be done through or with permission from the designated officer of the Executive Committee
- c) All members shall be required to maintain strict confidentiality of matters related to business deals, funding and other proposals, resource mobilization, negotiations, clients, correspondence, structure, policies, procedures.
- d) Any internal communication within the Executive, its legal advisers, clients, or business partners and stakeholders shall be strictly confidential and shall not be, disclosed either orally or in writing to third parties without authorization.
- e) Any improper transfer of materials or disclosure of information, even if it is not apparent that one has personally gained by such an action, shall constitute unacceptable conduct. Participation in such a practice shall result in disciplinary action, up to and including termination of employment and or legal action where necessary.
- f) A member shall exercise utmost discretion with regard to all matters relating to the activities of the organization. Except in the performance of their duties, members shall not disclose any unpublished information known to them by reason of their position in the organization, unless authority to do so has been granted nor shall they at any time use such information to private advantage. These obligations shall continue after separation from Home Economics Professionals Association.
- g) In case of breach of confidentiality, besides the resulting action for the resulting damages, the concerned party shall be removed from membership or elected office.

16.2 Political and Religious Neutrality

Political or religious issues shall not be areas of creating disharmony or discrimination in handling activities of the Association, nor shall funds be used for campaigns of such, or similar nature.

16.3 Indiscipline and Handling of Grievances

Disciplinary Matters

The following matters shall be considered to be an infringement on discipline:

- a) Misconduct
 - Poor time keeping
 - Habitual absence from meeting without plausible reasons.
 - Failure to devote one's time and effort to the Association work

- Insubordination
- Disorderly or indecent appearance and behaviour.
- Negligence of duty.
- Use of objectionable, insulting language to fellow members, clients and or visitors to Home Economics Professionals Association

b) Gross misconduct

- Persistent and or unreasonable absence from meetings without sound reasons.
- Repeated refusal to carry out duties.
- Violent assault or intimidation of other members.
- Willful damage to the organisation's property
- Conflict of Interest
- Misuse / theft of the Association property.
- Fraud or dishonesty
- Falsification of data accounts or documents.
- Ill treatment of clients
- Violation of professional ethics.
- Drunkenness and unacceptable behavior while on the Association duties.
- Incompetence or inefficiency in the performance of any duty assigned

The above list is intended to be illustrative and not exclusive nor exhaustive.

c) Resolution

- Cases of indiscipline by the members shall be heard by the Human Resources Committee which shall forward its findings and recommendations to the Executive Committee.
- The Full Committee shall deliberate on the recommendations and advise on the most appropriate action to be taken in line with the policies of the Association and National Laws.
- In all disciplinary proceedings, the rules of neutral justice shall apply. No member shall be subjected to any disciplinary action without being informed in writing of the nature of the offence or before being given opportunity to make his / her defense in writing.

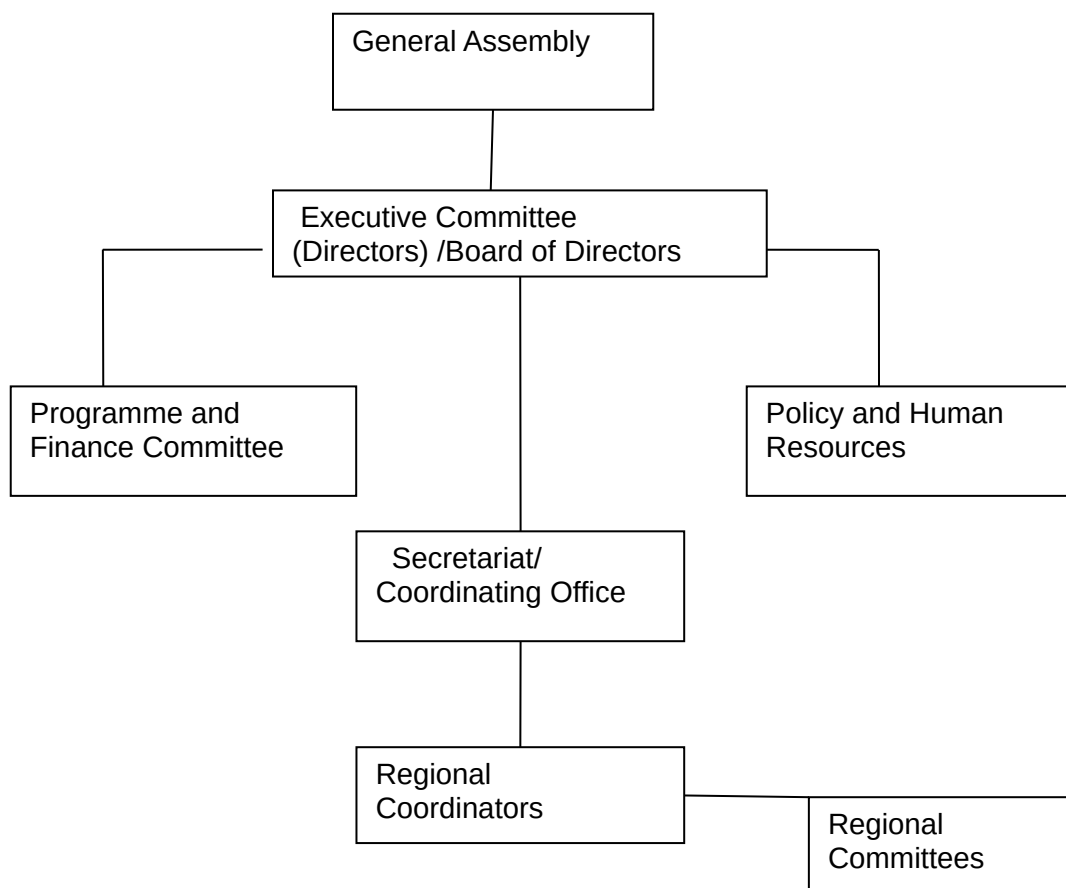
ARTICLE 16

IMPLEMENTATION

This Constitution shall take effect from the date of agreement at the Annual General Meeting and shall be supplemented by the Rules, Regulations, and Policies adopted by the Executive Committee.

HOME ECONOMICS PROFESSIONALS ASSOCIATION

ORGANIZATIONAL STRUCTURE



MEMBERSHIP

The amendments were agreed by the subscribed members present during the annual General Meeting held at Kyambogo University, Kampala on 1st December 2018 as listed above and adopted by the Executive Committee whose signature appended above.

INDIVIDUAL MEMBERS

	Name	Physical Address	Telephone(s)	Signature
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