

THE CONSTITUTION OF UPLIFT HER HUB.

CELL: RUBONDO.

PARISH: IHUNGA

SUB-COUNTY: RUSHASHA.

DISTRICT: ISINGIRO.

P.O.BOX.....ISINGIRO

TEL:.....

Preamble:

We, the members of **UPLIFT HER HUB** recognizing the need to empower younger single mothers through sustainable livelihoods and holistic development, do hereby establish this constitution to guide our operations and ensure transparency, inclusivity and sustainability in all our endeavours.

ARTICLE 1: NAME OF THE ORGANIZATION

The name of the organization shall be **Uplift Her Hub.**

ARTICLE 2: PHYSICAL LOCATION

The Head office shall be located at **Karitima A village, Rubondo Sub-Base Camp Nakivale Refugee Settlement, Isingiro District ,South western Uganda.**

Article 3: Nature of the Organization

(i) Type:
Uplift Her Hub is a non-profit, community-based organization (CBO) focused on empowering teenage mothers through skills development, livelihood projects, and holistic support.

(ii) Scope:
The organization operates primarily in Uganda, with the possibility of expanding to other regions as resources and opportunities allow.

(iii) Non-Discrimination:
Uplift Her Hub is inclusive and does not discriminate on the basis of race, ethnicity, religion, and background.

(iv). Operational Model:
The organization actively involves young single mothers in all stages of project implementation to ensure they benefit directly from their contributions while fostering a sense of ownership and responsibility.

(v). Non-Political and Non-Religious:
The organization is strictly non-political and non-religious, focusing solely on community empowerment and development.

ARTICLE 4: PURPOSE

(i) Mission

To empower young single mothers through inclusive livelihood projects, equipping them with skills, providing sustainable income opportunities, and fostering their social and economic independence while contributing to community development.

(ii) Vision

A world where young single mothers lead empowered lives, achieve financial independence, and actively contribute to thriving and inclusive communities.

(iii): Goals and Objectives

Equip young single mothers with marketable skills like soap production and other income-generating activities.
Provide platforms for young single mothers to earn from their contributions.
Promote community awareness and advocacy for young single mother empowerment.
Foster partnerships and collaborations for resource mobilization.

(iv): Core values

Empowerment:
Enable participants to take control of their lives through meaningful opportunities.

Inclusion:
Ensure all activities are inclusive, respecting the diverse needs and experiences of teenage mothers.

Sustainability:
Commit to environmentally friendly and sustainable practices in all operations.

Integrity:
Operate with transparency, fairness, and accountability.

Community:
Foster a spirit of collaboration, support, and unity within the organization and its stakeholders.

Innovation:
Continuously explore creative solutions to challenges faced by teenage mothers.

Resilience:
Encourage participants to overcome challenges and build brighter futures.

ARTICLE 5: ACTIVITIES

The CBO shall undertake the following activities:

i) **Soap Production:**
Train young single mothers in soap-making techniques.
Engage them in production, packaging, and marketing processes.

ii) **Candle Making:**
Train members in the production of candles for both domestic and commercial use.
Market candles as part of the organization's income-generating activities.

iii) **Chalk Production:**
Manufacture school chalk to supply to local schools and educational institutions.
Provide opportunities for young single mothers to participate in the entire process, from production to distribution.

iv) **Book Production and Supply:**
Produce and distribute affordable books and other educational materials.
Engage members in creative and sustainable ways of producing stationery.

v) **Skills Training Programs:**
Offer hands-on training in various skills, such as tailoring, baking, and crafts.

vi) **Income-Generating Projects:**
Identify and implement additional livelihood projects based on community needs.

vii) **Entrepreneurship Workshops:**
Provide entrepreneurship training to equip young single mothers with business management skills.

viii) Awareness and Advocacy:

Organize community outreach programs to educate the public on the importance of supporting young single mothers.

ix) Counseling and Mentorship:

Offer emotional and psychological support through counseling sessions and mentorship programs.

x) Community Engagement:

Conduct environmental sustainability activities like tree planting and clean-up campaigns.

ARTICLE 6: MEMBERSHIP

(i)Categories of Membership

a) **Associate Members:**
   Volunteers, partners, and donors.
b) **Honorary Members/founder members**:
   Individuals recognized for exceptional support.

(ii) Rights and Responsibilities of Members

a) Attend meetings and participate in decision-making.
b) Uphold the CBO's values and promote its objectives.
c) Pay membership fees.

(iii) Termination of Membership

a) Membership may be terminated due to:
b) Resignation.
c) Violation of the Constitution.

ARTICLE 7: MEMBERSHIP CODE OF CONDUCT

i) General Principles

All members of Uplift Her Hub are expected to uphold the organization's values, vision, and mission. Members must act with integrity, professionalism, and mutual respect, fostering a safe and supportive environment for all participants.

ii) Obligations of Members

a) **Commitment to Organizational Goals**:

Members must actively promote and work towards the objectives of **UPLIFT HER HUB**.

b) Active Participation:

Members are required to attend meetings, participate in activities, and contribute to organizational initiatives.

c) Respect and Inclusivity:

Members must respect fellow members, beneficiaries, and stakeholders. Discrimination or harassment of any kind is prohibited.

d) Confidentiality:

Members shall protect sensitive information related to the CBO and its beneficiaries.

e) Ethical Behavior:

Members must act honestly and refrain from actions that harm the reputation or interests of the CBO.

iii**) Prohibited Conduct**

a) Harassment, discrimination, or abuse of any kind.

b) Misuse of organizational resources for personal gain.

c) Neglect of assigned duties or responsibilities.

d) Spreading false information or engaging in unethical practices.

e) Conflicts of interest that undermine the CBO's objectives.

iv) Responsibilities of Leadership Members

a) Serve as role models by adhering to the highest ethical standards.

b) Ensure transparency in decision-making and financial management.

c) Create an inclusive and accountable organizational culture.

v) Enforcement of the Code of Conduct

a) Reporting Misconduct:

Any member may report violations of the Code to the Executive Committee or the designated disciplinary authority.

b) Investigation Process:

Reports will be reviewed promptly and fairly.

Investigations will be conducted confidentially to ensure fairness and protect the rights of all involved.

c) Disciplinary Measures:

Disciplinary actions for misconduct may include:

d) Verbal or written warnings.

Suspension or revocation of membership.

Referral to authorities if the misconduct involves legal violations.

e) Appeal Process:

Members subjected to disciplinary action have the right to appeal by submitting a written request to the Executive Committee for review.

vi) Acknowledgment of the Code

a) All members must sign a declaration upon joining, affirming their understanding and agreement to abide by this Code of Conduct.

b) Members are encouraged to periodically review the Code to ensure continuous alignment with the organization's principles.

ARTICLE 8: FINANCIAL MANAGEMENT

I. Bank Account

i. A dedicated bank account will be opened in the name of **UPLIFT HER HUB**.

ii. The account will have three authorized signatories, including the CEO, Finance Manager, and Operations Manager, with at least two required for transactions.

II. Income Sources

i. Revenue from product sales (e.g., soap, candles, chalk, books).

ii. Donations from individuals, organizations, and donors.

iii. Grants from local and international partners.

III. Expenditure Guidelines

i. Funds will be used for operational expenses, production costs, training programs, and community outreach and other authorized expenditures as discussed and agreed by the executive committee.

ii. All expenditures must be approved by the Finance Manager and reviewed by the Executive Committee.

IV. Budgeting

i. An annual budget will be prepared by the Finance Manager and approved by the Executive Committee.

ii. Quarterly reviews will be conducted to ensure financial accountability.

V. Profit Sharing

i. A portion of profits from production will be distributed among active participants (beneficiaries) based on their contribution.

ii. Remaining profits will be reinvested into the **UPLIFT HER HUB's** activities.

VI. Financial Reporting

i. Monthly financial reports will be prepared by the Finance Manager and shared with the Executive Committee.

ii. Annual financial audits will be conducted by an independent auditor.

VII. Transparency and Accountability

i. Financial records will be open for inspection by members during annual general meetings.

ii. Misuse of funds will result in disciplinary action, including potential termination of membership

ARTICLE 9: LEADERSHIP STRUCTURE

i). Leadership Framework

The leadership of **UPLIFT HER HUB** shall reflect the principles of transparency, accountability, and inclusivity. It is structured to ensure efficient management and alignment with the organization's vision and mission.

ii) Governing Body

The governing body of **UPLIFT HER HUB** shall consist of:

a) The Board of Directors:

Composition:

I. Chairperson

II. Vice Chairperson

III. Secretary

IV. Treasurer

V. Two additional members (representatives of stakeholders, including teenage mothers, donors, or experts in relevant fields).

b) The Executive Committee:

Composition:

I. Executive Director

II. Programs Manager

III. Finance and Administration Officer

IV. Communications and Public Relations Officer

V. Volunteer Coordinator and other relevant positions

iii) Key Leadership Roles and Their Responsibilities

a) Chairperson:

i. Presides over Board meetings and ensures alignment with the organization's mission.

ii. Represents the CBO at high-level engagements with stakeholders.

b) Vice Chairperson:

i. Assists the Chairperson and acts in their absence.

ii. Oversees specific initiatives as delegated by the Board.

c) Executive Director:

i. Leads the implementation of programs and activities.

ii. Acts as the primary spokesperson for the CBO.

iii. Oversees the preparation and submission of reports to the Board and stakeholders.

d) Programs Manager:

i. Designs, monitors, and evaluates all programs and projects.

ii. Ensures alignment with the organization's objectives and the needs of beneficiaries.

e) Finance and Administration Officer:

i. Manages financial planning, record-keeping, and reporting.

ii. Ensures compliance with financial policies and legal requirements.

f) Communications and Public Relations Officer:

i. Develops and implements communication strategies.

ii. Manages the organization's social media, branding, and public relations.

g) Volunteer Coordinator:

i. Recruits, trains, and supervises volunteers.

ii. Ensures effective integration of volunteers into the organization's activities.

h) Secretary:

i. Records minutes of all Board meetings and maintains official records.

ii. Ensures timely communication and coordination within the leadership structure.

i) Treasurer:

i. Oversees financial matters and ensures proper use of funds.

ii. Prepares and presents financial reports to the Board.

iv) Election and Appointment of Leaders

i. Leaders on the Board of Directors shall be elected by members or appointed based on qualifications and experience.

ii. Leadership positions on the Board shall have a fixed term of 2 years, renewable upon satisfactory performance.

iii. Elections shall be conducted transparently and fairly.

v) Accountability Mechanisms

a) Performance Reviews:

Quarterly reviews of leadership performance will be conducted by the Board.

b) Financial Accountability:

There shall be transparent financial reporting to donors, members, and relevant government authorities.

c) Stakeholder Engagement:

Leadership may/may not actively engage stakeholders, including beneficiaries and partners, in decision-making processes.

vi) Leadership Transition and Succession Planning

a) Transition Policy:

Leadership transitions shall be planned to ensure continuity of operations.

vii) Interim Arrangements:

An acting leader shall be appointed in case of unexpected vacancies.

ARTICLE 10: VOLUNTEER AND BENEFICIARY

a) Eligibility for Volunteers

i. Volunteers must demonstrate a commitment to the mission of the Organization and align with its values.

ii. They must be at least 18 years old unless participating in an approved youth program.

b) Roles and Responsibilities

i. Volunteers will assist in production activities (e.g., soap, candles, chalk, books) and community outreach programs.

ii. They must comply with the Organization's code of conduct and policies.

c) Recruitment and Onboarding

i. Volunteers will undergo an application process, including an interview and orientation.

ii. Training will be provided to familiarize them with their roles.

d) Recognition and Rewards

Active and exceptional volunteers may receive certificates of appreciation, recommendations, or other forms of recognition.

e) Conflict Resolution

Disputes involving volunteers will be addressed through the CBO's established grievance procedures.

ARTICLE 11: BENEFICIARIES

a) Eligibility for Beneficiaries

i. Young single mothers who are willing to actively participate in livelihood programs.

ii. Must demonstrate a willingness to follow the training and production schedules.

b) Roles and Responsibilities

i. Beneficiaries are required to participate in the production process and related activities.

ii. They must adhere to the organization's rules and meet performance expectations

c) Support and Incentives

i. Beneficiaries will receive training, mentorship, and a share of profits from products they help produce.

ii. They will also be eligible for additional support programs such as personal development workshops.

d) Graduation/Exit Criteria

Beneficiaries who achieve self-sufficiency may transition out of the program while remaining part of the Organization's network.

ARTICLE 12: AFFILIATION AND PARTNERSHIP

a) Eligibility for Affiliations and Partnerships

i. Organizations, businesses, and government entities and Individual that align with the **UPLIFT HER HUB's** mission and values can be considered.

ii. Partnerships should not conflict with the Organisation's non-profit and community-oriented focus.

b) Types of Partnerships

i. Strategic Partnerships: For long-term collaboration, resource sharing, or joint projects.

ii. Donor Partnerships: For financial or material support.

iii. Technical Partnerships: For expertise in production, training, or capacity building.

c) Agreement Process

i. Partnerships must be formalized through a Memorandum of Understanding (MoU) detailing roles, responsibilities, and expectations.

ii. The MoU will include clauses on confidentiality, resource allocation, and conflict resolution.

d) Monitoring and Evaluation

i. Partnerships will be reviewed periodically to assess their impact and ensure alignment with the Organisation's goals.

e) Termination of Partnerships

i. Partnerships can be terminated if the partner fails to meet obligations or engages in activities contrary to the Organisation's mission.

ARTICLE 13: AMENDMENT OF THE CONSTITUTION:

I) Amendments to the constitution shall receive the assent of not less than 2/3 of members of **UPLIFT HER HUB** at the general assembly.

II) A proposal for the amendment of the constitution should be received by the secretary at least twenty-one days before the meeting at which the proposal shall include the amendment.

ARTICLE 14: DISSOLUTION:

In the event of dissolution of **UPLIFT HER HUB**, this must be after payment of all liabilities, the assets of the Organization shall be passed over to any organization that share similar Vision and Mission upon certain agreements.

Therefore, we the undersigned on this day of 11th November 2024, Do hereby declare these presents as the contribution of **UPLIFT HER HUB** which shall be observed, preserved, protected and be upheld by all its members as the supreme law.

LIST OF FOUNDER MEMBERS OF UPLIFT HER HUB.

NO.	NAME	CONTACT	TITLE	SIGNATURE
1.	**JEROME NIYIKIZA**	**0788152356**	**CEO**	
2.	**DUSHIMIRIMANATHEOGENE**	**0761474716**	**Operations Manager**	
3.	**KWIZERA EMMANUEL**	**0778519143**	**Finance Manager**	
4.	**NDAYISHIMIYE JOHNPETER**	**0789508418**	Community Engagement Officer	
5.	**NKUNDIMANA SELESTINE**	**0780245384**	Public Relations Manager	
6.	**TUOMBE JACQUES**	**0785997344**	Production Manager	
7.	**UWIMANA RUTH**	**0781115227**	Deputy CEO	