

BWAISE COMMUNITY BASED REHABILITATION PROJECT

ADF QUARTERLY REPORT

GRANT NO. 1089 UGA

REPORTING PERIOD: OCTOBER – DECEMBER 1998

REPORTED BY:

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1.0 INTRODUCTION

The fifth quarter of Bwaise community based rehabilitation project was characterised by a lot of activities as it marked the end of 1998. During this period Bwaise members celebrated two UN days for older persons and People with Disabilities .

Completion of the community facility provided the Bwaise project staff space to operate project activities and increased accessibility to services for clients. During this period ,COMBRA staff, volunteers and BDEA members amended the BDEA constitution to meet the group's current needs. This has enabled both partners to fully understand their roles.

COMBRA has intensified her strategy in linking the project to local leaders and other collaborators in preparation for COMBRA's the phasing out process. The increased capacity building provided by COMBRA staff to BDEA members has enabled the volunteers to follow up their clients and provide them with appropriate interventions.

2.0 PROJECT ACTIVITIES

This report addresses activities carried out during the period Oct -Dec 1998.

3.0 Construction of the Community facility

COMBRA notes with gratitude that the community facility has been completed. In the reporting quarter, the contractor made the final finishes that included painting , fixing doors and working on the floor. COMBRA procured and fixed furniture in the community facility.

The planned opening ceremony on 13th December 1998 did not take place due to the fact that the Minister of Gender, Labour and Social Development in charge of Disability and Elderly persons whom the Bwaise community proposed to be the guest of honour was out of the country on state duties. Therefore, both BDEA and COMBRA agreed to postpone the day to some time early February 1999 when the Minister will be available.

Despite the postponement, the enthusiasm of BDEA members was not inhibited. They continued practicing their songs, poems and dances in preparation for the day. The building is already being used for all the project co-ordination activities. For example, it is regularly used for Community meetings, training of COMBRA students and volunteers and the outreach clinic activities. It is also encouraging to note that some public members have been inspecting the building for hire for social functions. Therefore the project targets to start generating income from hiring out the hall starting with the next quarter.

The vice-chairperson who stays near the building is a good community mobiliser and has taken on the responsibility for taking all potential customers to inspect the community facility outside

working hours. She has been given this task because she has proved to be a highly responsible person as she ably stored the project building materials and supervised the construction. Therefore it is encouraging to note that such a leader who has earned respect of Bwaise community is on BDEA executive which will take over after COMBRA pulls out of the project.

In the process of furnishing the community facility COMBRA staff have procured a typewriter, a filing cabinet, benches, special mattress for client's exercises, weighing machine sphenomanometer machines and other necessary office supplies.

2.2 Community mobilisation



Completed Community Facility

2.2.1 Assessment and appropriate intervention

COMBRA staff in Bwaise have put a lot of emphasis in on-job training of the volunteers. As a result these volunteers are getting more confident in clients assessments and follow-up of clients in their homes. In this reporting quarter, it was observed that during COMBRA staff/volunteers meetings, volunteers are able to give feedback on their clients and in particular those on therapeutic exercises, using assistive devices and those that need to comply with medicines. The volunteers have also identified areas where they need further skills training and COMBRA is planning to train them in these areas in the near future.

As part of clients intervention, the appropriate technology trainer came to the community once a week to take measurements of clients who needed assistive devices. They were then later produced using locally available materials. Two special chairs for children with cerebral palsy, a horse back seat, two pairs of crutches, various toys were made including one for early stimulation in counting

numbers and repairs of old assistive devices. COMBRA has ordered two wheel chairs at Mulago Hospital for Bwaise clients that needed special modification. Unfortunately, when the COMBRA/ADF budget was made wheel chairs were costing Ug. shs. 70,000. At the time Mulago Orthopedic workshop was being subsidized by external funding which has been withdrawn. The cost of these wheelchairs have since doubled.

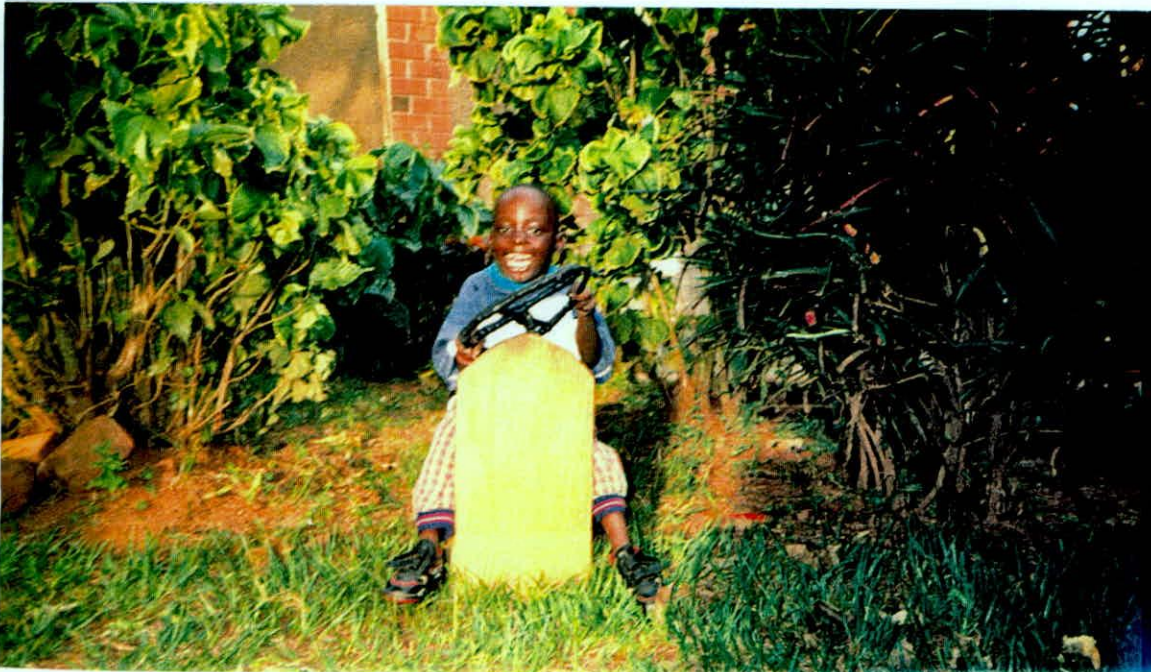
With the building completed, volunteers are working together with COMBRA staff to build a better filing system of clients' records and other project activities. COMBRA notes that record keeping was a significant weakness identified by the previous evaluation. In this phase therefore, information systems are seriously addressed. During this reporting quarter the staff have updated the filing systems and records. For example each assessed client has a personal profile with a photograph and detailed information about the disability categorization and follow up visits.

Following the intensive assessment, it is being realized that most children with Mental Disabilities are not attending school yet many are of school going age. One of the reasons is that the Universal Primary Education which offers free education for four children per family does not favour the mentally retarded who are on the bottom of the priority list within families. Even then, those who get an opportunity to enter the school do not get adequate attention. Further more it is important to note that most of the schools in Bwaise which are within reach of these children are private schools and this certainly exacerbates the situation as parents have to move miles out of the community to look for Government supported schools for their children's education. COMBRA and BDEA have looked at children's education as a critical issue in rehabilitating children with disabilities.

In the previous quarter COMBRA placed some children in a school for the mentally handicapped which is within Bwaise community. Therefore, in this reporting quarter COMBRA staff have made follow up visits to the school to discuss children's progress with the teachers. The children are getting used to their teachers, able to play with each other, learning self care skills and parents get relieved when they are at school. The Field Officer also visited the local primary schools to make contacts with the headmasters in preparation for child to child programme which is a way of sensitising teachers and school children on disability issues. This helps change their negative attitudes towards children with disabilities and also acquire knowledge and skills on how they can assist them at school. The child to child programme will be the highlight for the next quarter.

In this reporting quarter, COMBRA made contact with the Interplasts Holland visiting surgeons to assist with corrective surgery of our clients. A child client with cerebral palsy got burnt in 1997 and developed contractures. Sadly the father of the child turned down the offer and left the mother devastated as she could not go against the fathers. We were greatly disappointed and COMBRA is making efforts to counsel the family for other future opportunities .

Another client was referred to meet the plastic surgeons at Rubaga Hospital for his chronic wound which he has suffered from following a road traffic accident in 1987. He was not operated but he received treatment and is steadily improving. All in all ten clients were referred this quarter for varied interventions.



A child with cerebral palsy excited on a new appliance to assist in separating his legs.

2.2.1 Home programmes.

Home programmes involved physiotherapy exercises, counselling the families, provision of appliances and their maintenance, supervision of loans and identifying potential loanees. A total of 756 home visits were carried out by COMBRA staff and volunteers in this reporting quarter.

2.2.3 Out reach clinic

The out reach clinic is now being held at the community facility. During this quarter COMBRA has procured an initial stock of drugs. Besides the BDEA members, the clinic will be open to other members of the community in Bwaise.

The Community Physiotherapist started training volunteers during the outreach clinic. It is envisaged that the Field Officer will spend more time at the clinic to ensure that all patients are provided with appropriate services. COMBRA is also planning to bring in specialist clinical officers to assess and treat clients, on a voluntary basis.

2.2.4 Meetings

BDEA Meetings

In this reporting quarter, most BDEA meetings focused on the constitution amendment that has been completed and signed by members (copy attached appendix I). In order to motivate participation of members in meetings, they have proposed a fine of 500/= Uganda shillings for those who miss three consecutive meetings. As a result of this measure, there is increased participation.

COMBRA STAFF/VOLUNTEERS MEETINGS

With increased confidence, the volunteers are participating more in meetings. They were able to update COMBRA staff on activities in their specific parishes. This has indeed improved greatly on their performance and built their confidence. The challenges are discussed as a team and solutions are agreed upon.

2.3 CREDIT SCHEME

2.3.1 Loan repayment

The Credit Specialist assisted by volunteers and BDEA executive followed up loan recipients. Issues discussed were brought to the attention of the Project Co-ordinator and the Director for action. With the increased counselling, clients have started appreciating that loans are different from handouts and grants. As a result repayment of loans is satisfactory.

It should be noted that towards the end of this quarter BDEA members agreed to give loans to only those members who had completed the payments in time as a motivation and also facilitate them to make profit during Christmas holidays.

Below is an update of loan repayment of the total loan, given out last quarter. It should be noted that these loans were given out using money from the first grant.

	Balance B/F	Payment	Balance
Last quarter Total Loan + Interest	3,300,000	779,200	2,520,800
This quarter	2,520,800	1,463,800	1,057,000

The boost in loan repayment has encouraged COMBRA to disburse monies from BDEA's new grant. BDEA members continued to lay strategies for loan recovery. The first action taken was to strengthen the loan recovery committee. Members to the committee were selected from each parish. The Credit Specialist put a system where by each potential loanee was expected to have two guarantors to sign their application form. This encouraged guarantors to put pressure on the loanee to repay the loan. A total of 1.5m Uganda shillings was given out to ten clients towards Christmas.

2.3.2 Savings

On the whole, members were encouraged to save as a pre-condition for benefiting from the loan. They are now aware that if one is to run a viable business, they have to have the ability to save. The following is a reflection of total saving made in the last six months:-

Last Quarter Savings	-	23,000
This quarter Savings	-	144,700
Total Savings	-	167,700

2.3.3 Training

During the reporting quarter at least 50 clients completed their preliminary training in credit and saving scheme. In the next quarter they will receive the final sessions before loans are disbursed. It has been observed that the loanees who are engaged in selling business of cooked food have a better turn up as compared to others.

2.4 Parents support Group

Through the process of sensitising volunteers and parents, they were taken to a home of children with learning difficulties in the outskirts of Kampala. During the visit they observed that the children had developed skills in making candles, looking after animals by participating fully in their feeding, cleaning and milking.

This visit made the parents and volunteers appreciate that children with mental disabilities if given opportunities and skills training can achieve self reliance. COMBRA is following this visit with a training of parent support group in the next quarter.

2.5 Community sensitisation

2.5.1 Chairman Local Council three (L C III) sensitization meeting

The Community Physiotherapist and one of the volunteers made an official visit to the office of the L.C III Chairman Kawempe Division. The purpose of the meeting was to brief him about COMBRA and BDEA community based rehabilitation work in Bwaise which constitutes some of the parishes of Kawempe Division. He noted with interest that a local organisation is working with more than 500 homes of under privileged people. He requested to be provided with regular reports to update him on Bwaise CBR project activities. He further noted that if the Division is fully aware of the project activities, the council can easily mobilise a budget vote for BDEA activities. Meetings with the Local council II leaders have been planned for the coming quarter. It should be noted that although COMBRA had previously made contacts with local council leaders, the organisation had to re do sensitisation because of the elections of new councillors.

2.6 Staff capacity building

Workshop on gerontological nursing

The field officer who is in-charge of the care of the aged received a scholarship from Help Age International that facilitated her participate in a gerontological nursing course in Chang Mai Thailand . The aim of the workshop was to bring together age care nurses from all parts of the world to share knowledge and experience, develop networking opportunities, exchange information, develop strong links and build bridges that will continue to strengthen age care in the future.

She acquired knowledge and skills, in training CBR workers in the care of older persons in the community. She brought along training materials which COMBRA will use in its training program.

3.0 NET WORKING & LINKAGES

3.1 Health planning for Kawempe Division

The community physiotherapist attended a health planning workshop for Kawempe division. Participants were Local Council Leaders, Kawempe division Health committee and representatives of various NGO's in the area. Emphasis was put on community diagnosis of health problems, developing workplan, participatory community planning approaches and use of Primary Health Care model.

This gave the community physiotherapist the opportunity to sensitise the Local leaders on the special needs of People with Disabilities and older persons in Kawempe Division.

3.2 Foreign students

Partnership with Hogeschool

Hogeschool of Amsterdam, The Netherlands, Department of Physiotherapy and occupational therapy, signed a memorandum of understanding with COMBRA to send four final year students to Uganda per year for their field work. In November, two physiotherapy students arrived to undertake their field training.

By the end of their fieldwork they will have trained volunteers and parents of children with cerebral palsy and also produce working manuals for future training in the management of children with cerebral palsy in Bwaise as part of their field training.

3.3 World confederation for physical Therapy (WCPT) CBR workshop.

The Director - COMBRA and the community Physiotherapist attended a one week workshop to discuss the CBR draft guideline gathered from various African countries practicing CBR. Discussions were under the following topics:-

INFORMATION GATHERING	- Policy, Implementation, Coverage, target groups, funding, Support services monitoring & evaluation.
DIFINITION	- Concept, what is CBR in the African context
FOCUS	-The Africa dimension
EDUCATION	-Educating physiotherapist about CBR -Training the operatives (community assistants)
IMPLEMENTATION	-National & International Policies -Funding -Partnership with other NGO's

COMBRA was able to sensitise the local physiotherapists about our work and learn from other physiotherapists in the region.

3.4 Uganda National association for the Deaf (UNAD)

COMBRA has continued to collaborate with UNAD. This quarter, the Community Physiotherapist attended a follow-up meeting to lay strategies for implementing the three goals set, which were on education, health and policy. It is hoped that the programme will benefit BDEA members with hearing impairments.

3.5 Uganda Community Based Health Care Association (UCBHCA)

This quarter the community Physiotherapist represented COMBRA in a two-day annual General Meeting of UCBHCA. The theme for the AGM was "**Sustaining community based health care in the next millenium**". It was her first time to attend this meeting and as a result she got insight of primary health care practices in Uganda. During this meeting members shared experiences between different organizations through papers presented, group discussions and exhibitions from different groups.

4.0 Special Events/Visitors

4.1 UN Days

4.1.1 UN Days Celebrations for Older Person



Older persons dancing during their UN day celebrations

On 1st October, BDEA and COMBRA organized celebrations to mark the UN International day and the beginning of the year for older persons. It was a very special celebration as it was only at Bwaise that the day was celebrated. The celebrations were held at the community facility.

The Executive Secretary of Uganda Reach the Aged Association (URAA) represented Cardinal Emmanuel Wamala the Chairman of URAA as the guest of Honour. The Theme for the year is "*Towards a society for all ages.*"

In attendance were the Director COMBRA and other COMBRA staff, local leaders, BDEA members and visitors from a group of older persons in the neighbouring parishes. The function was culminated with speeches, dancing, singing and the whole occasion was crowned with a small party.

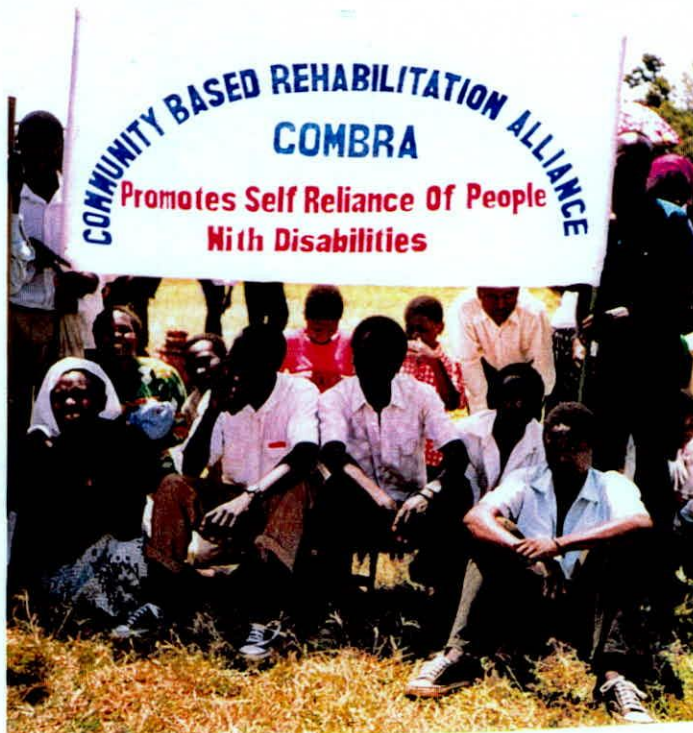
In her speech, the Guest of honour recognised the work done by COMBRA and BDEA in bringing older persons together. She further noted that BDEA is more organized among all the groups of older persons known to URAA. She said that during the year the following were to be focused on in improving the work done for older persons as UN principles:-

- Independence
- Participation
- Care
- Self fulfillment
- Dignity

The function was covered by a local broadcasting service and an English newspaper.
(see appendix II)

As a result of the function groups of persons with disabilities and older persons from around and other districts are inquiring about COMBRA's activities and how they can start their own.

4.1.2 UN day for persons with disabilities



BDEA members at the UN celebrations for PWDs in Mbale

On December 3rd all roads were leading to Mbale town, 150 Km East of Kampala. Some COMBRA staff and BDEA members joined other people at the national celebrations to mark the international day of persons with disabilities. The Day's Theme was "**Equalization of opportunities through economical and political empowerment**". The guest of honour was the minister of state for Gender in charge of youth and children.

During the ceremony COMBRA staff and BDEA members joined other persons with disabilities in marching as part of the celebration. COMBRA's presence was recognized and commended for its efforts in improving the quality of life of persons with disabilities in Uganda. It was an exciting trip for BDEA members who travelled to Mbale for the first time. For Bwaise people, seeing many persons with disabilities boosted their morale.

4.2 Visitors

OXFAM Programme Officer

A programme Officer from OXFAM, one of COMBRA's long standing partners came to see the organisational activities in Bwaise. OXFAM is in the process of phasing out its old partners and wanted to assess the state they were living COMBRA. She was impressed with the well-organized activities of the Bwaise CBR Project and requested us to share with their other partner who work in another Kampala slum.

Danish Association of Parents of children with hearing impairment (HBF)

The Bwaise CBR Project received representatives from HBF Denmark through Education Assessment Resource Services (EARS) Ministry of Education. They were in Uganda on a study on Children with residual hearing and the use of hearing aids. Since most parents cannot afford hearing aids, they will make a return visit to select children who need hearing aids.



COMBRA staff and volunteers pose with HBF visitors outside the completed community facility.

5.0 Conclusion

Completion of the community facility on the whole increased the activities at the centre in Bwaise. The various meetings with other organization visitors and celebrations have been a direct way of sensitizing the community about COMBRA/BDEA activities in particular and disability and aging in general. It is also important to note that although activities sound many, they were well coordinated and result oriented. Radio and television programmes were not effected as this was the end of the year and most Radio and TV programme officers were involved in other annual celebrations.

6.0 ACTIVITIES FOR THE NEXT QUARTER

- Official Opening of the facility
- Continued assessment and providing relevant intervention
- Producing Radio Programmes
- TV Programmes and a documentary
- Sensitization meetings for local leaders
- Hold workshop for parents of children with disabilities
- Develop Child to Child programme
- Run a CBR training BDEA executive and extension
- Facilitate BDEA in elections of new executive

Prepared and signed by:

mekangere
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Maria Kangere

Title:

EXECUTIVE DIRECTOR

Date:

Friday, January 29, 1999

APPENDIX I

BWAISE DISABLED AND
ELDERLY ASSOCIATION
(BDEA)

CONSTITUTION

ST. FRANCIS ZONE BWAISE III PARISH
KAWEMPE DIVISION
KAMPALA DISTRICT

BWAISE DISABLED AND ELDERLY ASSOCIATION

We the persons with disabilities and the elderly have amicably agreed to form the unifying association to preserve and propagate our usefulness and teach members their rights in order to develop our health, education, socially and economic status.

Well as such a developing countries like Uganda have for so long neglected the persons with disabilities and older persons being regarded as a low value status and such tendencies have resulted into low employment opportunities, illiteracy, and of course low incomes hence poor living standards. Realizing that such a trend is detrimental to an individual's life and the nation at large as it creates dependency problem. We the undersigned subscribers here in have come out to form this unifying association to mobilize and revitalize members' and non-members self-esteem self consciousness, identity and other spheres of life by using our natural talents, towards achieving better life in order to develop Uganda at large with high profile with the whole community.

The association shall not discriminate among members by their political or religious affiliations, tribe, race, language, level of education etc. Since our central and major objective is development and self sustainability (self reliant).

We wish to extend our sincere gratitude to the Management of COMBRA (Community Based Rehabilitation Alliance) and the entire staff for their contribution support rendered to us morally and materially during the formation of this association without which the association wouldn't be in existence thank you very much, never let us down.

However, the success and the failure of the association remain attributed to our responsiveness and ability considering that we have started as Bwaise and later spread to different parts of the nation.

The association shall be administered in accordance with this constitution in force however its subject to change where necessary.

With this we remain looking forwards to members' contribution towards development and prosperity.

ARTICLE 1 NAME AND ADDRESS

- 1.0 The Association shall be known as BWAISE DISABLED AND ELDERLY ASSOCIATION (BDEA) and its headquarters in Bwaise.

ARTICLE 2 AIMS AND OBJECTIVES

- 2.1 The Bwaise disabled and elderly association shall be educational charitable and developmental association.
- 2.2 Shall sensitize its members towards unifying their strength for self sustainability.
- 2.3 Shall sensitize its members towards achieving better living standards.

- 2.4 To mobilize its members so that they know what the future holds for them, realise their fundamental human rights and fit in day to day health, social and economic changes of the time
- 2.5 Organize social gathering in order to revitalize members' self consciousness self esteem identity and promote the slogan and make it a reality that disability is not inability and actively participate in national affairs like any other person.
- 2.6 To assist the needy member to overcome problems that may affect their membership.
- 2.7 To set up and encourage economic development projects aimed at uplifting and improving the living standards of members.
- 2.8 Initiate adult and dumb literacy education and vocational training to improve the quality of life.
- 2.9 Organise seminars for teaching members the causes , prevention and management of certain disabilities so that they can manage their CDW and prevent further occurrences.

ARTICLE 3 MEMBERSHIP

- 3.1 The association is open to any person with disability and older persons of Bwaise who is willing and able to pay for membership and annual subscription fees.
- 3.2 It is open to a parent / guardian who shall have a child with disabilities under Eighteen (18) years of age, person with unsound mind (mental disorder) dumb, deaf, and a person of any nature who can represent him or herself.
- 3.4 Any person who shall have played any role or showed interest during the formation of this association and this constitution shall be admitted as associate member.
- 3.5 That person mentioned in Article 3 Section 3.4 and 3.5 shall have rights to apply for full membership to the executive committee which may admit or reject in accordance with the provision of this constitution and approved by the general meeting

ARTICLE 4

- 4.0 Membership in the association shall cease with effect from the date of a member:-
- 4.1
 - a) Voluntarily resigning from the association
 - b) Being expelled from the association by the general meeting.
 - c) Ceasing to perform / hold any of the qualification laid down - on article 3 and 5 here in.

- 4.2 The executive committee shall have power to suspend any member for sufficient reason provided that such a suspension is reported to the next general meeting for its decision.
- 4.3 The general meeting shall have right to expel any member from the association for the sufficient cause.
- 4.4 When a member dies
- 4.5 Misappropriation of funds fraud and inefficiency of any kind shall lead to the expulsion of a member from the association as may be decided by the general assembly.

ARTICLE 5 MEMBERSHIP AND SUBSCRIPTION

There shall be membership fees and annual subscription fee which shall be determined by the executive committee in accordance with the need caused by day today economic charges.

ARTICLE 6 RIGHTS OF A MEMBER

A fully paid up member shall have the following rights:-

- 6.1
- a) Shall have a right to attend general meetings
 - b) Shall be elected as office bearers as long as she/he has been an active member.
 - c) Shall have right to nominate and vote during elections.
- 6.2 Participate in all functions or activities of the association unless otherwise excluded.
- 6.3 Any member of the association may request the chairperson to convene an executive committee or general meeting provided such a request is supported by at least 10% of fully paid up member by countersigning such a request.

ARTICLE 7 MANAGEMENT OF THE ASSOCIATION

- 7.1 The association shall be with executive committee
- 7.2 The Executive committee will be put in place by the general meeting every after two years.
- 7.3 The Executive committee shall comprise of nine members.
- 7.4 On the executive committee there should be at least three people with disabilities and three older persons. The mentioned person should be of the clearly categorized disabilities.

ARTICLE 8 EXECUTIVE COMMITTEE

8.1 The shall be executive committee comprised of the following members.

- a) Chairperson
- b) Vice Chairperson
- c) Treasurer
- d) General Secretary
- e) Publicity and Welfare Secretary
- f) Secretary for Gender and development
- g) Three committee members.

ARTICLE 9 THE FUNCTIONS OF EXECUTIVE COMMITTEE

- 9.1** The executive committee shall be responsible for the successful day to day running of the association and its branches.
- 9.2** Shall be responsible for accountability and transparency on all matters related to the association.
- 9.3** Shall be responsible for the running of income generating projects/activity of the association.
- 9.4** Shall organize all types of meetings, social gatherings and seminars for teaching members.
- 9.5** The executive committee shall suspend any member provided that suspension is reported to the next extra ordinary general meeting for its consent and decision.
- 9.6** In case the chairperson is suspended the vice chairperson shall assume all the duties of the chairperson.
- 9.7** Shall be responsible for the recruitment of all members; accurate record of funds arrangements for the meetings and all items of the association.
- 9.8** Shall be responsible for preparation of seminars, initiate development plans implement proposed plans and create good working relationship discipline and orderly conduct of all members for a progress and success of the association.
- 9.9** Shall be responsible for presentation of any proposed constitutional amendment to the general meeting
- 9.10** The suspended committee member shall have a right to appeal to the general meeting.

ARTICLE 10: DUTIES OF THE CHAIRPERSON

A) The chairperson shall be the head of the association and shall have the following duties.

- 10.1 Shall convene the executive or ordinary meetings at any one time.
- 10.2 The chairperson shall monitor any activity and should be done in time done in the association
- 10.3 Shall mobilize and see to it that every member of executive committee performs his/her duty efficiently.
- 10.4 The chairperson shall be responsible for signing any kind of document on behalf of the association approved by executive committee then general meeting.
- 10.5 Shall have a right to suspend any member of the executive committee or ordinary member for either indiscipline or failure to perform his/her duties supported at least by two thirds (2/3) of the executive committee provided that decision is tabled before the ordinary general meeting for a period not exceeding one month for its final decision.
- 10.6 Shall be responsible for matters concerning prosecution of executive or ordinary member who shall misappropriate, misuse funds or property of the association.
- 10.7 In the circumstance where the chairperson neglect or seem to be involved in such dubious action the Vice Chairperson shall assume responsibility
- 10.8 The chairperson shall preside over every meeting.

ARTICLE 11 DUTIES OF THE GENERAL SECRETARY

B) The General Secretary shall have the following duties.

- 11.1 Shall in consultation with the chairperson give notice and communicate to every member concerned about meeting due to take place and should be done in time. Shall be the Secretary for every meeting.
- 11.2 Shall keep all the records pertaining to the affairs of the association from other secretaries indifferent section of the association.
- 11.3 Shall be the Secretary for every meeting.
- 11.4 Shall keep the following books and records in conduction with the chairperson and the treasurer
 - a) membership register
 - b) Minute book and resolution

- c) Proper financial record book
- d) correspondence files and any relevant record book

11.5 Prepare monthly and Annual reports and other relevant issue like agenda for the meeting.

ARTICLE 12 DUTIES OF THE TREASURER

C) The Treasurer shall receive keep and record all the funds coming and going out of the Association-

12.2 Work hand in hand with the General Secretary when preparing financial reports.

12.3 shall be responsible and answerable for the association's funds.

ARTICLE 13 MEETING OF THE ASSOCIATION

13.1 The association shall hold the following types of meetings:-

- a) Annual general meeting
- b) Ordinary general meeting
- c) Special or extra ordinary meeting

13.2 In any case the annual general meeting shall be convened after the end of each anniversary of the commencement of this constitution.

13.3 A quarter of fully paid up member shall be the power to call either general meeting or ordinary meeting in circumstances where executive committee fails to do so.

13.4 No business shall be conducted at any of the above said types of meeting article 11.1(a&b) of the association unless a quarter (quorum) of fully paid up members is present.

13.5 Extra ordinary general meeting shall be held as the need arises and shall be convened by the chairperson with or without a request from any member of members.

ARTICLE 14. EXECUTIVE COMMITTEE MEETING

14.1 At least half ($\frac{1}{2}$) of the members shall constitute a quorum at every meeting of the executive committee.

In the absence of the chairperson and the vice chairperson members present shall elect among themselves one of them to preside over the meeting.

- 14.2 The chairperson shall have casting votes upon the business discussed and the business with highest number of votes shall be declared the decision or resolution and shall be recorded in the minutes' book
- 14.3 The executive committee shall meet at least once every week or as may be decided by the executive committee provided it does not affect the progress of the association.

ARTICLE 15 ELECTION

- 15.1 The executive committee shall be elected every after two years by the general meeting which shall elect a presiding officer to conduct the elections.
- 15.2 Each member shall have one vote.
- 15.3 The outgoing officer shall be eligible for re-election for either in the same office or altered.
- 15.4 Elections shall be done by show of hands secret ballots or as that general meeting shall decide.
- 15.5 A person with the highest number of votes shall be declared the winner. Immediately there and then
- 15.6 The outgoing officers shall hand over there and then or after as that general meeting shall decide depending on time.
- 15.7 The office bearer shall hand over the chair before the election to the presiding officer. The nominated person shall have a chance to talk about him/herself for not more than five minutes after which he/she shall go out to give a room for the general meeting discussion about him/herself.
- 15.8 All persons will be equally represented on the executive committee that is three delegates from each parish.

ARTICLE 16. FINANCE

- 16.1 The source of finance (funds) for the association shall be
- a) membership
 - b) Annual subscription fees
 - c) donation
 - d) Fund raising
 - e) Grants
 - f) commission
 - g) Other form of income
 - h) Income from the project

- 16.2 All income received in the association shall be used in the day to day operation of the association and welfare of the members
- 16.3 The association shall deposit its income in any of the established banks or a bank selected by the executive committee such account shall be in full name of the association and be operated by the executive committee (as may be decided by the general meeting).
- 16.4 Audited and fully signed accounts reports bearing the signature so the chairperson will be circulated to the members at least two weeks before the date of the general meeting.

ARTICLE 17 DISSOLUTION

- 17.1 The association shall be dissolved upon a motion moved at the general meeting and supported by three quarters (3/4) of fully paid up members.
- 17.2 A motion of dissolution of the association shall be served upon the executive committee through the chairperson at least one month before the meeting and it must be supported at least 30% of fully paid up members.
- 17.3 The dissolution of the association must be done in writing.
- 17.4 In case of a dissolution all the funds of the association must be transferred to another organisation with the same aims and objectives

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Elderly 'not unable'

By Lillian Nalumansi
and Victoria Namuyomba

CARDINAL Emmanuel Wamala has urged Ugandan organisations working for the elderly to involve them in various activities.

He said society should not perceive the elderly as inactive but should regard them as positive contributors to the community.

This was during celebrations last week to mark the International Day for Older Persons and the inauguration of the International Year for Older persons.

The function whose theme was "Towards a Society for All Ages," was organised by the Bwaise Disabled and Elderly Association.

Wamala was represented by the executive secretary of the Uganda Reach the Aged Association, Ms Stella Ociti.

"Since the general image of these people is dependence, inability and inactivity, we should involve them in activities like holding a national exhibition of items like mats or songs and plays where society will perceive them differently," he said.