

THE CONSTITUTION OF

APAC DISABLED PERSONS' UNION

(ADIPU)

P.O. BOX 81, APAC PLOT No. 49 B OWINY-AKULLU ROAD

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THE CONSTITUTION OF APAC DISABLED PERSONS' UNION

PREAMBLE:

We the Disabled Persons of Apac District, desiring to create,

strengthen and promote united efforts of our kind in the district. For

the purpose of redressing socio-cultural political and economic

imbalanced hearts that exist between us and the public, carrying out

our work as an independent, non religious, non political, non

governmental entity with perpetual rights of succession.

ARTICLE 1: NAME AND LOCATION.

a) Name:

The name of the organization shall be "Apac Disabled Persons' Union,

abbreviated as ADIPU". Therefore, the purpose of this constitution

shall include all categories of disabilities.

b) Location:

The Headquarter of the union shall be located within Apac District,

preferably Apac Town Council.

ARTICLE 2: VISION, MISSION AND OBJECTIVES:

a) Vision:

The vision of the union is to have united persons with disabilities

enjoying all societal benefits at all levels, living independently and

having self esteem and dignity from among themselves and from the

society.

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b) Mission:

Advocating for the equalization of the rights and opportunities for the persons with disabilities, initiating and promoting efforts towards improvement of service delivery and prevention of disabilities in Apac District.

c) Objectives:

- To strengthen the marginalized groups of persons with disabilities (PWDs) in Apac District through capacity building, vocational skills training and provision of assistive devices.
- ii. To act as coordinating and monitoring body and establish an information centre for persons with disabilities in Apac.
- iii. To lobby and advocate for equal opportunities and rights of persons with disabilities regardless of age, sex, religion, clan, tribe and nature of disability.
- iv. To unite groups of persons with disabilities at grassroots and the existing district, national and international organizations of persons with disabilities and other NGOs.
- To mobilize resources for programmes of persons with disabilities regardless of age, sex, religion, tribe, political party and nature of disabilities.

ARTICLE 3: MEMBERSHIP, RIGHTS AND OBLIGATIONS.

- a) The membership of the union shall consist of: -
- i. The Sub County Associations and other affiliated groups of persons with disabilities, referred to as member organizations. The various Parish Associations, groups and projects of disabled persons in each Sub County shall form Sub County Associations.

- ii. The union shall recognize the membership of any disabled person with aim and/or interested in the welfare of all categories of disabled persons, upon payment of predetermined membership fees and/or annual subscription.
- iii. All members shall pay membership fees of 15,000/= (Fifteen thousand shillings only) and annual subscription of 10,000/= (Ten thousand shillings only) as recommended by Executive Committee Members, approved by General Assembly and is subject to change according to the current value of money.

b) Rights and Obligations:

- Members and their affiliate groups shall be autonomous in running their activities within their jurisdiction and within the framework of the District Union Constitution.
- ii. The associate members or member organizations shall benefit from all the union services and shall have voting rights
- iii. Member organizations shall promptly pay membership fees and/or annual subscription which shall be determined by Executive Committee Members from time to time.
- iv. A member of the union who fails to pay membership fees and/or annual subscription shall not benefit from the union services and shall not have voting rights.

ARTICLE 4: UNION'S STRUCTURE:

The structure of the District Union shall include: -

- 1) The District Assembly referred to as General Assembly.
- a) Status and composition:

The assembly shall consist of four representatives from each Sub County. It shall be the supreme policy approving body of the union. At

each General Assembly session, the out going Executive Committee shall constitute part of the delegates to the General Assembly with the rights to vote and be voted in to any position of the District Union Executive Committee.

b) Functions of the General Assembly:

The functions of the General Assembly shall be: -

- i. To approve membership fees and annual subscription.
- ii. To receive activity reports from the members of the union.
- iii. To receive, consider and approve reports from each Executive Committee Member, auditing firm and audited financial statements of the union.
- iv. To amend the constitution and make new provisions.
- v. To elect new members of the Executive Committee taking into account gender and disability balances.
- vi. To take other measures necessary or conducive in fulfillment of the union's mission and/or objectives.
- vii. To approve decisions and actions taken by Executive Committee

 Members.

2) District Executive Committee.

a) Status and Composition.

The committee shall be the policy making organ of the union and shall have powers to conduct its affairs according to the directives of the General Assembly. The committee shall compose of: -

- i. The Chairperson.
- ii. The Vice Chairperson.
- iii. The General Secretary.

- iv. The Treasurer.
- v. Two representative of the deaf.
- vi. One representative of persons with epilepsy.
- vii. Two representatives of the youth.
- viii. Two councilors representing persons with disabilities in DLC (Male and Female)
- ix. One representative of the women. (If not represented above)
- x. One representative of the blind. (If not represented above)

b) Functions of the Executive Committee.

The functions of the Executive Committee shall be: -

- i. To determine membership fees and annual subscription.
- ii. To receive, consider and approve reports of the Sub County Associations, the audited financial statements of the Sub County Associations.
- iii. To amend the constitution and enhance provisions.
- iv. To ratify decisions and actions taken by Executive Committee during the District Executive Committee Meeting.
- v. To safeguard and protect the union's credibility, properties and constitution.
- vi. To formulate policies for handling Staff, Executive Committee and Members.
- vii. To make work plans, budget and accountability.
- viii. To recommend the Auditor for the union to the General Assembly.
- ix. To take any other measurers necessary or conducive in fulfillment of the mission and objectives of the union.

c) Term of office.

- The term of office for the Executive Committee shall ordinarily be five years. Any member of the Executive Committee shall be eligible for reelection in the same position for only one consecutive term.
- ii. After expiry of such term, the Executive Committee in question may be elected to serve in a different position.
- iii. Incase the outgoing Chairperson or any other member of the Executive Committee is not reelected in any other position, he/she may be consulted by the new Executive Committee Members from time to time where needs arise.
- iv. Any vacancy on the Executive Committee caused by death, resignation or removal from office shall be relevantly filled by the Executive Committee till the next General Assembly.

d) Duties of office bearers.

i. Chairperson:

He/She shall be the executive head of the union. His/Her duties and responsibilities shall among others be: -

- Summon, preside over all meetings of the Executive Committee and of the General Meeting.
- Coordinate and monitor members' programmes and businesses of the union.
- Shall be co-signatory to all bank accounts.
- Shall deliver on appropriate occasions an address of the state of the union's affairs.
- Shall in the absence of any member of the Executive Committee, have the power to delegate the duties of the said member to any other member of the Executive Committee.
- Shall perform any other duties assigned to him/her by the General Meeting/General Assembly.

ii. Vice Chairperson.

 The Vice Chairperson shall perform all the duties of the Chairperson and other delegated to him/her by the same or Executive Committee except being a co-signatory to the union bank accounts.

iii. General Secretary.

- The General Secretary shall convene both the Executive Committee
 Meeting and General Meeting in consultation with the Chairperson and other Committee Members.
- · Set and agenda, records and keep all minutes of such meetings.
- Shall in liaison with the relevant offices, deal with all correspondences of the union.
- Shall maintain and update union's membership register.
- Shall be co-signatory to the union's bank accounts and financial transactions.
- Shall perform any other duties as assigned by the Chairperson or the Executive Committee.

iv. Treasurer.

- The Treasurer shall be the Chief Financial Officer and shall receive and disperse upon the directives of the Executive Committee, all monies belonging to the union and shall thereafter issue official receipts of such monies.
- Be answerable to the Executive Committee and the members with proper books of account and other related records of all monies received and paid by the union.
- Preside over all Financial Committee meetings and other related activities.

- Spearhead fund-raising drive in liaison with the Executive Committee.
- Prepare budgets and proposals in liaison with the Executive Committee.
- Be co-signatory to all the union bank accounts and financial transactions.
- Perform such other duties as may be assigned to him/her by the General Meeting/General Assembly.

v. Representatives: Youth, Women, Blind, Deaf and Epilepsy.

- Shall be the chief advocates in conjunction with the Executive Committee Members, of the rights and opportunities for the persons they represent.
- Shall present and advise the Executive Committee on issues concerning the persons they represent in relation to the appropriate statutes.
- Shall have the duty to network the persons they represent with similar organizations in conjunction with the Executive Committee.
- Shall coordinate all programmes and activities of the persons they represent.
- Shall identify with reference to the relevant authorities and mobilize the persons they represent for referrals.

vi. The Patron.

- The Community Development Officer at district level shall patronize the District Union and shall attend meetings organized by the union and advise the union.
- He/She shall link the union to Local and Central Government, Local,
 National and International NGOs and CSOs.

3) Development Worker.

The union shall have a Development Worker appointed and answerable to the Executive Committee. He/She have the following rights, duties and obligations.

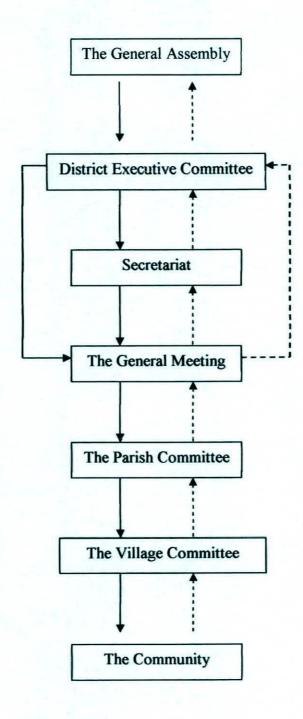
- He/She shall implement all resolutions, decisions and policies of the union.
- ii. He/She shall administer programmes and project activities of the union and shall from time to time advise the Executive Committee on how to achieve the union's mission and objectives.
- He/She shall identify and mobilize all persons with disabilities within the district.
- iv. He/She shall take active part in planning, budgeting, implementing, monitoring, evaluation, report writing and presentation for activities of the union.

4) Sub County Representatives/Chairpersons.

This shall consist of persons with disabilities elected to represent the persons with disabilities at Sub County levels to the General Meeting. His/Her duty is to identify and mobilize all categories of disabled persons at Sub County level and shall arrange and coordinate all programmes and activities for the development of the disabled persons, using the available resources within their Sub Counties.

They are the supervisors and monitors of the programmes and activities of the Parish, Village Committees and Community in liaison with the Development Worker and District Executive Committee.

THE ORGANIZATIONAL CHART FOR APAC DISABLED PERSONS' UNION.



ARTICLE 5: MEETINGS.

There shall be the following types of meetings with their functions and powers:

a) General Assembly.

The General Assembly shall: -

- i. Be held after every five years.
- ii. Be attended by four representatives from each Sub County
- iii. Elect the new members of the Executive Committee.
- iv. Notice of the General Assembly shall be duly signed, dated and members shall be notified at least three weeks in advance.

b) Executive Committee Meeting.

The Executive Committee meeting shall: -

- i. Be held at least four times a year (Quarterly)
- ii. Discuss matters concerning the running of the union.
- iii. Get resolutions on factual issues faced by the union.
- Be the supreme decision making body of the union.
- v. Draw strategies for running the union.

c) The General Meeting.

The General Meeting shall: -

- i. Be held at least twice a year.
- ii. Be attended by Sub County and other affiliated groups' Chairpersons or Representatives.
- Notice of the meeting shall be signed, dated and members shall be notified at least two weeks in advance.
- iv. Amend and adopt the constitution if needs arise.

- Approve decisions made and programmes of the union before implementation.
- vi. Determine the structure of membership fees of all types of membership.
- vii. The agenda for the meeting shall contain and not limited to the following: -
 - · Reading minutes of the previous General Meeting.
 - Chairperson's reports
 - · Financial reports by the Treasurer.
 - · Other matters that the committee shall decide.

d) Special Committee/General Meeting.

- The Special Committee/General Meeting shall be called by the Executive Committee Members for any special reason or emergency that requires quick attention.
- The notice of the meeting shall be sent to all members concerned at least one week in advance.

ARTICLE 6: PROCEDURES OF ELECTIONS.

- a) Procedure for electing the Union's Executive Committee Members.
- All the Executive Committee Members shall be elected by the General Assembly
- Nomination shall be by show of hands, one proposer and two seconders.
- iii. The quorum for the election shall be half of the members of such a General Assembly.

- iv. Number of names to be proposed shall be agreed upon by members present at the General Assembly.
- v. Only fully registered disabled persons shall have the rights to stand in the Executive position and Representation at District, Sub County, Parish and Village Committees.
- vi. A member standing in an official position is supposed to be present in person during the election.

b) Termination of office.

- An Executive Committee Member or any representative of persons with disabilities at Sub County, Parish and Village levels wishing to resign, shall tender his/her resignation in writing to the Executive Committee giving one month's notice.
- ii. When a person holding official position resigns, the Executive Committee members shall call a Special General/Committee Meeting to assess the cause of resignation and possibly carry out the election to replace the one who resigned.
- iii. If the Treasurer or any other substantive office bearer of the union resigns before his/her term of office expires, such an officer shall handover a signed statement of affairs of his or her office and any other relevant document to the Executive Committee.

ARTICLE 7: FINANCE.

a) Sources of the union funds shall include: -

- i. Membership fees and Annual subscription.
- ii. Contribution from members
- iii. Local, National and International Donors.

- iv. Local fund raising.
- v. Gifts, Donations and Grants
- vi. Dividends on shares and interest.

b) Supervision of funds:

- The funds of the union shall only be used for the purpose of the running of the union and for improvement of the welfare of the persons with disabilities.
- ii. The union funds shall be received and paid to the treasurer and shall be deposited to the appropriate bank account approved by the Executive Committee.
- iii. The Treasurer shall not keep more than 100,000/= (One hundred thousand shillings only) in his/her possession for seven days without depositing to the union's bank account.
- iv. The Treasurer shall issue receipts in the name of the union "Apac Disabled Persons' Union" (ADIPU).
- v. The authority of expenditures of the union shall be determined by the Executive Committee Members.
- vi. The signatory to the union bank accounts shall be Chairperson,
 General Secretary and Treasurer.
- vii. Financial year of the union shall run from 1st July to 30th June.

c) Auditing:

 The Executive Committee shall appoint an Auditor or Audit Firm to examine and issue Audit Reports on the books, records and accounts of the union.

- ii. The books of account of the union shall be audited at least one month to the end of the financial year.
- iii. A copy of Auditor's Report shall be presented to the Executive Committee before the General Meeting or any interested parties.
- iv. The Auditor shall be paid such fees as may be agreed upon by the Executive Committee Members.
- v. No Auditor shall be an office bearer, member of the Executive Committee, Development Worker or a relative of the above.

ARTICLE 8: AMENDMENT.

- a) Amendment shall be resolved and approved by 2/3 (two-third) of the total members at the General Assembly.
- b) Suggestion for the amendment shall be made to the General Secretary in writing for debating in at least two weeks.
- c) This constitution or any part thereof may be amended by way of addition or extraction.
- d) The Executive Committee shall act as interpreter of the articles in this constitution as permitted by the meeting.

ARTICLE 9: DISSOLUTION.

- a) The union shall not be dissolved except by a special resolution carried by ¾ (three quarters) majority of members present at the General Assembly.
- b) Following such regulation no further action will be undertaken by Executive Committee or any office bearer or a member of the union or Development Worker in connection with the mission for which the union was started other than liquidating the assets of the union.

c) After dissolution and meeting the debts and other liabilities of the union, the net assets of the union shall be shared among members as may be decided in such a meeting.

We the undersigned persons whose names and signatures/thumb prints appear here below are called the subscribers and the Executive Committee members of Apac Disabled Persons Union (ADIPU) who bore the original idea of forming this constitution of the Apac Disabled Persons Union (ADIPU) and further vow to abide by, adopt, enact and therefore endorse it.

No	Name	Title	Contact	Sign
1	DDOT MARGARET	CHAIRPERSON	0772566495	mode
2	LBUL LYDIA	SECRETARY	0774789540	1
3	MILDRED AGUTI	MEMBER	0782511331	
4	ABILI NELSON	-do-	0772644452	40
5	DDONGO ALFRED	VICED CIPERSON	1	お名の経済語れる人
6	OTTEMO LOO	HIM YOUTH	00 N N N N N	
7	MARTIN WEO DHIKA	MEMBER	0782572	189
8	OKELLO LAWRI	ENCE NEAF		,
9	ELER BUSCO	MEMBER		/ yes
10	Magaret Agol	Trecisinen	07749779	55. Aug
11				
12		V.		
13		,	•	
14	1			
15	P			
16				

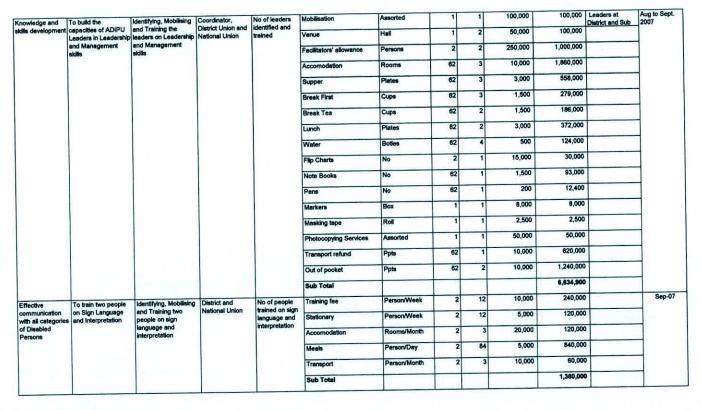


P.O BOX 81 APAC

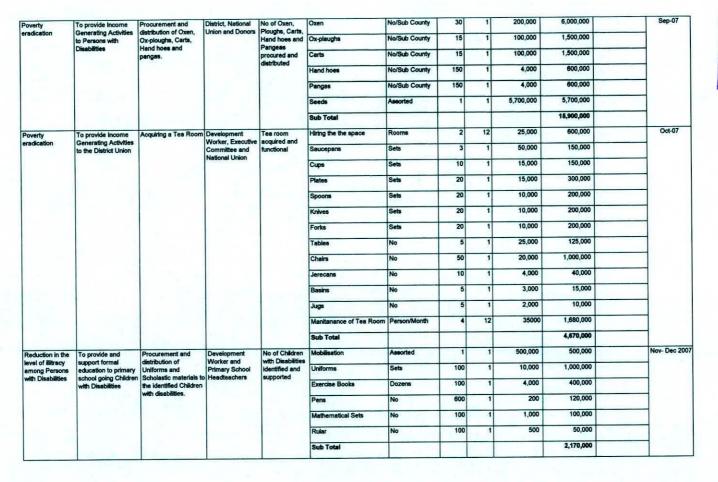
WORK PLAN AND BUDGET FOR F/Y 2007/08

STRATEGY	OBJECTIVE	ACTIVITIES	RESPONSIBLE PERSON	INDICATOR	BUDGET					1	Remarks	Time Fram
					item	Unit	Qty	Freq	Unit Cost	Amount		
coordination and	To strengthen the Office of the Apac Disabled Persons' Union	Equiping the ADIPU Office.	District, National	established and equiped with facilities.	Electricity connection fee	Lumpeum	1	1	300,000	300,000		Jul-07
nuitisectoral esponse to		Office.	Union & UMEME		Procurement of a Computer Set	Set	1	1	1,250,000	1,250,000	CPU, Flat Screen, Keyboard,	
WDs					Power Regulator	No	1	1	200,000	200,000	Screen, Nevidorio.	
					UPS (Battrey Buckup)	No	1	1	180,000	180,000		
					Plestic Chairs	No	50	1	20,000	1,000,000	For ADIPU Conference Hall	_
					Tables	No	10	1	25,000	250,000	For ADIPU Conference Hall	
					Office Desks	No	3	1	200,000	600,000		-
					Office Chairs	No	9	1	25,000	225,000		
					Union Sign Post	No	3	1	155,000	465,000		
					Top up for Development Worker	Person	1	12	200,000	2,400,000		
					Sub Total					6,870,000		
Coordination and Management of	To strengthen the Office of the Apac Disabled Persons' Union	Completion and Rehabilitation of Office building	District, National Union and Donors	Office building completed and certified.	Cement	Bags	61	1	20,000	1,220,000		Jul-07
nultisectoral					Timbers: 4" x 2" x 14"	Pcs	120	1	6,000	720,000		
esponse to PWDs	Onion				Timbers: 3" x 2" 14"	Pcs	94	1	5,500	517,000		
					Expanded Metal 2" x 6"	Pos	11	1	28,000	308,000		
	_				Nails 6"	Kgs	36	1	2,000	72,000		Jul-07
					Nails 4"	Kgs	47	1	2,000	94,000		
					Nails 3"	Kgs	44	1	2,000	88,000		
					Nails 1.5"	Kgs	74	1	2,500	185,000		
					Water Paint	Jerican (20tts)	10	1	28,000	280,000		
					Brushes 4"	Pcs	6	1	2,500	15,000		
					Transport	Lumpsum	1	1	40,000	40,000		
					Contogent	Lumpsum	1	1	60,000	60,000		
					Single Metalic Door	Pcs	3	1	180,000	540,000		1
					Material Cost					4,139,000		
					Labour					1,241,700		
					Sub Total					5,380,700		
ransport	To mobilise Persons with Disabilities.	Procuring a Mortorcycle and five Bicycles	District, National Union and Donors	Motorcycles and Bicycles procured	Motorcycle	No	1	1	3,000,000	3,000,000		Jul-07
	monitor, supervise and evaluate their activities				Bicycles	No	5	1	125,000	625,000		
					Maintanance & Repairs	Monthly	12	1	100,000	1,200,000		
					Sub Total					4,825,000		

APAC DISABLED PERSONS
UNION (ADIPU)
P. O. BOX S1.APAC
DATE......SIGN.....



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DATE.....SIGN....



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Improvement on the Health of Persons withDisabilities	To training Persons with Disabilities on HIV/AIDS awareness and Family Planning	Identifying, Mobilising and Training Persons with Disabilities on HIV/AIDS awareness and Family Planning	District, National Union and Health Department	with Disabilities identified and trained	Mobilisation	sation Assorted 1 1 100,0		100,000	100,000	Different categories of	Jan - Feb 200	
					Venue	Hall	1	1	50,000	50,000		
					Facilitators' allowance	No	1	1	200,000	200,000		
					Accomodation	Rooms	80	2	10,000	1,600,000		
					Flip Charts	No	2	1	15,000	30,000		
					Note Books	No	80	1	1,000	80,000		
					Pens	No	80	1	200	16,000		
					Markers	Box	1	1	8,000	8,000		
					Masking tape	Roll	2	1	2,500	5,000		
	1				Supper	Plates	80	2	3,000	480,000		
	1				Break First	Cups	80	2	1,500	240,000		
	1				Break Tea	Cups	80	1	1,500	120,000		
					Lunch	Plates	80	-	1,500	120,000		
					Evening Tea	Cups	80		1,500	120,000		
						2		2				
		_			Water	Bottles	80		500	80,000		
					Transport refund	Ppts	80	1	15,000	1,200,000		
					Sub Total					4,449,000		
Changing people's negative attitudes	To sensitise the community on the potentialities of Persons with	Identifying, Mobilising, Organising and Training Group Leaders of PWDs on	Development Worker, Executive Committee and National Union	No of Group Leaders identified, mobilised and	Mobilisation	Assorted	1	1	200,000	200,000	3 Leaders from 6 Groups each	March - May 2008
owards Persons with Disabilities					Venue	Hall/Day	1	3	50,000	150,000		
	Disabilities	Music, Dance & Drame.		trained	Trainers' allowance	Person/Day	3	3	150,000	1,350,000		
		Diame.			Break First	Ppts/Day	21	3	1,500	94,500		
		_			Lunch	Ppts/Day	21	3	3,000	189,000		
					Supper	Ppts/Day	21	3	3,000	189,000		
					Water	Ppts	21	6	500	63,000		Jun-08
					Accomodation	Ppts/Day	21	3	10,000	630,000		
					Transport refund	Ppts	18	1	10,000	180,000		
					Out of pocket	Ppts/Day	18	3	10,000	540,000		
					Costumes	Sets/Grourp	6	1	500,000	3,000,000		
					Sub Total		1			6,585,500	-	
Fighting against	To reduce Mosquito infections amongst Persons with Disabilities	Procure and distribute 1,000 Mosquito nets to Pregnant Women and Mothers with disabilities	Worker, Health	No of Mosquitoe nets procured and distributed	Mobilisation/Distribution	Assorted	1	1	400,000	400,000		Jun-08
Malaria					Mosquitoe nets	No	1000	1	8,000	8,000,000		25325
					Sub Total		1,000		0,000	8,400,000		
			and the same of th		AND THE PROPERTY.	No			600,000	2,400,000		lub 2007
Effective and Efficient	To minitor and Evaluate activities of Persons with Disabilities within the district.	Holding meetings and Reporting from Community, Sub County and District Levels to the National Union	and Chairpersons at Community, Sub County and	and monitoring exercises held	Executive Comm. Meetings	W. DOCK	1	•		OTHER DESIGNATION OF THE PERSON OF THE PERSO		
Implementation and Service						Trips	6	4	211,500	5,076,000		
delivery					Sub Total					7,476,000		
					GRAND TOTAL					74,741,100		

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