

THE REPUBLIC OF UGANDA

THE CONSTITUTION OF

UGANDA VETERINARY ASSOCIATION

March 2021

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PART ONE:

THE ASSOCIATION PROFILE & GENERAL PROVISION

ARTICLE 1: NAME:

The name of the Association shall be “Uganda Veterinary Association” hereafter called “the Association” or “UVA”

ARTICLE 2: HEAD OFFICE

The head-office of the Association shall be situated at Kampala in Uganda

ARTICLE 3: EMBLEM

The Emblem of the Association shall be composed of a head of a bull in a V letter symbol, two Uganda cranes, one snake around a pin, and words: **“UGANDA VETERINARY ASSOCIATION”**

ARTICLE 4: INTERPRETATION

i) For purposes of this constitution

- a. “Association “ means UVA
- b. “Member” means a paid up member of UVA
- c. “Head Office” - Means the registered office of the UVA situated at Plot 88 Buganda Road or any other premises that may be declared for this purpose by the General Meeting.
- d. “Constitution” means the constitution of the UVA.

- e. “General Meeting” Means the body of members of the UVA sitting officially in pursuit of the objects of the Association
- f. Veterinary practitioner - means the same as defined in the Veterinary Surgeons Act of year 1958 or as amended or the law that repeals it.
- g. She/he refers to any member of the Association

ii) In the event of a dispute arising from the interpretation of the Constitution, the matter shall be referred to the general assembly.

ARTICLE 5: AIMS AND OBJECTIVES

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

1. To protect the interests and welfare of members
2. Mobilize resources to support UVA activities
3. To advance veterinary science, professionalism and practice in Uganda
4. Promote animal health and welfare
5. Promote public health and food safety
6. Strengthen collaborations and strategic alliances with national, regional and international professional bodies
7. Support innovations in animal related enterprises and industry

PART TWO:

THE MEMBERSHIP AND ADMINISTRATION OF UVA

ARTICLE 6: MEMBERSHIP

1) Eligibility for membership

Any Veterinary practitioner resident in Uganda, registered, licensed or provisionally registered in Uganda under the legislation from time to time in force in Uganda relating to registration, licensing or provisional registration of veterinary practitioners though not registered, licensed or provisionally registered in Uganda, is already in possession of a veterinary qualification the holding of which is a condition precedent to his being eligible to be registered, licensed or provisionally registered is eligible for membership.

2) Eligible members will have to apply for membership from the UVA Head Office:

- i. Application for membership shall be made on a prescribed form to be obtained from the General Secretary of the Association.
- ii. The General Secretary on receiving such applications shall notify members of the Executive Committee within three months of the application.
- iii. Application for membership shall be considered by the Executive Committee who shall have the power to accept or reject an application.
- iv. The General Secretary shall inform the

applicant of the fate of his application and advise the applicant accordingly.

- v. If the Executive Committee rejects an application, the applicant may appeal to a general meeting.
- vi. When such a case of a rejected application comes to a meeting it shall be decided by a ballot.
- vii. Should an applicant fail to secure $\frac{2}{3}$ of the votes cast, the application shall be rejected and shall not be eligible for reconsideration until the expiration of six months reckoned from the date of its rejection.

3) Types of membership

a) Full Membership.

Eligibility to Full membership of the association shall be open to holders of a Veterinary Medicine Degree or any other equivalent Veterinary Qualification recognizable by the Uganda Veterinary Board or any other Veterinary Statutory Body in Uganda. A Full member shall then be one who has fulfilled all the financial obligations to the Association as stipulated in the constitution

b) Associate membership

- i. An Associate member shall be one who is undertaking studies leading to award of a degree in Veterinary Medicine or a Veterinary Qualification recognizable by the Veterinary Board or any other Veterinary Statutory Body in Uganda.

- ii. Associate Members shall have all the privileges of Membership except being able to vote in General Meetings. They shall neither serve on the Executive Committee nor pay membership subscriptions.

c) Honorary member

- i. Honorary membership may be offered to members of the Association, or to non-veterinarians whom the Association deems to have rendered outstanding service to the veterinary profession in Uganda. Honorary membership shall be for life and shall be limited to a maximum of five individuals at any one time.
- ii. Honorary members may participate in all other activities of the Association, but those who are not veterinary professionals shall not stand for elective or nominated posts.
- iii. Honorary members who are not Veterinary professionals shall have no voting rights.

d) Corporate member

- i. Corporate membership may be offered to organizations or bodies dealing with aspects of veterinary importance e.g. pharmaceutical companies, research institutions, parastatals, universities and Non-Governmental organizations
- ii. shall have no voting rights;

- iii. shall have no right to propose, second or object to application for ordinary membership or honorary membership, any office in the Association or place in the Executive Committee; and
- iv. may participate in all other activities of the Association but shall not stand for elective posts or be nominated to any post.

e) Life membership

- i) Any person who the executive committee considers to have rendered outstanding long-term service to the Association.
- ii) Any practicing veterinarian who chooses to pay a certain prescribed fee for life membership.

(4) Duration of Membership

Every member shall remain a member until his or her membership is terminated in accordance with the provisions herein after contained

(5) Rights and Obligations of Members

- a) Full members shall have the right to vote at meetings and be voted to any office of the Association
- b) Members shall be obliged to accept and abide by the constitution
- c) No member shall act in any way on behalf of the Association unless authorized.

(6) Termination of membership

Membership of the Association may be terminated in any of the following ways:

- a) By resignation subject to giving a written notice of at least one month thereof to the General Secretary of the Association, but shall be liable to pay his subscription for the current subscription year.
- b) IP SO facto save as hereinafter provided, by default in the payment of subscription to the Association for such a period as may be set by the general meeting
- c) IP SO facto
 - i. Upon sentence (after conviction in a court of Justice of any crime) to imprisonment without option of fine.Or
 - ii. Upon erasure from the register maintained under the provisions of the veterinary Surgeons Act for the time being in force.
 - iii. Upon erasure on the grounds of professional misconduct from any Veterinary Register for the time being established in any territory or country.
- e) By expulsion on the grounds that the conduct of the member is detrimental to the honor and interest of the Veterinary profession or the Association, or calculated to bring the profession into dis-repute; or on the grounds that the member has willfully and persistently refused to comply with the constitution of the Association.

Fees

There shall be two types of fees payable to the Association.

(a) Membership Fees:-

This shall be paid once by every member on admission to membership to the Association. A sum of Ushs 50,000/= shall be paid as membership fee and this will be subject to review at the Annual general meeting.

(b) Annual subscription fee:-

Every member shall pay to the Association an annual subscription fee of Ushs100, 000. The amount may from time to time be reviewed at the Annual general meeting. The said subscription shall be considered due in advance of the 1st January in each year or at the time of admission in the case of members admitted during the year.

Each Year's subscription shall entitle the member to all privileges of membership of the Association.

8. Register of Members.

The Secretary shall keep a register of members of the Association, and shall forward the names of these members to each member. Every member shall furnish his or her Postal Address and other contacts to the Secretary and shall notify any change of such address to the Secretary.

ARTICLE 7: OFFICIAL LANGUAGE

The official Language to be used in transactions of the Association including records shall be English.

ARTICLE 8: ADMINISTRATION

The Association shall be administered by:

(1) The General Meeting

Shall be highest governing body of the Association

(2) Board of Trustees

Shall play an advisory role to the Executive Committee.

(3) The UVA Executive Committee

Shall be the governing authority of the Association

(4) UVA Regional branches

Shall be established with defined geographical boundaries for ease of management of the Association's Affairs nationwide. The branches shall be managed as provided for in Article.

(5) The UVA representatives to the Board

There shall be representatives appointed by the General Meeting to represent Association on the Uganda Veterinary Council/Board

(6) The UVA Councilor to the Common Wealth Veterinary Association

The representative shall be elected by the General Meeting to represent the Association on Common Wealth Veterinary Association.

(7) Committees:

There shall be Committees appointed by the Executive Committee under the provisions of Article of this Constitution - Article 10 (2a) There shall be UVA representative appointed by executive committee to UVB, NDA and other relevant entities deemed essential.

PART THREE:

THE STRUCTURE AND FUNCTIONING OF UVA

ARTICLE 9: GENERAL MEETING

(1) a) Annual General meeting (AGM):

The Annual general meeting shall convene once every calendar year in addition to other meetings convened in the year. It shall be held during any convenient month; In any case not more than fifteen months shall elapse between the date of one AGM and the next.

b) The business of the Annual General Meeting shall be:-

- i. To receive, deliberate and address matters pertaining to the Uganda Veterinary Association as the Executive committee shall have arranged to be received or discussed at such Meeting.
- ii. Confirm Minutes of the preceding Annual General Meeting or Special General Meeting.
- iii. Hear the Hon. Presidents' report.
- iv. Deal with matters Arising out of the said minutes in (ii) above and in the President's report.
- v. Receive and examine the Hon. Treasurer's report including the Associations audited accounts.

- vi. Vote on approval of the accounts.
- vii. Amend the Constitution.
- viii. Elect Office bearers and UVA representatives

2) Special General Meetings.

- (a) Any general meeting other than the Annual General meeting shall be called a Special General Meeting.
- (b) Special General Meetings shall be called by a requisition signed by one third $\frac{1}{3}$ (consider one quarter) of full members specifying the objects of the meeting and supported by a memorandum; or requested for by the Executive Committee. Such a requisition shall be deposited at the Head Office of the Association.
- (c) The Executive Committee shall convene a Special General Meeting and only those objects specified in the requisition shall be the only matter dealt with at such a meeting.
- (d) The accidental omission to give notice of a meeting to, or the non receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings of the meeting.

3) Ordinary Meeting

Ordinary meeting shall be convened as and when, in the opinion of the Executive Committee there is sufficient business to justify the calling of such a meeting.

3) Notices

In cases of the Annual General Meeting, a notice of thirty calendar days (consider 21) and in Special General Meeting a notice of fourteen (14 days) clear days' notice specifying the place, day, and hour of the meeting and subjects to be discussed at such a meeting.

4) Quorum

- a. No business shall be transacted at any general meeting unless quorum is present.
- b. Quorum for any General Meeting shall be at least (1/5) of the number of full members.
- c. If on expiration of one hour (consider three/two hours) from the time stipulated for a properly convened meeting there is no quorum, (if during a meeting such a quorum ceases to be present) the meeting shall be adjourned for thirty days at the same time and place and if at such adjourned meeting a quorum be not present, those present shall be deemed a quorum and shall be entitled to transact the business on the Agenda.

5) Chairperson:

- a) At any General Meeting, the president shall preside as chairperson. The Chairperson shall be responsible for controlling the meeting in such a businesslike manner and with such firmness as will be necessary for proper conduct of the business of the Association.

- b) In the absence of the President, the Vice president shall preside over the meeting. In the absence of both, a temporary chairperson shall be appointed by the Meeting for the purpose.

(2) Discipline at the Meeting.

- (a) No member may speak at any meeting except when the chairperson gives permission, such permission to speak shall be sought by raising hands.
- (b) No member shall interrupt another when speaking save at a point of order or order by the chairperson.

(3) Voting at General meetings

- a) A resolution put to vote of a meeting shall be decided through show of hands of the full members or secret ballot and all polls shall be dully demanded.
- b) Subject to the provision of the Act, a poll may be demanded:-
 - (i) by the chairperson
 - (ii) by at least five members having the right to vote at the meeting;
- c) Unless a poll is demanded, a declaration by the chairperson that a resolution has been carried, or carried unanimously, or by a particular majority, or lost or not carried by particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number

or proportion of the votes recorded in favor of or against the resolution.

- d) In the case of equality of Votes, whether on a show of hands or on a poll, the chairperson shall be entitled to a casting vote in addition to any other vote he or she may have
- e) A motion upon which the decision of the association has been taken shall not be re-opened for discussion or review until a period of six months have elapsed except on the recommendation of the Executive Committee such period to date from the day upon which such motion was considered.

ARTICLE 10: THE EXECUTIVE COMMITTEE

(1) Composition:

The UVA executive committee shall be composed of the following officers who shall be elected by secret ballot at the Annual General Meeting:-

- (a) The Honorary President
- (b) The Honorary Vice President
- (c) The Honorary General Secretary
- (d) The Deputy General Secretary
- (e) The Honorary Treasurer
- (f) The Deputy Treasurer
- (g) Committee member 1
- (h) Committee member 2
- (i) Committee member 3
- (j) Ex officio – Ex President
- (k) Ex Officio - The CVA Councilor

(2) Powers, Duties and Obligations of the Executive Committee

(a) Obligations

- i. The management of the affairs of the Association shall be entrusted to an Executive Committee. The Committee shall have overall powers to direct the management of the affairs of the Association and administer the funds of the association.
- ii. The President or in his or her absence the Vice - President shall be the Chairperson of the Executive Committee.
- iii. The Chairperson shall have an original as well as a casting vote.
- iv. Five members shall form a quorum.
- v. The Committee shall have powers to appoint Sub committees within or without itself for purposes of advancing the objects of the Association.
- vi. Any member not attending meetings on any three or more consecutive occasions without any justifiable reasons, when the member was duly informed of the said meetings shall automatically be deemed suspended and the case referred to the next General Meeting.
- vii. The Executive Committee shall have power to fill any vacancies caused through resignation or temporary absence by nomination till the next Annual General Meeting.
- viii. The Committee shall meet once in a every month, and at any other time at the discretion of the Chairperson.
- ix. A member shall resign from the Executive

Committee if for unforeseen circumstances he/ she realizes that he cannot participate in the Association affairs effectively, as long as he/she shall put in a written request to the Executive Committee in 30 days.

- x. The whole Committee shall retire every twenty-four months, but shall be eligible for re-election.

(b) The Duties of The Executive Committee

- i. To give effect to the objects and rules of the Association.
- ii. To prepare the agenda for the General Meetings of the Association.
- iii. To furnish Annual Audited Statements of the finances of the Association.
- iv. To appoint a subcommittee to deal with any specific subjects as may from time to time be considered advisable. Such subcommittee shall have to execute powers but shall report all their deliberations to the Executive Committee.
- v. To act as an official body representing the Association on deputation when interests of the Association are involved, or as occasion may arise.
- vi. To cause for amendment of rules and articles in the constitution which shall be resolved at a General Meeting of the Association.

- vi. Shall appoint any other member of the Association to act temporarily in any post in the absence of the substantive officer, subject to approval by the Executive committee.
- vii. Shall have a final decision on matters of the Association.

(c) The Duties of the office bearers

(a) President

- i. Shall be responsible in conjunction with the Executive Committee to ensure the smooth and effective functioning of the Association at all levels; and
- ii. Preside at all meetings of the Association, the Executive Committee, the general meeting of the Association or any other general meeting of the Association at which he or she is present.
- iii. Spokesperson of the Association;
- iv. Shall coordinate all activities of the Association
- v. Receive and address all official communication in accordance to the objects of the constitution.
- vi. Shall control and be responsible overall for official correspondences of the association.

(b) Vice President:

- (i) Shall assist the president in carrying out his/ her duties.
- (ii) Shall in particular chair all Meetings or

General Meetings in absence of the President.

(c) General Secretary

- (i) Shall be the head of all operations of the Association and supervise the secretariat operations.
- (i) Shall prepare the Agenda, take and keep Minutes of any General Meeting or Executive meetings.
- (iv) To receive and address internal communications.
- (v) Shall summon and attend all meetings of the General Meeting and Executive Committee.
- (vi) Shall prepare and present to the Annual General Meeting an annual report of the activities of the Executive Committee.
- (vii) Shall prepare for presentation to the Executive Committee a monthly report of the activities of the Executive Committee.
- (viii) Shall keep and maintain a correct and up to date register of members of the Association.

(d) Deputy General Secretary

- (i) Shall assist the General secretary in executing his/her duties.
- ii) Shall take minutes in official request by General Secretary.

(e) Duties of the Treasurer

- (i) Shall lead the entire association in resource mobilization.

- (ii) Ensure that all payments are duly authorized and documented.
 - (iii) Ensure that all proper records are kept of, all moneys received and paid out by the Association, all liabilities, capital and reserves of the Association.
 - (iv) Effect the preparation of the receipts and expenditures account and a balance sheet for the period for which the account shall have been prepared and he/she shall present the report to the Annual General Meeting subject to the provisions of Article.
 - (v) Prepare and present to the Executive Committee quarterly financial statement of the affairs of the Association.
 - (vi) Delegate duties to the Deputy Treasurer.
 - (vii) Ensure compliance with all the relevant directives of the Executive Committee and General Meeting.
- (f) Deputy Treasurer**
- (i) Shall assist the Treasurer in executing his/her duties.
- (g) CVA councilor**
- (i) Shall represent UVA at CVA activities and any other role delegated by executive committee or Assembly.
- (h) Committee members**
- i. Participate fully in Executive Committee activities.

PART FOUR:

FINANCES OF THE ASSOCIATION

ARTICLE 11: FINANCES

- a) Collections of all funds of the Association shall be collected by the treasurer who shall issue receipts as prescribed by the Executive Committee.
- b) Fees once paid shall not be redeemable.
- c) The General Meeting or Executive Committee may make an appeal for special collections of item of expenditure necessitated by circumstantial expediency.
- d) **Bank Account:**

All funds of the Association shall be kept in a Bank Approved by the Association. The Honorable President, Honorable General Secretary, Honorable Treasurer shall be the signatories. The Treasurer shall be the principal signatory while General Secretary and President shall be co-signatories. The principal signatory and any one of the signatories can withdraw money from the account on behalf of the Association with approval of the executive committee. The Honorary Treasurer may keep no more than 500,000/= petty cash.

e) **Books of Accounts.**

The Hon. Treasurer shall record in books of accounts all money received or paid out on behalf of the Association and shall submit at the Annual General meeting a dully audited statement of accounts for the preceding year. The money of the Association shall only be used on matters relating to the management of the Association.

f) **Auditing.**

Annually or at any time, the Executive Committee may appoint an independent authorized auditor for the purpose of examining the books of accounts and any other property of the Association. The Auditor shall submit a report of their inspections to the Executive Committee.

PART FIVE:

AMENDMENT OF THE CONSTITUTION, TRUSTEES AND SEAL OF THE ASSOCIATION

ARTICLE 12: AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by resolution of General Meeting convened for the purpose and on which at least thirty days (consider twenty one) notice shall have been given.

ARTICLE 13: TRUSTEES AND SEAL

- a). There shall be a Board of Trustees consisting of five members elected by Annual General Meeting. Such Trustees need not to be members of the Executive Committee and shall hold office for a maximum of ten (10) years unless they resign from the Board or cease to be members of the Association. Vacancies occurring on the Board of Trustees shall be filled either by the General Meeting or by Executive Committee subject to approval in writing of the majority of the members of the Association.
- b). Three members of the Board shall constitute a quorum.
- c). The Association shall have a seal of which the words “The Registered Trustees of the Uganda Veterinary Association” must form part.
- d). The seal of the Association shall be kept in the custody of the Secretary of the Association who shall keep the same securely locked away.
- e). The seal of the Association shall be affixed to a document on a resolution of the Board of Trustees to

such effect, and such affixing shall be in the presence of the secretary and any two of the Trustees. All formal documents or land documents to be filled in a Court of Law must bear the seal of the Association.

ARTICLE 13: MISCELLANEOUS PROVISION

The present rules shall bind all members of UVA both present and future. The constitution shall take effect as from the 1st July 2020.

Signed by,

S/No	Name	Title	Sign
1.	Dr. Sylvia Angubua	President	
2.	Dr. Daniel Kasibule	Vice President	
3.	Dr. Williams Guma	General Secretary	
4.	Dr. Fred Monje	Deputy General Secretary	
5.	Dr. Alice Hope Banga	Treasurer	
6.	Dr. Abubaker Mayanja	Deputy Treasurer	
7.	Dr. Joseph Ouma	Committee Member	
8.	Dr. Ronald Bameka	Committee Member	
9.	Dr. Mariam Komugisha	Committee Member	
10.	Dr. Ben Ssenkeera	CVA Councilor	

Drawn By;
Members
P.O. Box 16540,
KAMPALA - UGANDA