

THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)



DRAFT CONSTITUTION OF THE LGTI CONVOCATION, NOV 2020

DEFINITIONS

In this Constitution unless the context otherwise requires:-

“Alumni” means all former students or graduates of the Local Government Training Institute (LGTI) for both long and short courses;

“Alumni Association” means Association of the Institute established under Article 17 of this Constitution which comprises alumni together with current and former staff, individuals who are or were in the Institute decision making organs and any individual who has a significant contribution to the Institute.

“Board” means the Board of trustees of the Institute established under section 5 of the LGTI Act;

“Convocation” means the Convocation of the LGTI established under Article 1 of this Constitution;

“Convocation Roll” means a list of names of registered members of the Convocation established under Article 8 of this Constitution;

“Institute” means the Local Government Training Institute established under section 3 of the LGTI Act;

“Institute Administration” means the management of the Institute;

“Minister” means the Minister responsible for Local Government;

“Rector” means the Rector of the Institute.

“Returning Officer” means an official who conducts elections and announces results;

PREAMBLE

WHEREAS the Local Government Training Institute is established by the LGTI Act, Cap.396; and

WHEREAS the core function of the Institute is to conduct training; and

WHEREAS the aim of the Convocation is to bring together the members of the Convocation to meet and discuss in a common forum the furtherance of objectives of the Institute and a body of alumni by all members; and

WHEREAS all the Convocation members do believe that, for the Convocation to function well, there must be an appropriate operational framework through which the Convocation will realize its objectives; and

WHEREAS the Convocation members also understand that, with the constitution of their own, it will be possible to sustainably facilitate organizational arrangement and operations of the Convocation;

Now; THEREFORE, all members of the Convocation do hereby establish this constitution to provide for the general organizational and operational framework of the Convocation for realization of its own objectives and those related to the Institute and the body of alumni in general.

PART ONE: ESTABLISHMENT, NAME AND HEAD OFFICE

1. The Convocation of The Local Government Training Institute (hereinafter referred to as the Convocation) is hereby established

2. The Official Language of the Convocation shall be English and/or Kiswahili.

3. The Head Office of the Convocation shall be situated at the Campus of the LGTI, located in Hombolo - Dodoma City. The address shall be P.O. Box 1125, Dodoma, E – mail: info@lgti.ac.tz, website: www.lgti.ac.tz.

PART TWO: VISION, MISSION AND OBJECTIVES

4. Vision:

The Convocation of Local Government Training Institute "to be the fulcrum binding the intellectual practices for better policy reforms.

5. Mission:

To provide a vibrant forum for the LGTI community to enable production of new ideas and promotion of constructive dialogue on the local government domain and nation on matters at large.

6. Objectives of the Convocation

(1) To establish a mutually beneficial relationship between the Local Government Training Institute and her alumni so as to promote both the welfare of the Institute and that of the body of alumni. This is the major objective of the Convocation.

(2) To provide the members of Convocation with a common forum for the furtherance of the objectives and functions of the Institute and welfare of the alumni body.

(3) To meet and discuss any issue related to or affecting the Institute and her alumni body and submit resolutions arising from such discussions to the appropriate Institute or Government authorities as the case may be.

(4) To develop a strong relationship between the Institute and the entire Tanzanian community through dialogues with various Government bodies for the purpose of promoting national development. This relationship can be created through various strategies such as:

- a) Organizing Annual General Meeting for the alumni body, held one day before the Graduation Ceremony at the Institute.
- b) Conducting training events that will empower alumni members and other interested parties for the purpose of stimulating and encouraging increased efficiency and productivity in the local government and the nation at large;
- c) Organizing and holding social events: workshops, colloquia, seminars, or symposia that would involve wider discussions about the social issues facing the Tanzanian society;
- d) Engaging different government bodies with the aim of seeking adequate answers and solutions for pertinent issues related to the welfare of the Institute and her alumni body.

(5) To build a database of members of the Convocation and alumni body in order to enhance communication and information sharing between the Institute and its alumni by collecting and storing the most up-to-date information about LGTI her alumni.

(6) To publish proceedings (of convocation meetings and activities), brochures, pamphlets, newsletters, and journals for the readership of alumni and other members.

(7) To establish and run a Convocation information centre and a website for electronic dissemination.

(8) To organize and publicize, through news media, newsprint, the internet and any other means, all activities and events to be conducted by the Institute or Alumni body in order to solicit contributions or advices by alumni or members of the Convocation.

(9) To support the Institute's core mission including training, research and consultancy.

(10) To award prizes to the distinguished Alumni who have made significant achievements and/or contribution to their profession, community or Institute.

(11) To create in the alumni, a sense of responsibility, obligation and accountability towards the community and especially towards the Institute.

(12) To mobilize funds for the development of the Convocation through various means such as:

- a) Fundraising through reasonable membership fees.
- b) Raising funds through sales of publications, convocation souvenirs, and other items;
- c) Approaching organizations, alumni, and other supporters for donations and/or sponsorship;
- d) Fundraising through some graduation/convocation transactions such as photographs and other audiovisual services, seminars, workshops, and a token from graduation gowns.

PART THREE: MEMBERSHIP STRUCTURE, RIGHTS AND OBLIGATIONS OF MEMBERS AND CONVOCATION ROLL

7. The Membership structure of the Convocation shall consist of the following categories:

- a) The Rector

- b) The Deputy Rector - Academic Affairs (in his/her capacity as the Secretary to the Convocation)
- c) The Deputy Rector - Planning, Finance and Administration
- d) All present and past/retired academic staff members (i.e. Trainers and researchers);
- e) All students of LGTI
- f) All graduates from the Local Government Training Institute.
- g) Any such persons as the Rector in consultation with the President or AGM may appoint as members of the Convocation

8. The membership of the Convocation shall cover the following aspects:

- a) Membership types of the Convocation shall consist of Ordinary, Special, and honorary members
- b) The alumni shall fill an application form to register for recognition of membership in the Convocation.

9. Ordinary Members:

The ordinary membership shall include:

- a) Top Executives of the Institute – past and present, including the retired ones.
- b) All Academic staff – past and present, including those who are retired.
- c) Current Senior Administrative Staff of the Institute
- d) All students and graduates of LGTI.

10. Special Members:

The special membership shall include affiliate or associate members:

- a) The affiliate membership shall include any graduate from other Institutes, Colleges, or Universities with interest in identifying with

LGTI's objectives, or has served or is serving as part-time trainer at the Institute.

- b) The associate membership shall include any person who has made special contribution to the welfare of the Convocation, LGTI, or a body of alumni, provided that the AGM has approved his/her name for associate membership.

11. Honorary Members:

The honorary membership shall include:

- a) Any person who has received an honorary degree from the Institute.
- b) Any person whom the AGM confers honorary membership for his/her exceptional contribution to the local government sphere or nation at large.
- c) Such persons as the Rector may, upon recommendation by or consultation with the President of the Convocation, appoint honorary members of the Convocation.

12. Members shall have the following rights, duties and obligations:

(1) Ordinary Members:

- a) Attend all AGM and Special General Meetings (SGM) of the Convocation.
- b) Participate in activities of the Convocation and give assistance in the actions undertaken by it.
- c) Elect office bearers of the organs of the Convocation.
- d) Be elected, nominated or appointed as observers or representatives of the Convocation to any meetings, conferences, seminars or any other activity in which the Convocation may be required to participate.

- e) Observe the constitution and all the decisions regularly taken by the organs of the Convocation and express any ideas freely.
- f) All members shall be entitled to benefit from the activities of the Convocation.
- g) Pay annual membership fee as determined by AGM from time to time.

(2) Special and Honorary Members:

Shall have the same rights, privileges, duties and obligations of ordinary members with the exception that they cannot be elected to any of the Convocation positions nor become members of the Executive Convocation Committee (thereafter referred to as ECC).

13. Convocation Roll

(1) The Secretary shall compile and maintain a Convocation Roll of LGTI upon which shall appear the names, addresses, and telephone numbers of all persons who are members as per stipulation of Article 6 above.

(2) Eligible members of the Convocation shall register his or her name and address with the Convocation Liaison Officer and notify him or her of any changes thereof.

(3) The Convocation Liaison Officer or Coordinator will ensure that all information of eligible members is correctly and timely entered into the Database of members.

(4) The roll shall prima facie evidence that any person whose name appears thereon is entitled to all the rights and privileges of a member of the Convocation, and that any person whose name does not appear thereon is not so entitled.

PART FOUR: CONVOCAATION OFFICE BEARERS AND THEIR FUNCTIONS

14. The office bearers of the Convocation shall consist of:

- a) The President
- b) The Vice President
- c) The Honorary Treasurer
- d) The Secretary, who is a Deputy Rector - Academic Affairs
- e) Deputy Secretary

15. The Convocation, at every third AGM, shall elect from among its members a President, Vice President, Honorary Treasurer and Deputy Secretary of the Convocation who will hold office for a period of three years from the meeting at which they are elected.

16. For the first time of the formation of the Convocation, the President of the Convocation shall be elected by the Rector

17. The President of the Convocation shall subject to his/her continuing to be qualified to be a member of the Convocation and unless he/she becomes incapacitated, dies or resigns, hold office for a period of three years and may be eligible for re-election. The President shall not be allowed to hold office for more than two consecutive terms.

18. Functions of the Office bearers

(1) President

- a) Shall be the Chief Executive Officer of the Convocation and shall preside at the AGM and ECC meetings.
- b) Shall be competent to represent the Convocation, make statements on behalf of the Convocation, and perform any other duties required

by the Convocation Constitution, or act upon decisions taken at the AGM or by the ECC.

- c) Shall represent the Convocation in the LGTI's Academic Planning Committee and Board as full, co-opted, or observer member.
- d) Shall prepare and present annual report on the activities of the ECC and Convocation for adoption by the AGM.
- e) Shall be a one of signatories to all convocation financial transactions.

(2) Vice President

- a) Shall perform all functions and exercise/ all powers of the President if he/she is absent and while doing so has the same privileges as the Chairperson.
- b) Shall act as Chairperson in case of incapacitation or resignation of the President.

(3) The Secretary

- a) Shall deal with all correspondences relating to the Convocation or Alumni body.
- b) Shall issue notices of meetings of both the ECC and AGM at least two weeks and three weeks respectively.
- c) Shall report to the Rector, APC, and Board any resolution made.
- d) Shall submit to the Rector and the Minister responsible for Local Government a copy of the minutes of every Convocation meeting.
- e) Shall be one of the signatories to the Convocation financial transactions.
- f) Shall report to the Board the activities of the Convocation.
- g) Shall on behalf of the President prepare all necessary Convocation and Alumni body performance/progress reports.

(4) Deputy Secretary

- a) Shall assist the Secretary of the LGTI Convocation.
- b) Shall prepare and circulate the agenda for ECC and AGM meetings
- c) Shall keep records and minutes of the meetings.
- d) Shall receive items of agenda from the members in the form of motions to be considered in the AGM and submit them to the Secretary for approval.
- e) Shall disseminate to Convocation members news, circulars and forthcoming convocation events.
- f) Shall distribute convocation membership request forms to the new alumni ready for scrutiny and consideration by the ECC.
- g) Shall collect the voluntary acceptance convocation forms ready for AGM approval.

(5) The Honorary Treasurer

- a) Shall receive and bank under the directions of the ECC all money belonging to the Convocation.
- b) Shall maintain and keep the financial records of the Convocation.
- c) Shall with the approval of the ECC, make payments for the activities approved by the Convocation.
- d) Shall prepare and present annual audited reports to the AGM.
- e) Shall be one of signatories to the Convocation financial transactions.

PART V: CONVOCAATION COMMITTEES

19. Executive Convocation Committee (ECC):

This is an Executive Organ of the Convocation chaired by the President. It is a decision making body and is responsible for carrying out the main functions of the Convocation.

20. The composition of the ECC of which at least one third shall be women, shall consist of the following members:

- a) The President
- b) The Vice President
- c) The Rector (Ex Officio)
- d) Secretary to the Convocation (The Deputy Rector - Academic Affairs)
- e) The Deputy Rector - Planning, Finance and Administration (Ex Officio)
- f) Honorary Treasurer
- g) Two or three members elected every triennium at the AGM Meeting or nominated by the President of the Convocation in between the election years or as the situation may demand.

Heads of Academic Departments may be co-opted or invited as non-voting members of the ECC.

21. Rules Governing the Executive Committee

- a) The ECC shall be composed of at least one third of female members.
- b) All ECC members shall be elected at the AGM of the Convocation and shall hold office for a period of three years except the Secretary.
- c) All ECC Members shall not serve more than two consecutive terms in the same position.
- d) The President, Vice President, and Honorary Treasurer shall not serve more than two consecutive terms in the same position.
- e) If an alumni member engaged outside LGTI is elected a President, then Vice President must be elected from members currently working at the Institute; or vice versa.
- f) Not more than two Convocation members employed by the Institute in an administrative capacity may be elected into the ECC.

- g) Should any member of the ECC, elected by the Convocation AGM, vacate office before the expiration of the due period of office; ECC may appoint any member of the Convocation to fill such vacancy. Such member shall fill the position for the remainder of the period of office.
- h) Should the position of President become vacant during the term of office, the Vice President shall fill the position for the remainder of the period of office.
- i) Should the position of Vice President become vacant during the term of office, the ECC may elect a member of the Convocation to fill the position for the remainder of the period of office.
- j) In the absence of both the President and the Vice President at a meeting, the members present shall elect from amongst themselves an acting Chairperson for the meeting.
- k) No member serving on the Executive Committee at another Institute shall be eligible for election to LGTI's ECC.
- l) Members of ECC attending Executive Committee Meetings will be sponsored by the Convocation funds.

22. Functions of the Executive Convocation Committee

The management of Convocation business and its functions will be vested in the ECC, which shall:

- a) Cause to be convened the Convocation Annual General Meeting (AGM), which shall receive and approve financial and activity reports of the Convocation and elect new Convocation Executive Committee Office bearers as the case may be.
- b) Establish sub-committees for the realization of the principles and objectives of the Convocation Constitution.
- c) Hold regular meetings to receive financial and activity reports from the convocation sub-committees.

- d) Appoint members to the Convocation Activities Committee, Publications Committee, and Fundraising Committee
- e) Make recommendations to the Institute management for employment of Convocation working staff
- f) Approve and authorize expenditure of Convocation funds
- g) Advise and suggest membership fees and other realistic fund-raising initiatives
- h) Recommend to AGM for awards or prizes to distinguished Alumni who have made significant achievement to the Convocation, body of Alumni, Institute, or nation at large.
- i) Open and operate a separate banking accounts with the approval of the Board according to the financial regulations of the Institute, into which shall be deposited all monies received directly - for the Convocation - from sources within and outside the Institute.
- j) In conjunction with the Honorary Treasurer and the Convocation office, maintain all financial records and transactions of the Convocation, which shall be in accordance with the Institute's financial regulations.
- k) Prepare annual budget of the Convocation, AGM, and any other activity linked to the Convocation objectives.
- l) Discuss any other business referred to the ECC by the AGM.
- m) Scrutinize and accept membership of the Alumni for endorsement by AGM.
- n) Represent the Convocation, whenever necessary, at events, meetings and functions of the Institute both inside and outside the Institute.

23. Convocation Activities Committee

The membership of the Convocation Activities Committee of which at least one third shall be women shall comprise of:

- a) The Chairperson
- b) The Secretary
- c) Four co-opted members (Two of whom are senior academics in the Institute)

11.5 Functions of the Convocation Activities Committee

The functions of the committee shall be to:

- a) Prepare a three year activity action plan
- b) Oversee implementation of activities of action plan as determined at the start of the triennium
- c) Review the Action plan on yearly basis

24. Convocation Publication Committee:

The Convocation Publication Committee of which at least one third shall be women shall comprise of:

- a) The Chairperson
- b) The Secretary
- c) Four co-opted members (Two of whom are senior academics in the Institute)

25. Functions of the Convocation Publication Committee:

The functions of the committee shall be to:

- a) Oversee all activities related to publications of such documentation as the Convocation Web page, The LGTI Convocation Newsletter, and all materials and books arising from proceedings of Convocation-sponsored workshops and symposium
- b) Scrutinize all written materials related to convocation or alumni body before final production or dissemination to the public.

- c) Where necessary, examine papers or materials to be presented to any of Convocation meetings or gathering.

26. Convocation Standing Committee for fundraising

This is one of the major committees of the Convocation. Its role shall be to mobilize fundraising campaigns and activities that will ensure self sufficiency of the convocation in all financial matters. The composition of the committee of which at least one third shall be women shall include:

- a) The Chair (A prominent alumni of LGTI)
- b) The Secretary
- c) The Honorary Treasurer
- d) Three co-opted members (Two of whom are senior academics in the Institute)

27. Functions of the Convocation Standing Committee for fundraising

- a) Conduct fundraising events
- b) Solicit funds from various credible sources
- c) Request for sponsorships
- d) Collect profits from investments
- e) Collect graduation and membership fees
- f) Collect donations from organizations, sponsors and alumni
- g) Sell publications and other convocation written materials
- h) Verify sales made through selling of certain services, souvenirs and other items
- i) Ensure all collected monies are submitted to Treasurer or banked appropriately in Convocation account.

PART FIVE: CONVOCATION MEETINGS

28. The Convocation shall have three types of meetings:

- a) Annual General Meeting (AGM)
- b) Special General Meeting (SGM)
- c) The Executive Convocation Committee Meeting (ECCM)

29. Annual General Meeting (AGM)

- a) The secretary in consultation with the President of the Convocation shall convene the AGM.
- b) The AGM will be held each year, one day before the Institute graduation day at such a time and place as the ECC may determine.
- c) Notice of the AGM shall be published in the appropriate Institute publications, advertised and announced in the appropriate external media as approved by ECC at least three weeks prior to the date of the meeting.
- d) Ten percent (10%) of the members listed in the roll shall constitute a quorum at the meeting of the Convocation.
- e) Any member who wishes to raise any matter at such a meeting must submit written motions in regard to the said matter to the Secretary of the Convocation at least three weeks before the date of the meeting.
- f) Every motion received shall be signed by the proposer and the supporter, both of whom and in their absence their nominees, must be present at the AGM, to speak for the motion.
- g) Any motion to amend or rescind a previous resolution of the Convocation shall be carried by more than a half of the members present at the meeting.
- h) The ruling of the Chairperson on a point of order of procedure is binding, unless immediately challenged by a member, in which event

such ruling must be submitted without discussion to the meeting whose decision is final.

- i) Any matter deemed to be of an urgent nature may, without prior notice, with leave of the Chairperson and a majority of the members present, be considered at such meeting.

30. Functions of Annual General Meeting

- a) Amend and ratify on LGTI Convocation Constitution.
- b) Hold election of office bearers of the Convocation and the ECC and any other committees deemed necessary.
- c) Review the policies of the Convocation.
- d) Declare a vote of no confidence on any official.
- e) Evaluate commitment, approve and/or terminate membership of the Alumni.
- f) Approve the Convocation annual budget for presentation to the Institute Administration.
- g) Approve distinguished award beneficiaries.
- h) Deliberate on any other matters referred to the AGM.

31. Agenda for the Annual General Meeting

The agenda for the AGM will be as follows:

- a) Adoption of the Agenda.
- b) Confirmation for the minutes of the previous meeting.
- c) Matters arising from the minutes of the previous meeting.
- d) Matters arising from ECC meetings.
- e) Honorary Treasurer's Audited Report.
- f) President's Annual Report.
- g) Election of office Bearers and ECC members.
- h) Any other business with leave of the Chair.

32. Annual General Meeting Resolution

- a) The Secretary shall report to the Board the activities of the Convocation and shall transmit to the Rector, APC or Board as the case may be, any resolution passed by the Convocation.
- b) The Secretary shall send a copy of the minutes of every meeting of the Convocation to the Rector and Minister responsible for Local Government.
- c) The Secretary shall send a copy of every meeting of the convocation to the Alumni listed in the Roll.

33. Special General Meeting

- a) The President may convene a SGM of the Convocation if so required.
- b) Notices in writing of such meeting shall be sent to all members, and where practicable in press advertisement not less than seven days before the date of such meeting.
- c) Not less than five percent of the Convocation members listed in the Roll may also request in writing to the Secretary a SGM for a specific purpose, and such meetings shall be held within sixty days after receipt of the request.

34. Meetings of the Executive Convocation Committee

- a) The Executive Committee shall meet at such times and places as it shall resolve but shall meet not less than two (2) meetings in a year or whenever required to by the Chairperson.
- b) Meeting dates for the year shall be scheduled by the Secretary in conjunction with the President of the Convocation and in accordance with the planning of the Institute's calendar of events and meetings.
- c) The Secretary shall give notice of ordinary meetings of ECC at least seven days before the date determined for the meeting of the ECC.

- d) The quorum for ECC meetings shall not be less than one half of the members.
- e) Notice of the agenda of ECC meetings shall be given at least two weeks before the date of the meeting.

35. The elected President of the Convocation shall automatically be regarded as duly elected Convocation representative to the APC and Board.

36. The Convocation representative to the APC and Board shall not serve more than two consecutive terms of three years in the same position.

PART SIX: CONVOCATION OFFICE

37. There shall be a Convocation Liaison office for the running of the convocation daily activities.

38. The Convocation office shall bear the following permanent members of staff of whom two of them must be competent management graduates.

- a) Convocation Liaison Officer
- b) Assistant Liaison Officer
- c) Office Management Secretary

39. Functions of the Convocation office:

- a) Communication with the Alumni and other stakeholders;
- b) Management and maintenance of Alumni Data bank;
- c) Supporting and sustaining Convocation activities;
- d) Promotion and publicity of the Convocation and Institute at large;
- e) Developing an active working relationship with Alumni, other members of the Convocation, and stakeholders;
- f) Managing fund raising activities;

- g) Establishing and maintaining linkages with other academic and government institutions;
- h) Promotion of alumni, student, and staff welfare;
- i) Provide strategic and operational support to the officers of the Convocation.
- j) Serve as secretariat during various Convocation meetings.

PART SEVEN: OBLIGATION OF INSTITUTE ADMINISTRATION

40. Obligations of the Institute Administration are as follows,

(1) Provide the Convocation office with a reasonable budget for operational costs, meetings and events. This budget may be gradually reduced as convocation own funds improve.

(2) Make available a reasonable office accommodation from which the ECC can function.

(3) Provide for posts in the Convocation office, with the job description, grade, and salary of the recruited employees.

(4) Provide the ECC with reasonable access to any Institute venue or facility for the purpose of carrying out the business of the Convocation or of its ECC.

(5) Ensure a friendly working environment between the Convocation office and LGTI's administration.

PART EIGHT: ELECTIONS

41. The elections of the Convocation office bearers is conducted based on the following guidance;

(1) The general elections of the Convocation office bearers and ECC shall be held at the AGM every three years and shall be in the manner determined by the AGM.

(2) Any regular member of the Convocation shall be eligible for election to one of the vacant posts.

(3) The elections shall be organized by the Returning Officer who is the Secretary of the Convocation.

(4) All the elections shall be by secret ballot and by simple majority vote.

(5) In the event of an equality of votes, the whole voting process shall be repeated.

(6) In the event of an equality of votes for second time, the Chairperson presiding the meeting shall have a casting vote in addition to his or her ordinary vote.

(7) The nomination forms will contain the titles of the vacant posts to be filled in one sheet and will be circulated to ordinary members with the names of eligible members.

(8) The regular members shall propose one name for each of the vacant post and submit the duly filled nomination form to the Secretary.

(9) The Returning officer and appointed scrutinizers shall short list not more than three names for each vacant post by using popular nominations criteria.

(10) During the AGM, the Convocation members will individually be availed with a ballot paper that contains the list of candidates and their corresponding vacant post to be voted in through secret ballot.

(11) The Returning officer and scrutinizers shall count the votes and prepare a statement showing candidates who have been validly nominated to fill the vacant posts of the Convocation and ECC.

(12) The Returning Officer shall announce the results of the elections during the AGM under item of the agenda on elections.

PART NINE: ALUMNI ASSOCIATION

42. Formation of Alumni Association

There shall be the Alumni Association, which will comprise of former alumni of the LGTI. The formation of the Association will take a gradual course with all formality requirements.

43. Office Bearers of the Association

The office bearers of the Alumni Association of which at least one third shall be women shall comprise of:

- a) Association Chairperson
- b) Association Secretary
- c) Association Treasurer
- d) Five other members

44. Functions of the Alumni Association

- a) To compile and maintain a unified Association members' address book including e-mail, PO Box, telephone numbers, and physical address;
- b) To establish and maintain Database of graduates from 1997;
- c) Mobilize Alumni resources for giving back to the community as well as supporting Convocation and other LGTI activities;

- d) To collect constructive ideas from the alumni and provide ongoing advices to Convocation Office;
- e) To work closely with LGTI Convocation Liaison Office.
- f) To put in place guidelines how to sustainably manage the Association

PART TEN: FINANCE AND AUDITORS

45. The sources of the Convocation Funds and its management shall be as follows;

(1)The sources of the Convocation Funds shall be from:

- a) Institute annual budget.
- b) Membership fee to be decided by AGM from time to time.
- c) Subscription fee payable annually to be determined by the AGM from time to time.
- d) Donations and contributions from friends and well – wishers.
- e) Fund raising activities, grants, advertisements, interest in stocks, shares and bills and businesses.
- f) Registration fee for participation in annual events, workshops, seminars, colloquia to be determined by the ECC from time to time.
- g) Raising funds through sales of publications, services, and other items.
- h) Fund raising activities like annual/new year dinner and/or lunch.

(2) The funds of the Convocation shall be used only for activities in furtherance of the objectives of the Convocation.

(3) All moneys shall be received by and paid to the Treasurer who shall deposit to Convocation account of the bank(s) approved by the Institute Administration.

(4) No major payments shall be made out of the Bank account without the approval of the ECC authorizing Officials for such payments.

(5) A petty cash account shall be kept by the Treasurer, the amount of which will be determined by the ECC.

(6) Audited financial report shall be submitted in writing by the Treasurer to the ECC for examination and finally to the AGM for approval.

(7) The financial year of the Convocation shall be from 1st July to 30th June of each year.

(8) The Treasurer shall produce financial statements made up to a date, which shall be not less than four weeks and before the date of the AGM

46. The Auditors shall be Local Government Training Institute Auditors who shall perform their function under the following guidance;

(1) All the Convocation Accounts records and documents shall be open for inspection by Auditors at any time.

(2) The Auditors shall examine such financial statements and either clarify that they are correct and duly vouched and in accordance with the Institute financial regulations or report the vice versa.

(3) A copy of the Auditors report on the financial statements shall be furnished to all members during the AGM.

(4) An Auditor may be paid such honorarium for his duties as may be determined by the AGM.

(5) No Auditor may be an office bearer or a member of the ECC.

PART ELEVEN: SIGNING OFFICERS, RETURNING OFFICERS AND SCRUTINEERS

47. All instruments in writing requiring the signature of the Convocation will be signed by the President and one other elected member of the Executive Committee or by such persons as the ECC may determine.

48. At all elections the Secretary shall act as Returning Officer and shall be assisted by two scrutinizers appointed by the President or, if the President is a candidate, or is absent, by the AGM.

PART TWELVE: VOTE OF NO CONFIDENCE AND RESIGNATIONS

49. Office bearers may be removed from office by a vote of no confidence at the AGM. Such a vote of no confidence shall be by not less than half of the members present.

50. Any officer can resign by tendering written resignation to the Secretary and such resignation shall be effective with effect from ratification from either the ECC or the AGM.

51. The ECC shall fill offices falling vacant due to resignation for such period until an AGM is called.

PART THIRTEEN: AMENDMENTS TO CONSTITUTION AND INTERPRETATION

52. The power to make, alter, amend or repeal the Convocation Constitution is vested in the AGM. It shall be necessary in order to amend or repeal the said constitution that the two thirds of AGM listed in the Roll vote affirmatively.

53. If any part of this constitution is in dispute, the President shall appoint a committee of three members excluding the ECC officials to help to read

and interpret and propose for adoption. In case the dispute is not resolved, the AGM shall appoint a committee of not less than three and not more than five to constitute an arbitration panel.