

**HEALTH INTEGRATED  
MULTISECTORAL SERVICES**

**(HIMS)**



**THE AMENDED  
CONSTITUTION**

Health Integrated Multisectoral Services

P.O. Box 11427

Arusha., Tanzania, East Africa

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**NAME, ADDRESS AND HEADQUARTERS:**

**1. NAME:**

1.1. The name of the organization shall be ***“HEALTH INTEGRATED MULTISECTORAL SERVICES”*** (***HIMS***), hereinafter referred to as “The Organization”

**2. ADDRESS**

2.1. The registered office of the organization shall be at Ngaramtoni in Arumeru District, Arusha Region.  
2.2. The postal address of the organization shall be: P.O. BOX 11427 Arusha Tanzania.

**3. HEADQUARTERS**

3.1. The headquarters of the organization shall be at Ngaramtoni, Arumeru District, Arusha Region.

**ARTICLE II**

**VISION, MISSION, AIMS AND OBJECTIVES**

**4. VISION**

4.1. A healthy society physically, psychologically, mentally and socio-economically.

**5. MISSION:**

- 5.1. To promote health to marginalized groups whose social economic situation has been made vulnerable due to various factors.
- 5.2. To conduct participatory research in target communities with a view to identifying gaps and setting up appropriate strategies to meet identified needs in the areas of health, education, counseling, legal aid and socio-economic empowerment.
- 5.3. To work towards programs which empower individuals in the war against ignorance, Diseases and Poverty and thereby contribute towards the country’s Millennium Development Goals (MDGs).
- 5.4. To sensitize and create awareness in target communities on the negative impact gender imbalance, HIV/AIDS and environmental degradation have on the war against poverty with a view to getting communities to work out interventions appropriate to their particular situation and circumstances.
- 5.5. To render professional advice/consultancy services to CBOs, NGOs and individuals both local and international, on Organizational Development, Project Planning and Management, Team Building, Gender Mainstreaming, participatory development methodologies etc.
- 5.6. To carry out counseling and support activities to individuals in distress (PLHA) and the most marginalized groups by way of soft, short term loans.

**6. AIMS AND OBJECTIVES:**

- 6.1. The aims and objectives for which the organization is established are:
- 6.2. To involve target communities to work towards health promotion.
- 6.3. To sensitize, educate and create awareness of communities on the absolute need for primary and secondary abstinence before marriage and loyalty within marriage as the most effective prevention measure against the HIV/AIDS pandemic.
- 6.4. To sensitize and educate communities on the Harmful Traditional Practices (HTPs) especially health consequences of Female Genital Mutilation (FGM)
- 6.5. To reduce morbidity and mortality rates of under fives by educating target groups and communities on;
- 6.6. To improve Food Security and Nutrition Improvement to both expectant and lactating mothers.
- 6.7. To encourage both the expectant and lactating mothers on the importance of breast feeding.
- 6.8. To care and support orphaned children and youth who are at risk of sexual/drug abuse and/or addiction of alcohol.

- 6.9. To sensitize and create awareness of communities on the rights of children with disabilities.
- 6.10. To educate youth on the dangers of early sex exposure, pregnancy and risk of using addictive substances.
- 6.11. To carry out family planning education with gender perspective
- 6.12. To educate youth, both male and female on reproductive health.
- 6.13. To educate communities on sexually transmitted diseases (STDs) and their relation to HIV/AIDS transmission.
- 6.14. HIMS owns a Dispensary and a Maternity Home that is run on non-profitable basis, offering curative and preventive health programs, maternity home care, maternal and child health services (MCH).
- 6.15. To collaborate with communities in identifying health related problems and working out ways of tackling them on the basis of setting priorities based on locally available resources.
- 6.16. To identify customs, cultural traditions, beliefs and taboos that are gender discriminative and therefore constraints to community development and to educate and sensitize communities to change/abolish them.
- 6.17. To network and collaborate with other Change Agents who share HIMS' concerns in order to achieve greater efficiency and effectiveness.

### **ARTICLE III**

#### **7. STRATEGIES**

- 7.1. Mobilization and formation of peer groups
- 7.2. Establishment of counseling centers.
- 7.3. Formation of women and youth economic.
- 7.4. Training through meetings, seminars, workshops, dialogue, debates using appropriate codes.
- 7.5. Carrying out home visits.
- 7.6. Establishment of a revolving Loan for soft/short term loans to needy marginalized families with a view to improving their socio-economic status.
- 7.7. Promotion of exchange visits and study tours as a form of horizontal networking.
- 7.8. Facilitation of establishment of pressure groups.
- 7.9. Immunization.
- 7.10. Family planning (child spacing).
- 7.11. Nutrition and health education
- 7.12. Education on identifiable communicable diseases.
- 7.13. Maternal and child care.
- 7.14. Health Services promotion for selected groups.
- 7.15. Establishment of an orphanage/support centre for orphans.

### **ARTICLE IV**

#### **8. STATUS AND LEGAL CAPACITY**

- 8.1. HIMS will be a non-governmental organization working on charitable basis but without religious affiliation. Based on her VISION and MISSION, HIMS will be non-partisan and non-racial.
- 8.2. Based on her objectives, the resources of the organization shall not be used for individual's members' purposes or benefits.
- 8.3. The organization shall be governed in accordance with the laws of the United Republic of Tanzania.
- 8.4. All suits by and against HIMS and all undertakings for and on behalf of HIMS, shall be carried out in the name of the organization.
- 8.5. HIMS will undertake her activities in all regions of Tanzania in response to requests or invitations.

### **ARTICLE V**

#### **9. LEADERSHIP STRUCTURE**

- 9.1. The supreme body of the organization is the Members General Meeting.
- 9.2. There shall be a Board of Trustees elected every four years by the Members General Meeting.



- 9.3. There shall be an Executive Committee appointed by the Members General Meeting. The Committee shall be composed of the Executive Director, the Hon. Treasurer and two other members.
- 9.4. There shall be Technical Committees.
- 9.5. There shall be a Team of Animators at village level.

## **ARTICLE VI**

### **10. MEETINGS**

- 10.1. The Members General Meeting will be held once every two years. The quorum must be half (1/2) the number of founder members. At least twenty one (21) days notice must be given to members.
- 10.2. The Board of Trustees shall meet twice a year.
- 10.3. The Executive Committee shall:
  - 10.4. Meet four times a year.
  - 10.5. Have the power to appoint other technical committees and define their duties and responsibilities.

## **ARTICLE VII**

### **11. MEMBERSHIP**

- 11.1. There will be twenty (20) founder members in the organization.
- 11.2. New members will be accepted into the organization on submitting a written application to the founder members who will have the discretion to allow or reject the application. The members' decision is final and no appeal will be considered.

## **ARTICLE VIII**

### **12. MEMBERSHIP RIGHTS AND OBLIGATIONS**

#### **12.1. Membership Rights**

- 12.1.1. To vote and be voted for in any post in the organization.
- 12.1.2. To attend members general meetings and participate actively
- 12.1.3. To access information on the charitable organization. Such information must be requested in writing in order to maintain transparency.

#### **12.2. Members Obligations**

- 12.2.1. To pay agreed membership fees
- 12.2.2. To inform the organization on their current contact address
- 12.2.3. To protect and uphold the Vision and Mission of the organization.

## **ARTICLE IX**

### **13. TERMINATION OF MEMBERSHIP**

- 13.1. Membership may be terminated by
  - 13.1.1. Voluntary resignation, tendered in writing.
  - 13.1.2. Turning against the Vision and Mission of the organization.
  - 13.1.3. Failure to pay annual fees for three consecutive years.
  - 13.1.4. Fraud
  - 13.1.5. Death
- 13.2. Where it becomes necessary to terminate any membership under clauses 13.1.1, 2, 3 and 4, the member concerned shall be accorded opportunity to defend himself/herself before the Executive Committee.

## ARTICLE X

### 14. DUTIES AND OBLIGATIONS

#### 14.1. The Members' General Meeting:

- 14.1.1. Is the supreme organ of the Organization.
- 14.1.2. Shall elect the Board of Trustees.
- 14.1.3. Shall approve policy and development plans of the organization.

#### 14.2. The Board of Trustees shall:

- 14.2.1. Approve financial and operational reports of the Organization.
- 14.2.2. Liaise with government Bodies and Civil Society Organization.
- 14.2.3. Perform any other functions on behalf of the organization.
- 14.2.4. Approve the annual budget of the organization.
- 14.2.5. Review the policy of the Organization.
- 14.2.6. Protect the Mission and Vision of the Organization.

#### 14.3. The Executive Committee shall:

- 14.3.1. Control the financial and other resources of the organization.
- 14.3.2. Propose the annual budget of the organization
- 14.3.3. Appoint the technical Committees and define their duties and responsibilities
- 14.3.4. Have general supervision of the operations of the organization.

#### 14.4. Office Bearers

##### 14.4.1. The Chairperson shall:

- 14.4.1.1. Chair the meetings of the organization.
- 14.4.1.2. Represent the organization when assigned to do by the Board of Trustees.
- 14.4.1.3. Sign the official documents of the organization together with the Executive Director.

##### 14.4.2. The Vice – Chairperson shall:

- 14.4.2.1. Perform the functions of the Chairperson during his/her absence

##### 14.4.3. The Executive Director shall be:

- 14.4.3.1. The Chief Executive officer of the organization.
- 14.4.3.2. Secretary to the Board of Trustees and Ex-officio member of the Board.
- 14.4.3.3. Counter signatory to the organizations' documents
- 14.4.3.4. Spokesperson of the organization
- 14.4.3.5. Responsible for the day to day management of the Secretariat staff.
- 14.4.3.6. Assisted by the Treasurer/Accountant, Programme officers and other staff as may from time to time be determined by the Board of Trustees.

##### 14.4.4. The Treasurer/Accountant shall:

- 14.4.4.1. Keep up to date the accounts of the organization, i.e. Income and Expenditure as approved by the Board of Trustees.
- 14.4.4.2. Advise management on financial matters.
- 14.4.4.3. Present audited accounts to the Members General Meeting.

## ARTICLE XI

### 15. FINANCIAL YEAR AND ELECTIONS

#### 15.1. Financial Year

The financial year of the organization shall coincide with the calendar year, but donor conditions may also be followed as required.

#### 15.2. Elections

The Members General Meeting shall elect office bearers after every four years. Office bearers are eligible for re-election.

## ARTICLE XII

### 16. ACCOUNTS AND AUDIT

16.1. The Treasurer/Accountant shall maintain proper books of accounts and other books relating to the organization's accounts. Qualified auditors shall be appointed by the Board to audit the said accounts.

16.2. The books of accounts shall reflect:

- 16.2.1. All sums of money received and spent on all matters and transactions.
- 16.2.2. The assets and liabilities of the organization
- 16.3. Sources of Funds
  - The organization's sources of funds will include:
  - 16.3.1. Members' contributions;
  - 16.3.2. Income from Fund-raising activities;
  - 16.3.3. Donations and grants, both local and international ;
  - 16.3.4. Contributions from individuals, groups, and organizations, local and international, who share the organization's vision;
  - 16.3.5. Income from any other source.

### **ARTICLE XIII**

#### **17. AMENDMENT OF THE CONSTITUTION**

- 17.1. The Constitution of the organization may be amended at any time by a resolution passed by a two thirds majority of the members of the organization by voting at any ordinary or extra ordinary meeting of the organization, which shall have been duly convened for the purpose.
- 17.2. Three weeks notice shall be given to all members of the organization of any proposed amendment.
- 17.3. The Executive Committee shall propose amendments of the constitution to the Board of Trustees.

### **ARTICLE XIV**

#### **18. DISSOLUTION OF THE ORGANIZATION**

- 18.1. If, in any case, it becomes necessary to dissolve the organization, the Board of Trustees shall appoint a liquidator to release the assets, both fixed assets and cash; and settle all claims in favor of/against the organization. The remaining balance shall be used in line with the Mission of the organization. The said balance shall in no way be distributed amongst the members.

### **ARTICLE XV**

#### **19. IMPLEMENTATION OF THE CONSTITUTION**

- 19.1. The Board of Trustees shall monitor the implementation of this Constitution immediately upon registration/re-registration.
- 19.2. This Provision comes into effect effectively in the year 2003 or upon the date of re-registration (amendment).

.....  
Chairperson

.....  
Secretary

# ORGANOGRAM OF HIMS

