

THE UNITED REPUBLIC OF TANZANIA

*Supplement No. 38**20th September, 2019***SUBSIDIARY LEGISLATION**

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THE NON-GOVERNMENTAL ORGANIZATION ACT

(CAP. 56)

REGULATIONS*(Made under section 38)*

THE NON GOVERNMENTAL ORGANIZATIONS (AMENDMENTS) REGULATIONS, 2019

Citation
 GN No. 152 of
 2004

1. These Regulations may be cited as the Non-Governmental Organizations (Amendments) Regulations, 2019 and shall be read as one with the Non Governmental Organizations Regulations, hereinafter referred to as "principal Regulations, 2004".

Additional of
 new Part V

2. The principal Regulations are amended by inserting immediately after PART IV the following new Part:

"PART V
 REGISTRATION OF ORGANIZATIONS
 PREVIOUSLY REGISTERED UNDER OTHER
 WRITTEN LAWS

Procedure for
 registering
 Organizations
 previously
 registered
 under other
 written laws

16.-(1) Any Organization which by its functions and objectives falls under the meaning of a Non Governmental Organization, and was registered under other written laws, shall be

required to be registered under the Act.

(2) Application for registration under sub regulation (1) shall be made in the manner prescribed in the NGO – Form No. 1 as set out in the First Schedule to these Regulations.

(3) An Organization to be registered under sub regulation (1) shall not be required to pay registration fees.

(4) Upon satisfaction of the application of registration by the Board under this regulation, the Registrar shall issue a certificate of registration of the form as prescribed in NGOA – Form No. 11 set out in the First Schedule to these Regulations.

Extension of
time for
registration

17.-(1) Subject to section 8A (2) of the Act, an application for extension of time to register an Organization shall be made to the Minister within fourteen days before the date of expiration.

(2) An application referred to under sub regulation (1) shall be made in the manner prescribed in NGOA – Form No. 1 set out in the First Schedule to these Regulations.

(3) Minister may, subject to sub regulation (1), and upon satisfaction of the grounds adduced for such extension, allow the application.

Refusal to

18.-(1) The Board may

register
certain
names

refuse to register any Organization under these Regulations, if the name of such Organization-

- (a) contains any word, which in the opinion of the Board, is likely to mislead the public as to nationality, race or religion of the persons by whom the Organization is formed;
- (b) includes the words "trust" or "company" or "limited" or "society" or "co-operative" or their equivalent in any other language or any abbreviation thereof; or
- (c) is identical with or is similar to that registered under the Act or if in the opinion of the Registrar such registration would be likely to mislead the public.

(2) Any Non Governmental Organization aggrieved by a decision of the Board under this regulation may appeal to the Minister within 30 days from the date of decision.

(3) Where an Organization is aggrieved by the decision of the Minister under sub regulation (2), may appeal to the High Court whose decision shall be final.

Issuance of
new certificate
to registered
NGOs

19.-(1) An organization which was registered and issued with a certificate of registration or certificate of compliance under the Act shall be required to make an application to the Board for issuance of new certificate.

(2) An application referred to under sub regulation (1) shall be made in the manner prescribed in NGOA-Form No. 1

(3) The Board shall, upon receipt of the application under sub regulation (1), cause to issued new certificate of registration as follows-

(a) in the case of an Organization which was previous registered and issued with a certificate, issued with a new certificate of the form prescribed in NGOA – Form No. 3B as set out in the First Schedule to these Regulations.

(b) in the case of an Organization which was previous registered and issued with a certificate of compliance, issued with a new certificate of the form prescribed in NGOA – Form No. 12 as set out in the First Schedule to these Regulations.

(4) Upon issuance of new certificate under sub regulation (3), the previous certificates issued shall be deemed to have been cancelled.

Requirement

20. A Non-Governmental

Non Governmental Organizations (Amendments)

Gn. No. 685 (Contd.)

to report
quarterly

Organization shall, be required to report to the Registrar quarterly a year about its operations in the manner prescribed in NGOA – Form No. 14 or 15 as set out in the First Schedule to these Regulations.

Submission of
funding
contracts or
agreements

21. Subject to regulation 13(b), Funding Contracts or Agreements entered by any Non-Governmental organization, shall be submitted to the Registrar for approval in manner prescribed in NGOA-Form 16 as set out in the First Schedule to these Regulations.

Constitution
format

22. Subject to section 12(2)(a) and (4)(b) of the Act, the Constitution of an Organization shall be substantially in the manner prescribed in NGOA-Form 17 or NGOA-Form 18 as set out in the First Schedule to these Regulations.

Amendment of
the First
Schedule

23. The principal regulations are amended in the First Schedule by-

(a) deleting NGOA Form No. 1 and substituting for it the following-

(b) inserting immediately after NGOA-Form No. 3 the following-

(c) deleting the address appearing
in NGOA-Form No. 9-
“The Registrar of Non Governmental
Organizations;
Ministry of Community Development,
Gender and Children;
8 Kivukoni Front;
P. O Box 3448
11486 Dar Es Salaam” and
substituting for it the following
“The Registrar of Non Governmental
Organizations;
Ministry of Health, Community
Development, Gender, Elderly and
Children;
GOVERNMENT CITY;
P. O Box 573
DODOMA”

(d) inserting immediately after
NGOA-Form No. 10 the
following-

Non Governmental Organizations (Amendments)

Gn. No. 685 (Contd.)

NGO A-FORM NO. 1

APPLICATION FOR REGISTRATION AS NON-GOVERNMENTAL
ORGANIZATION

(Made under section 12(1))

1.	NAME OF THE ORGANIZATION	
2	PREVIOUS REGISTRATION NUMBER (if any..)	
3	NAME OF PREVIOUS REGISTRAR (if any..)	
4	CURRENT ADDRESS OF THE ORGANIZATION	Region District Ward Village/Street P O Box e-mail Website Phone/Tel Number House No (option)..... Nearby eg. <u>Sukari House Building</u>

Non Governmental Organizations (Amendments)

Gn. No. 685 (Contd.)

5	LEVEL OF REGISTRATION	1. District ☐ 2. Regional ☐ 3. National ☐ 4. International ☐ Mark (✓) appropriate box ☐
6	THEMATIC AREA OF OPERATION	Education, Health (other mention..)
7	VISION STATEMENT	
8	MISSION STATEMENT	
9	OBJECTIVES	1..... 2..... 3..... 4.....
10	TYPES OF MEMBERS	1. Founder Members ☐ 2. Ordinary Members ☐ 3. Honorary ☐
11	DECISION MAKING ORGAN	1. _____ Quorum 2. Powers and functions of Decision Making Organ (a) (b)

Non Governmental Organizations (Amendments)

Gn. No. 685 (Contd.)

12	DISSOLUTION	1. The Organization may be dissolved by Resolution passed by the Decision making organ.
13	Submitted by(Office Bearer/ Director..... this Day of.....20..... Signature.....	

ATTACHMENTS

1) For new application

- (a) soft and hard copy certificate of incorporation
- (b) soft and hard copy of list of not less than five founder members
- (c) soft and hard copy of the Constitution or Memorandum
- (d) soft and hard copy CV of leaders/office bearers, each CV with two (2) passport size pictures
- (e) Others specify (if any).

2) For previously registered organization

- (a) soft and hard copy of previous registration certificate
- (b) soft and hard copy of trust deed, MEMART or Constitution
- (c) soft and hard copy CV of leaders/office bearers, each CV with two (2) passport size pictures

List of members/leaders/founding members shall be in the form annexed hereunder

LIST OF MEMBERS/LEADERS

S/ N	FULL NAM E	NATIONAL ID/LICENSE/ VOTE ID/PASSPOR T NUMBER	NATION ALITY	SE X	POSITI ON	TYPE OF MEMB ER	PHON E NUMB ER	DAT E OF BIRT H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

NGO A – Form No. 3A



THE UNITED REPUBLIC OF TANZANIA
THE NON-GOVERMENTAL ORGANIZATIONS ACT

CAP. 56

NO.

CERTIFICATE OF REGISTRATION

(Made under regulation 16(6))

I HEREBY CERTIFY that..... of P.O. Box
.....has this.....day
of.....20.....been duly registered under the Non-Governmental Organizations Act,
with Registration No.....

This certificate is subjected to the following conditions/directions:

.....
.....
.....
.....

That the aforesaid Organization shall operate in Tanzania Mainland

That the aforesaid Organization shall operate in accordance with its governing constitution and the
Laws of Tanzania

That this certificate shall be valid for a period of ten (10) years from the issuing date

Date of.....20..... Issue.....day Expiry Date.....day of.....20.....
of.....20.....

.....
REGISTRAR



THE UNITED REPUBLIC OF TANZANIA
THE NON GOVERNMENTAL ORGANIZATIONS ACT
CAP 56

No.....

CERTIFICATE OF REGISTRATION

(Made under regulation 19(3)(a))

I HEREBY CERTIFY that.....of P.O. Box.....has
this.....day of.....20.....being issued a new certificate under the terms
and conditions of Non Governmental Organizations Act, 2002 with Registration
No.....

This certificate is subjected to the following conditions/directions:

.....
...

That the aforesaid Organization shall operate in Tanzania Mainland

That the aforesaid Organization shall operate in accordance with its governing Constitution and
the Laws of Tanzania

That this certificate shall be valid for a period of ten (10) years from the issuing date

Date of Issue.....day of.....20..... Expiry Date.....day of.....20.....

.....

REGISTRAR"

- (e) deleting the address appearing in NGO A-Form No. 9-

"The Registrar of Non Governmental Organizations;
Ministry of Community Development, Gender and Children;
8 Kivukoni Front;
P. O Box 3448
11486 Dar Es Salaam" and substituting for it the following

"The Registrar of Non Governmental Organizations;
Ministry of Health, Community Development, Gender, Elderly and Children;
MJI WA SERIKALI;
P. O Box 573
DODOMA"

- (f) inserting immediately after NGO A Form No. 10 the following:



THE UNITED REPUBLIC OF TANZANIA

THE NON GOVERNMENTAL ORGANIZATIONS ACT, 2002

No.

CERTIFICATE OF REGISTRATION

(Made under regulation 16(4))

I HEREBY CERTIFY
that
..... of P.O.
Box originally incorporated
under on day of 20 has this day
of 20 been duly registered under terms and conditions of Non
Governmental Organizations Act, 2002 with Registration
No.

This certificate is subjected to the following conditions/directions:

.....
.....
.....

That the aforesaid Organization shall operate in Tanzania Mainland

That the aforesaid Organization shall operate in accordance with its governing Constitution and the Laws of Tanzania

That this certificate shall be valid for a period of ten (10) years from the issuing date

Date of Issue day of 20 Expiry Date day of 20

.....

REGISTRAR



THE UNITED REPUBLIC OF TANZANIA
THE NON GOVERNMENTAL ORGANIZATIONS ACT

CAP. 56

No.....

CERTIFICATE OF REGISTRATION

(Made under regulation 19(3)(b))

I.....HEREBY CERTIFY
that..... of P.O.Box.....originally
incorporated underon day of
.....and complied with the terms and condition of Non Governmental Organizations
Act, onday of20.....with certificate of Compliance
No.....20.....has thisday of20..... Being issued with
new certificate of registration under the terms and conditions of the Non Governmental
Organization Act, with registration No.....

This certificate is subjected to the following conditions/directions:

.....
.....

That the aforesaid Organization shall operate in Tanzania Mainland

That the aforesaid Organization shall operate in accordance with its governing Constitution and
the Laws of Tanzania

That this certificate shall be valid for a period of ten (10) years from the issuing date

Date of Issue.....day of.....20..... Expiry Date.....day of.....20.....

.....
REGISTRAR

APPLICATION FOR EXTENSION OF TIME TO REGISTER A NON-GOVERNMENTAL
ORGANIZATION

(Made under regulation 17(2))

To,
The Minister,

.....
.....

I(insert your full name and title), on behalf
of.....(insert Organization name) do hereby apply for
extension of time to register a Non-Governmental Organization, the particulars of which are as
follows:

- a) Name of the Organization.....
(b) Current registration authority.....

On the grounds
that.....
.....

Declaration by the Applicant

I.....do hereby declare that, what is stated in this form is true to the best
of my knowledge.

Date: -.....
Signature/Thumb of the Applicant.....
Seal of the Organization.....

For Official use only

Name of the recipient.....
Date of receipt: -.....
Signature/Thumb of the recipient.....
Seal of the Organization.....

NGO A-Form No. 14

QUARTERLY ACTIVITY REPORT OF NON-GOVERNMENTAL ORGANIZATIONS

(Made under regulation 20)

S/N	Name of the Organization	Physical Address	Area or place where activities or projects are implemented	Summary of activities or projects implemented	Remarks

Date:

.....

Name and Signature of office bearer or

Official Stamp.....

.....

.....

SUBMISSION OF FUNDING CONTRACTS OR AGREEMENTS BY A NON-
GOVERNMENTAL ORGANIZATION.

(Made under regulation 21)

To,

.....
.....
.....
.....

I.....on behalf of.....(insert
name of the Organization and attach certificate of registration) do hereby submit Funding
Contract/Agreement entered between and because its
contractual value exceeds twenty million shillings.

Date: -.....

Signature.....

Name:.....

Title:.....

Seal of the Organization.....
.....
.....

FOR OFFICIAL USE ONLY

Date.....

APPROVAL/DENIAL OF FUNDING CONTRACT/AGREEMENT

Pursuant to the provision of regulation 13(b) of The Non-Governmental Organizations Act
(Amendment) Regulations, 2019 Government Notice No. 609 of 2018, I do hereby, approve/deny
the submission of Funding Contract/Agreement entered between your Organization and
..... Dated.....day of, 20.... for provision of (USD, EURO, TSH) for the
purposes of

Gn. No. 685 (Contd.)

Kindly be informed that such fund is subjected to auditing pursuant to the provision of section 29(b) of the NGOs Act, (as amended).

The grounds for denial (if any) are:-

.....
.....
.....

.....

REGISTRAR

NGOA – FORM NO. 16

CONSTITUTION OF A NON-GOVERNMENTAL ORGANIZATION.

(Made under regulation 22)

THE CONSTITUTION

OF

.....

TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
PART I: PRELIMINARY	3
ARTICLE 1: Name of the Organization	3
ARTICLE 2: Interpretation	3
ARTICLE 3: Preamble	3
ARTICLE 4: Registration	3
ARTICLE 5: Head Office.....	3
ARTICLE 6: Area of Operation	3
PART II: VISION, MISSION AND OBJECTIVES	4
ARTICLE 7: Vision Statement	4
ARTICLE 8: Mission Statement	4
ARTICLE 9: Objectives (For purpose of promoting/ enhancing/protecting lobbying/Advocating.....)	4
PART III: MEMBERSHIP AND TYPES OF MEMBERS	4
ARTICLE 10: Membership.....	4
ARTICLE 11: Types of Members	4
ARTICLE 12: Rights and obligations of Members	4
ARTICLE 13: Cessation of Members	5
PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP	5
ARTICLE 14: Chairperson or..... <i>(Please insert applicable title if it is other than Chairperson)</i>	5
ARTICLE 15: Executive Secretary/..... <i>(Please insert applicable title if it is other than Executive Secretary)</i>	5

ARTICLE 16: Treasurer/..... (Please insert applicable title if it is other than Treasurer)	5
ARTICLE 17: Election and term of leadership of office bearers	6
PART V: BOARD OF DIRECTORS.....	6
ARTICLE 18: Establishment of the Board of Directors	6
ARTICLE 19: Functions and Duties of Board of Directors	6
PART VI: GENERAL MEETING.....	6
ARTICLE 20: Composition of General Meeting	6
ARTICLE 21: Powers/function of the General Meeting.....	6
ARTICLE 22: Annual General Meeting	7
ARTICLE 23: Extra-Ordinary General Meeting	7
PART VII: FINANCIAL MANAGEMENT, CONSTITUTIONAL AMENDMENT, DISSOLUTION AND CONFLICT RESOLUTION	7
ARTICLE 24: Financial Year	7
ARTICLE 25: Sources of Funds	7
ARTICLE 26: Uses of Funds	7
ARTICLE 27: Bank Account	7
ARTICLE 28: Constitutional Amendments	7
ARTICLE 29: Dissolution	7
ARTICLE 30: Conflict Resolution.....	8
LIST OF FOUNDER MEMBERS	8

PART I: PRELIMINARY

ARTICLE 1: Name of the Organization

The name of the Organization shall be

ARTICLE 2: Interpretation

Unless the context otherwise requires in this Constitution

"Act" shall mean the Non-Governmental Organizations Act, No. 24 of 2002 as amended from time to time;

"Organization" Shall mean.....(Name of the organization);

"Board" Shall mean Board of Directors of the Organization;

"Registrar" shall mean the Registrar of Non Governmental Organizations;

"Office bearers" shall mean Chairperson or, Executive Secretary or, Treasurer or

"Vulnerable, marginalized, voiceless, underprivileged or disadvantaged group" shall include.....(eg. women, children etc.) (if applicable)

ARTICLE 3: Preamble

.....
.....
.....
.....

(Briefly narrate the problems facing the community "on any" of Economic, cultural development, environmental, social, rule and order, Human rights and good governance that led you to form the Organization)

ARTICLE 4: Registration

The Organization shall be registered as a Non Governmental Organization under the Non Governmental Organizations Act, No. 24 of 2002 as amended from time to time.

ARTICLE 5: Head Office

The head office will be based at.....street, nearby.....,ward,
.....District.....Region

P.O.BOX.....

ARTICLE 6: Area of Operation

The Organization shall operate in (Mainland Tanzania
/.....Region/.....District)

PART II: VISION, MISSION AND OBJECTIVES

ARTICLE 7: Vision Statement

.....

ARTICLE 8: Mission Statement

.....

ARTICLE 9: Objectives (For purpose of promoting/ enhancing/protecting lobbying/Advocating.....)

PART III: MEMBERSHIP AND TYPES OF MEMBERS

ARTICLE 10: Membership

Membership to the Organization shall be voluntary and open to any individual who has attained the age of 18 years and above, of sound mind and who is ready to join hands in supporting and promoting vision, mission and objectives of the Organization.

(In case of local NGO membership shall compose of Tanzanians, and for an International NGO membership shall composed of not less than three members two of whom shall Tanzanian being founder members)

ARTICLE 11: Types of Members

There shall be three types of members-

1. Founder members: These are members who made the initiatives to establish this Organization;
2. Ordinary members: These are members who join the Organization after its establishment;
3. Honorary members: are those members who shall be awarded such membership by the Organization due to their positive contributions to the community and Organization objectives.
(if applicable)

ARTICLE 12: Rights and obligations of Members

1. To elect/vote and be elected/voted in the leadership of the Organization except for honorary members;
2. Right to be heard;
3. To attend General Meeting;
4. Participate in all Organization activities as he/she may be required to do so;
5. Receiving information of the Organization progress by any means of communication.
6. To pay fees that is prescribed by the General Meeting;
7. To attend all meetings that requires his/her presence;
8. To participate in all the activities of the Organization as planned;
9. To keep secret all matters and decisions of the Organization.

ARTICLE 13: Cessation of Members

Members shall cease if any the following happens-

1. By resignation;
2. Expulsion for misbehavior, failure to adhere to Organization's resolutions and this Constitution;
3. Failure to attend three consecutive General Meeting without reasonable information;
4. Incapability to perform his/her obligations due to mental disorder;
5. Failure to pay subscription fees foryears;
6. Death.

PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP

ARTICLE 14: Chairperson or..... (Please insert applicable title if it is other than Chairperson)

There shall be Chairperson or..... of the Organization who;

1. Shall preside over General Meeting of the Organization;
2. Be the spokesman for the Organization;
3. Shall be a signatory to the bank account.
4. Shall be the overseer of the Organization's daily activities
(Add if any)

ARTICLE 15: Executive Secretary/..... (Please insert applicable title if it is other than Executive Secretary)

There shall be Executive Secretary/..... of the Organization who;

1. Shall call meetings in consultation with the Chairperson;
2. Shall arrange schedule of duties in the office;
3. Shall receive all letters including application letters from new members and to submit them to the General Meeting for approval;
4. Shall keep all documents of the Organization;
5. Shall be a signatory to the Organizations bank account;
6. Shall keep records of all assets of the Organization.
(Add if any)

ARTICLE 16: Treasurer/..... (Please insert applicable title if it is other than Treasurer)

There shall be Treasurer/..... of the Organization who;

1. Shall receive and keep all the money of the Organization;
2. Shall prepare the annual budget and estimates of the Organization to be presented to the General Meeting;
3. Shall keep all records of assets, records of accounts and books of account;
4. Shall prepare financial records of statements of income and expenditure and submit the said documents together with audited report to the General Meeting;
5. Shall be a signatory to the bank account.
(Add if any)

ARTICLE 17: Election and term of leadership of office bearers

The office bearers of the Organization shall be elected by the General Meeting among the members and hold office for a period ofyears and may be re elected for another term ofyears.

PART V: BOARD OF DIRECTORS

ARTICLE 18: Establishment of the Board of Directors

1. There shall be a Board of Directors composed of the Chairperson, Executive Secretary, Treasurer and other members appointed by General Meeting;
2. Members of the Board shall hold the office for a period of year and may be re-appointed for another term ofyears.
3. The Chairperson of the Board shall be elected by the General Meeting among Board members while the Chairperson of the Organization shall be Secretary to the Board;
(Provide your structure if any)
4. Board of Director shall hold the meeting twice a year or at any time in case of emergency;
5. Quorum shall be 2/3 of the Board members.

ARTICLE 19: Functions and Duties of Board of Directors

1. To make Rules and Regulations;
2. To protect and advance the image of the Organization;
3. To recruit staffs;
4. To participate in developing Organization's Strategic plans;
5. To appoint auditor(s);
6. To convene projects to be carried out by Organization, conduct or cause to be conducted feasibility studies for such project and submit the same for approval by the General Meeting;
7. To form different committees of the Organization where necessary.
(Add if any)

PART VI: GENERAL MEETING

ARTICLE 20: Composition of General Meeting

1. General Meeting shall be a supreme organ of the Organization composed of all members of the Organization;
2. The decisions in this meeting shall be by majority vote of members attended the meeting.

ARTICLE 21: Powers/function of the General Meeting

1. Discuss new members for admission and discipline and expel members;
2. Discuss and approve annual budgets, plans, physical and financial implementation reports;
3. Amend the Constitution;
4. Electing office bearers of the Organization;
5. Approve issues originated from the Board of Directors;
6. To appoint Board of Directors.
(Add if any)

ARTICLE 22: Annual General Meeting

1. There shall be Annual General Meeting of the Organization held once a year;
2. Notice shall be given to all members days before the meeting;
3. Quorum shall be 2/3 of members.

ARTICLE 23: Extra-Ordinary General Meeting

1. The Extra-Ordinary General Meeting shall be held whenever there is an emergency;
2. Notice shall be given to all members days before the meeting;
3. Quorum shall be 2/3 of members.

**PART VII: FINANCIAL MANAGEMENT, CONSTITUTIONAL AMENDMENT,
DISSOLUTION AND CONFLICT RESOLUTION**

ARTICLE 24: Financial Year

The financial year of the Organization shall be between 1st January and 31st December of the calendar year.

ARTICLE 25: Sources of Funds

The sources of funds for the Organization shall be-

1. Entry and annual fees;
2. Fundraising;
3. Legal gifts from friends;
4. Grants, donations;
5. Income generating activities.

(Add if any)

ARTICLE 26: Uses of Funds

Funds however obtained shall solely be applied towards the promotion of the objectives of the Organization.

ARTICLE 27: Bank Account

There shall be a bank account opened in the name of the Organization. The office bearers shall be the signatories of the Bank Account of the Organization. For any transaction to be effected there must be signatures of two signatories among the three signatories.

ARTICLE 28: Constitutional Amendments

Any part, clause of this Constitution may be removed, added or amended by the General Meeting by the majority vote of eligible voters held for that purpose.

ARTICLE 29: Dissolution

1. The Organization may be dissolved by resolution passed at the General Meeting, by at least a two thirds majority of members eligible to vote or by operation of law;
2. In the event Organization is dissolved, all assets remain after payment of debts shall be transferred to another Non-Governmental Organization registered under the Act with Similar objectives with this Organization.

ARTICLE 30: Conflict Resolution

1. Whenever arises a conflict within the Organization; the Board will be responsible to settle the dispute;
2. If the Board fails to handle the dispute, the matter will be referred to the General Meeting and if the General Meeting.

LIST OF FOUNDER MEMBERS

NO	NAME	SEX	NATIONALITY	POSITION	PHONE NO.	SIGNATURE
1.				Chairperson		
2.				Secretary		
3.				Treasurer		
4.				Member		
5.				Member		
6.				Member		

KATIBA YA SHIRIKA LISILOKUWA LA KISERIKALI.

(Imetengenezwa chini ya kanuni ya 22)

KATIBA YA SHIRIKA

LA

.....

YALIYOMO	
ISSN 0856 - 034X	1
TABLE OF CONTENTS	i
PART I: PRELIMINARY	3
ARTICLE 1: Name of the Organization	3
ARTICLE 2: Interpretation	3
ARTICLE 3: Preamble	3
ARTICLE 4: Registration	3
ARTICLE 5: Head Office	3
ARTICLE 6: Area of Operation	3
PART II: VISION, MISSION AND OBJECTIVES	4
ARTICLE 7: Vision Statement	4
ARTICLE 8: Mission Statement	4
ARTICLE 9: Objectives (For purpose of promoting/ enhancing/protecting lobbying/Advocating.....)	4
PART III: MEMBERSHIP AND TYPES OF MEMBERS	4
ARTICLE 10: Membership	4
ARTICLE 11: Types of Members	4
ARTICLE 12: Rights and obligations of Members	4
ARTICLE 13: Cessation of Members	5
PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP	5

Non Governmental Organizations (Amendments)

GN. NO. 685 (Contd.)

ARTICLE 14: Chairperson or..... (Please insert applicable title if it is other than Chairperson).....	5
ARTICLE 15: Executive Secretary/..... (Please insert applicable title if it is other than Executive Secretary).....	5
ARTICLE 16: Treasurer/..... (Please insert applicable title if it is other than Treasurer).....	5
ARTICLE 17: Election and term of leadership of office bearers.....	6
PART V: BOARD OF DIRECTORS	6
ARTICLE 18: Establishment of the Board of Directors	6
ARTICLE 19: Functions and Duties of Board of Directors	6
PART VI: GENERAL MEETING	6
ARTICLE 20: Composition of General Meeting	6
ARTICLE 21: Powers/function of the General Meeting	6
ARTICLE 22: Annual General Meeting	7
ARTICLE 23: Extra-Ordinary General Meeting.....	7
PART VII: FINANCIAL MANAGEMENT, CONSTITUTIONAL AMENDMENT, DISSOLUTION AND CONFLICT RESOLUTION	7
ARTICLE 24: Financial Year	7
ARTICLE 25: Sources of Funds	7
ARTICLE 26: Uses of Funds	7
ARTICLE 27: Bank Account.....	7
ARTICLE 28: Constitutional Amendments	7
ARTICLE 29: Dissolution	7
ARTICLE 30: Conflict Resolution	8

LIST OF FOUNDER MEMBERS	8
YALIYOMO	10
IBARA 1: Jina la Shirika.....	14
IBARA 2: Tafsiri.....	14
IBARA 3:Utangulizi.....	14
IBARA 4: Usajili.....	14
IBARA 5: Ofisi Kuu.....	14
IBARA 6: Eneo la Utendaji Kazi	14
SEHEMU YA II: DIRA, DHAMIRA NA MADHUMUNI	15
IBARA 7: Kauli Dira.....	15
IBARA 8: Kauli ya Dhamira	15
IBARA 9: Madhumuni	15
SEHEMU YA III: UANACHAMA NA AINA ZA WANACHAMA	15
IBARA 10: Uanachama.....	15
IBARA 11: Aina za Wanachama	15
IBARA 12: Haki na Wajibu wa Mwanachama	15
IBARA 13: Kukoma kwa Uanachama	16
SEHEMU YA IV: MUUNDO WA UONGOZI NA MUDA WA KUKAA MADARAKANI	16
IBARA 14: Mwenyekiti au..... (weka cheo kingine kama sio Mwenyekiti)	16
IBARA 15: Katibu Mtendaji au.....(weka cheo kingine kama sio Katibu)	16

Non Governmental Organizations (Amendments)

GN. NO. 685 (Contd.)

IBARA 16: Mweka Hazina au.....(weka cheo kingine kama sio Mweka hazina).....	16
IBARA 17: Uchaguzi na Muda wa Kukaa Madarakani	17
SEHEMU YA V: BODI YA WAKURUGENZI	17
IBARA 18: Kuanzisha na Wajumbe wa Bodi	17
IBARA 19: Wajibu, Mamlaka na Kazi za Bodi	17
SEHEMU YA VI: MKUTANO MKUU	17
IBARA 20: Wajumbe wa Mkutano Mkuu	17
IBARA 21: Kazi za Mkutano Mkuu	18
IBARA 22: Mkutano Mkuu wa Mwaka.....	18
IBARA 23: Mkutano MkuuMaalumu (au Mkutano Mkuuwa Dharura)	18
SEHEMU YA VII: UTUNZAJI WA FEDHA, VYANZO VYA FEDHA NA MATUMIZI YA FEDHA ZA SHIRIKA	18
IBARA 24: Mwaka wa Fedha	18
IBARA 25: Vyanzo vya Fedha.....	19
IBARA 26: Matumizi ya Fedha	19
IBARA 27: Uendeshaji wa Akaunti za Benki	19
IBARA 28: Mabadiliko ya Katiba.....	19
IBARA 29: Kuvunja Shirika	19
IBARA 30: Utatuzi wa Migogoro	19
ORODHA YA WANACHAMA WAANZILISHI.....	19

Non Governmental Organizations (Amendments)

GN. No. 685 (Contd.)

SEHEMU YA I: UTANGULIZI

IBARA 1: Jina la Shirika

Jina la Shirika litakuwa.....

IBARA 2: Tafsiri

“Shirika” maana yake shirika la.....;

“Katiba” maana yake katiba ya shirika la.....;

“Bodi” maana Bodi ya Wakurugenzi.

“Msajili” maana yake ni Msajili wa Mashirika Yasiyo ya Kiserikali

“Viongozi” maana yake Mwenyekiti au....., Katibu mtendaji au.....Mweka hazina au.....

IBARA 3: Utangulizi

.....
(Elezea kwa kifupi mambo/changamoto/matatizo yanayoikabali jamii katika nyanja ya uchumi, utamaduni, mazingira, mambo ya kijamii, utawala wa sheria, Haki za Kibinadamu na utawala bora, yaliyopelekea kuanzisha shirika)

IBARA 4: Usajili

Shirika hili litasajiliwa chini ya Sheria ya Mashirika Yasiyo ya Kiserikali, Sura ya 56 .

IBARA 5: Ofisi Kuu

Ofisi kuu ya Shirika itakuwakatika wilaya ya, mtaa wa, Nyumba namba....., karibu na Mkoa wa S.L.B

IBARA 6: Eneo la Utendaji Kazi

Shirika litafanya kazi.....(mf. Tanzania Bara, Mkoa wa..... au Wilaya ya.....)

Non Governmental Organizations (Amendments)

GN. NO. 685 (Contd.)

SEHEMU YA II: DIRA, DHAMIRA NA MADHUMUNI.

IBARA 7: Kauli Dira

.....

IBARA 8: Kauli ya Dhamira

.....

.....

IBARA 9: Madhumuni

1. Kuwawezesha
2. Kuhamasisha
3. Kukuza uelewa

SEHEMU YA III: UANACHAMA NA AINA ZA WANACHAMA

IBARA 10: Uanachama

Shirika lipo wazi kwa mtu yoyote ikiwa-

1. Ni Mtanzania;
2. Ana umri wa miaka 18 au zaidi;
3. Ana akili timamu;
4. Atakubaliana na malengo ya Shirika.

IBARA 11: Aina za Wanachama

Kutakuwa na aina tatu za wanachama katika Shirika ambazo ni-

1. Wanachama Waanzilishi: Ni wale ambao walishiriki katika kuanzisha Shirika;
2. Wanachama wa Kawaida: Ni wale watakojiunga baada ya kusajiliwa Shirika;
3. Wanachama wa Heshima: Ni wanachama wa Shirika ambao watapewa uanachama kutokana na nafasi yao katika jamii na na mchango wao katika Shirika.

IBARA 12: Haki na Wajibu wa Mwanachama

1. Kuchagua au kuchaguliwa isipokuwa mwanachama wa heshima;
2. Kushiriki vikao na kupata taarifa za maamuzi ya Shirika;
3. Kupata taarifa za maendeleo ya Shirika;
4. Kuhudhuria mikutano na vikao vinavyomruhusu.
5. Kulinda, kutunza na kuheshimu katiba ya Shirika pamoja na Sheria za nchi;
6. Kushiriki shughuli zote rasmi za Shirika zitakazo amriwa na uongozi wa Shirika;
7. Kulipa Ada ya kwa mwezi;
8. Kuhudhuria Mkutano.

IBARA 13: Kukoma kwa Uanachama

1. Kifo;
2. Amekiuka katiba ya Shirika;
3. Kuugua ugonjwa wa akili uliohibitishwa na Daktari;
4. Kushindwa kuhudhuria Mkutano Mkuu kwa kipindi cha..... mfululizo;
5. Kushindwa kulipa ada kwa kipindi cha..... mfululizo;
6. Mwanachama kujiondoa mwenyewe kwa ridhaa yake.

SEHEMU YA IV: MUUNDO WA UONGOZI NA MUDA WA KUKAA
MADARAKANI

*IBARA 14: Mwenyekiti au..... (weka cheo kingine kama sio
Mwenyekiti)*

Kutakuwa na Mwenyekiti au..... wa Shirika ambaye;

1. Ataitisha na kuongoza Mkutano Mkuu wa Shirika kama utakavyoitishwa kwa mujibu wa katiba;
2. Atasimamia utekelezaji wa shughuli zote za kila siku;
3. Atakuwa Katibu wa Bodi ya Wakurugenzi;
4. Atakuwa msemaji wa Shirika na mtoa taarifa zote za Shirika;
5. Atakuwa miongoni mwa watia sahihi katika akaunti ya Shirika.

*IBARA 15: Katibu Mtendaji au.....(weka cheo kingine kama sio
Katibu)*

Kutakuwa na Katibu Mtendaji au.....wa Shirika ambaye;

1. Atakuwa mtendaji mkuu wa shughuli zote za Shirika;
2. Atatunza kumbukumbu zote na mali za Shirika;
3. Kwa kushirikiana na Mwenyekiti ataitisha Mkutano Mkuu ya Shirika;
4. Ataandika muhtasari wa Mkutano na kusambaza kwa wajumbe muhtasari uliopita;
5. Atafanya kazi yoyote atakayoelekezwa na Mkutano Mkuu na Bodi ya Wakurugenzi;
6. Atakuwa miongoni mwa watia sahihi katika akaunti ya Benki ya Shirika.

*IBARA 16: Mweka Hazina au.....(weka cheo kingine kama sio Mweka
hazina)*

Kutakuwa na Mweka hazina au..... wa Shirika ambaye;

1. Atapokea na kupeleka benki michango na mapato yote ya Shirika kutoka vyanzo mbalimbali;

Non Governmental Organizations (Amendments)

GN. NO. 685 (Contd.)

2. Atawajibika kutoa taarifa ya mapato na matumizi kila baada ya miezi mitatu (3) na pindi atakavyotakiwa kufanya hivyo kwa maamuzi ya Mkutano Mkuu;
3. Atatunza nyaraka zote na kumbukumbu zinazohusiana na masuala ya fedha;
4. Ataratibu shughuli na ukaguzi wa fedha za Shirika;
5. Atakuwa miongoni mwa watia sahihi benki kwa akaunti ya Shirika;
6. Atatekeleza shughuli yoyote kama itakavyokuwa imeagizwa na Bodi ya Wakurugenzi na Mkutano Mkuu;
7. Atakuwa mjumbe wa Bodi ya Wakurugenzi.

IBARA 17: Uchaguzi na Muda wa Kukaa Madarakani

Viongozi wa Shirika watachaguliwa na Mkutano Mkuu miongoni mwa wanachama wa Shirika, na watakaa madarakani kwa miaka, hata hivyo Viongozi hao wanaweza kuchaguliwa tena kwa kipindi cha miaka

SEHEMU YA V: BODI YA WAKURUGENZI

IBARA 18: Kuanzisha na Wajumbe wa Bodi

1. Kutakuwa na Bodi ya Wakurugenzi itakayojumuisha Mwenyekiti wa Shirika, Katibu Mtendaji, Mweka Hazina na wajumbe watakaoteuliwa na Mkutano Mkuu;
2. Wajumbe wa Bodi watakaa madarakani kwa miaka na wanaweza kuchaguliwa tena kwa kipindi cha miaka.....;
3. Mwenyekiti wa Bodi atachaguliwa na Mkutano Mkuu, Mwenyekiti wa Shirika atakuwa Katibu wa Bodi;
4. Bodi itafanya vikao vyake mara tatu kwa mwaka hata hivyo wanaweza kukutana muda wowote itakapotokea dharula, akidi itakuwa ½ ya wajumbe wa Bodi.

IBARA 19: Wajibu, Mamlaka na Kazi za Bodi

1. Kushauri viongozi wa Shirika katika utekelezaji wa majukumu ya Shirika;
2. Kuteua Mkaguzi wa Mahesabu;
3. Kuandaa Kanuni na Taratibu za Shirika.(Ongeza nyingine kama zipo)

SEHEMU YA VI: MKUTANO MKUU

IBARA 20: Wajumbe wa Mkutano Mkuu

1. Kutakuwa na Mkutano Mkuu wa Shirika ambao ni chombo cha juu cha maamuzi katika Shirika utakaojumuisha wanachama wote wa Shirikana wageni waalikwa ambao hawatakua na haki ya kupiga kura;

2. Maamuzi ya Mkutano Mkuu yatakuwa ni ya wengi.

IBARA 21: Kazi za Mkutano Mkuu

Mkutano Mkuu wa Shirika utakuwa na kazi zifuatazo-

1. Kujadili na kupitisha taarifa mbalimbali ikiwepo ya bajeti ya Shirika, mapato na matumizi kutoka kwenye Bodi;
2. Kufanya uchaguzi wa viongozi mbalimbali wa Shirika na Bodi;
3. Kuthibitisha uteuzi wa Mkaguzi wa Mahesabu;
4. Kufanya marekebisho ya Katiba;
5. Kuvunja Shirika;
6. Kupokea wanachama wapya au kuondoa wanachama;
7. Kuthibitisha Sheria ndogo ndogo zilizotungwa na Bodi.

IBARA 22: Mkutano Mkuu wa Mwaka

1. Mkutano Mkuu wa Mwaka utafanyika mara moja kwa mwaka;
2. Akidi ya Mkutano Mkuu wa Mwaka itakuwa ni 2/3 ya wanachama;
3. Taarifa ya Mkutano Mkuu wa mwaka itatolewa na Bodi kwa wanachama wote siku zisizopungua

IBARA 23: Mkutano Mkuu Maalumu (au Mkutano Mkuu wa Dharura)

1. Mkutano Mkuu wa dharula utaitishwa na Shirika endapo kutatokea jambo la dharura ambalo lithitaji maamuzi ya Mkutano Mkuu kwa haraka;
2. Akidi ya Mkutano Mkuu wa Dharura wa Shirika itakuwa ni 1/2 ya wanachama wote na maamuzi yatakuwa ni ya wengi;
3. Taarifa ya Mkutano Mkuu wa Dharula itatolewa na Bodi kwa wanachama wote siku zisizopungua

.....

SEHEMU YA VII: UTUNZAJI WA FEDHA, VYANZO VYA FEDHA NA MATUMIZI YA FEDHA ZA SHIRIKA

IBARA 24: Mwaka wa Fedha

Mwaka wa fedha wa Shirika utakuwa ni kuanzia tarehe 1 Januari hadi tarehe 31 Desemba kila mwaka.

Non Governmental Organizations (Amendments)

Gn. No. 685 (Contd.)

IBARA 25: Vyanzo vya Fedha

Vyanzo vya fedha vitakuwa ni-

1. Ada na viingilio vya wanachama;
2. Michango mbalimbali ya wanachama;
3. Miradi mbalimbali ya uzalishaji mali;
4. Michango kutoka kwa wadau na wafadhili mbalimbali wa ndani na nje ya nchi kwa kuzingatia Seria za nchi.

IBARA 26: Matumizi ya Fedha

Fedha zitatumika kulingana na malengo ya Shirika.

IBARA 27: Uendeshaji wa Akaunti za Benki

1. Shirika litafungua akaunti katika benki itakayoamuliwa na Wanachama wote katika Mkutano Mkuu;
2. Akaunti ya Benki itakuwa na watia sahihi watatu ambao ni viongozi wa shirika. Ilimuamala ukamilike lazima utiwe saina na Viongozi wawili.

IBARA 28: Mabadiliko ya Katiba

Katiba hii inaweza kurekebisha kwa maamuzi ya 2/3 ya Wanachama katika Mkutano Mkuu.

IBARA 29: Kuvunja Shirika

1. Shirika litavunjika endapo 2/3 ya Wanachama katika Mkutano Mkuu watakuwa wameafiki au litafutiwa usajili wake;
2. Baada ya Shirika kuvunjwa, kama kuna madeni yatalipwa kwanza, mali zitakazobaki zitagawiwa kwenye Shirika lingine lenye malengo sawa na shirika hili.

IBARA 30: Utatuzi wa Migogoro

Endapo kutatokea mgogoro katika Shirika, basi utatatuliwa na Bodi, ikitokea Bodi imeshindwa kusuluhisha basi mgogoro huo utasuluhishwa na Mkutano Mkuu.

ORODHA YA WANACHAMA WAANZILISHI

NA	JINA	JINSIA	CHEO	UTAIF	NA. YA SIMU.	SAHIHI
				A		
1.			Mwenyekiti			

Non Governmental Organizations (Amendments)

GN. No. 685 (Contd.)

2.			Katibu			
3.			M/Hazina			
4.			Mwanachama			
5.			Mwanachama			
6.			Mwanachama			

Dodoma
8th September, 2019

UMMY A. MWALIMU
*Minister for Health, Community
Development, Gender, Elderly and Children*