



**THE CONSTITUTION**

**OF**

**TANZANIA PARALEGALS NETWORK**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
PART I: PRELIMINARY.....	1
ARTICLE 1: Name of the Organization.....	1
ARTICLE 2: Interpretation .....	1
ARTICLE 3: Preamble.....	1
ARTICLE 4: Registration.....	1
ARTICLE 5: Head Office .....	1
ARTICLE 6: Area of Operation .....	1
PART II: VISION, MISSION AND OBJECTIVES .....	1
ARTICLE 7: Vision Statement.....	1
ARTICLE 8: Mission Statement.....	2
ARTICLE 9: Objectives .....	2
PART III: MEMBERSHIP AND TYPES OF MEMBERS.....	2
ARTICLE 10: Membership.....	2
ARTICLE 11: Types of Members .....	2
ARTICLE 12: Rights and obligations of Members.....	2
ARTICLE 13: Cessation of Members .....	3
PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP.....	3
ARTICLE 14: Chairperson .....	3
ARTICLE 15: Executive Secretary.....	3
ARTICLE 16: Treasurer.....	3
ARTICLE 17: Election and term of leadership of office bearers .....	4
PART V: BOARD OF DIRECTORS.....	4
ARTICLE 18: Establishment of the Board of Directors .....	4
ARTICLE 19: Functions and Duties of Board of Directors.....	4

PART VI: GENERAL MEETING .....	4
ARTICLE 20: Composition of General Meeting .....	4
ARTICLE 21: Powers/function of the General Meeting.....	4
ARTICLE 22: Annual General Meeting.....	5
ARTICLE 23: Extra-Ordinary General Meeting .....	5
PART VII: FINANCIAL MANAGEMENT, CONSTITUTIONAL AMENDMENT, DISSOLUTION AND CONFLICT RESOLUTION .....	5
ARTICLE 24: Financial Year .....	5
ARTICLE 25: Sources of Funds .....	5
ARTICLE 26: Uses of Funds .....	5
ARTICLE 27: Bank Account .....	5
ARTICLE 28: Constitutional Amendments .....	5
ARTICLE 29: Dissolution .....	6
ARTICLE 30: Conflict Resolution .....	6
LIST OF FOUNDER MEMBERS.....	7

## **PART I: PRELIMINARY**

### **ARTICLE 1: Name of the Organization**

The name of the Organization shall be Tanzania Paralegals Network (TAPANET).

### **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 Tanzania Paralegal Network;

“**Board**” Shall mean Board of Directors of the Organization;

“**Registrar**” shall mean the Registrar of Non Governmental Organizations;

“**Office bearers**” shall mean Chairperson, Executive Secretary and Treasurer

### **ARTICLE 3: Preamble**

We, the members of Tanzania Paralegals Network which is a Network of member Organizations, desirous to continue carrying out the core objectives that lead to the establishment and incorporation of Tanzania Paralegals Network Limited in the year 2014 and mindful of the fact that Tanzania Paralegals Network Limited ceased by operation of the law, to operate as such beginning 1<sup>st</sup> day of September 2019 hence enact this Constitution to govern our Non Governmental Organization in its pursuit of enhanced, transparent and accountable governance and improved quality of life of the Tanzanian people, including effective protection of human rights through the strengthened ability of civil society to constructively influence key policy decisions relating to poverty reduction, equity and democratization and any other policy issues as may be determined by the Forum from time to time.

### **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 Mazimbu street, nearby ATN Shell Modeco ward, Morogoro District Morogoro Region  
P.O.BOX 6584

### **ARTICLE 6: Area of Operation**

The Organization shall operate in Tanzania Mainland.

## **PART II: VISION, MISSION AND OBJECTIVES**

### **ARTICLE 7: Vision Statement**

TAPANET envisions paralegal organizations with capacity to provide quality, accessible and sustained Paralegal services.

## **ARTICLE 8: Mission Statement**

TAPANET shall be a network of Paralegal organizations responsible for advocacy, capacity building, and coordination through strengthening knowledge creation, collaboration, networking and experience sharing among paralegals in Tanzania.

## **ARTICLE 9: Objectives**

1. Improved Paralegal Organizations capacity to provide quality Legal Aid and education Service;
2. Improved National human rights systems, frameworks and plans to effectively support provision of legal aid service;
3. Strengthened networking and coordination mechanism among TAPANENT members and other stakeholders;
4. To enhance the capability of member organizations to understand, to monitor, and to strategically, proactively and effectively engage with and or influence national policies which affects people's lives as their basic rights;
5. To lobby for the national policies process and enhances quality of policy making;
6. Increased institutional capacity of TAPANET to provide quality service sustainably.

## **PART III: MEMBERSHIP AND TYPES OF MEMBERS**

### **ARTICLE 10: Membership**

Membership to the Organization shall be voluntary and open to any Tanzanian 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.

### **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.

### **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 for 1 years;
6. Death.

## **PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP**

### **ARTICLE 14: Chairperson**

There shall be Chairperson 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

### **ARTICLE 15: 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.

### **ARTICLE 16: 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.

### **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 of 3 years and may be re elected for another term of 2 years.

## **PART V: BOARD OF DIRECTORS**

### **ARTICLE 18: Establishment of the Board of Directors**

1. There are shall be a Board of Directors composed of the Chairperson, Executive Secretary, Treasurer and other 4 members appointed by General Meeting;
2. Members of the Board shall hold the office for a period of 3 year and may be re-appointed for another term of 2 years.
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;
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.

## **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.

## **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 21 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 7 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 1<sup>st</sup> January and 31<sup>st</sup> 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.

### **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 fail the matter will be referred to Registrar.

**LIST OF FOUNDER MEMBERS**

NO	NAME	SEX	NATIONALITY	POSITION	PHONE NO.	SIGNATURE