

# **CONSTITUTION**

**OF**

**UGANDA SECONDARY SCHOOLS  
SPORTS ASSOCIATION  
(USSSA)**

## TABLE OF CONTENTS

<b>ARTICLE 1: INTERPRETATION .....</b>	<b>4</b>
<b>ARTICLE 2: TITLE AND HEAD QUARTERS .....</b>	<b>4</b>
<b>ARTICLE 3: MANDATE .....</b>	<b>5</b>
<b>ARTICLE 4: NEUTRALITY AND NON-DISCRIMINATION .....</b>	<b>5</b>
<b>ARTICLE 5: PROMOTING FRIENDLY RELATIONS .....</b>	<b>6</b>
<b>ARTICLES 6: CONDUCT OF MEMBERS AND OFFICIALS .....</b>	<b>6</b>
<b>ARTICLE 7: OFFICIAL LANGUAGE.....</b>	<b>6</b>
<b>ARTICLE 8: OBJECTIVES .....</b>	<b>6</b>
<b>ARTICLE 9: RIGHTS OF MEMBERS .....</b>	<b>7</b>
<b>ARTICLE 10: MEMBERS' OBLIGATIONS .....</b>	<b>7</b>
<b>ARTICLE 11: SUSPENSION .....</b>	<b>8</b>
<b>ARTICLE 12: DISTRICT ASSOCIATIONS.....</b>	<b>8</b>
<b>ARTICLE 13: BODIES OF USSSA.....</b>	<b>10</b>
<b>ARTICLE 15: GENERAL ASSEMBLY .....</b>	<b>11</b>
<b>ARTICLE 16: EXTRA ORDINARY ASSEMBLY .....</b>	<b>15</b>
<b>ARTICLE 17: EXECUTIVE COMMITTEE .....</b>	<b>15</b>
<b>ARTICLE 18: QUALIFICATIONS .....</b>	<b>18</b>
<b>ARTICLE 19: DUTIES.....</b>	<b>19</b>
<b>ARTICLE 20: EMERGENCE COMMITTEE.....</b>	<b>23</b>

<b>ARTICLE 21: ELECTIONS .....</b>	<b>24</b>
<b>ARTICLE 22: SUB-COMMITTEE .....</b>	<b>25</b>
<b>ARTICLE 23: FINANCE.....</b>	<b>26</b>
<b>ARTICLE 24: TECHNICAL SUB-COMMITTEES.....</b>	<b>27</b>
<b>ARTICLE 25: PUBLICITY SUB-COMMITTEE .....</b>	<b>27</b>
<b>ARTICLE 26: ORGANIZING SUB-COMMITTEES .....</b>	<b>28</b>
<b>ARTICLE 27: DISCIPLINARY SUB-COMMITTEES .....</b>	<b>28</b>
<b>ARTICLE 28: APPEALS COMMITTEE.....</b>	<b>29</b>
<b>ARTICLE 29: FINANCE SUB-COMMITTEE/MARKETING .....</b>	<b>29</b>
<b>ARTICLE 30: THE SECRETARIAT .....</b>	<b>29</b>
<b>ARTICLE 31: THE CHIEF EXECUTIVE OFFICER (CEO).....</b>	<b>30</b>
<b>ARTICLE 32: USSSA LIMITED.....</b>	<b>31</b>
<b>ARTICLE 33: HONORARY MEMBERSHIP.....</b>	<b>32</b>
<b>ARTICLE 34: PATRON.....</b>	<b>32</b>
<b>ARTICLE 35: MEETINGS.....</b>	<b>33</b>
<b>ARTICLE 36: QUORUM .....</b>	<b>33</b>
<b>ARTICLE 37: AUDITORS.....</b>	<b>34</b>
<b>ARTICLE 38: AMENDMENTS OR ALTERATION TO THE CONSTITUTION .....</b>	<b>35</b>
<b>ARTICLE 39: DISSOLUTION.....</b>	<b>35</b>

## ARTICLE 1: INTERPRETATION

### (a) School

Means an institution registered with and recognized by the Ministry in charge of Education, admitting students for Secondary Education.

### (b) Association

Means a body responsible for organizing secondary school sports activities in the Country,

### (c) Student

Means a registered scholar in a school, following the school timetable and administrative policies of a school i.e. registered with the Ministry of Education

### (d) Executive Committee

Means the Executive Committee of Uganda Secondary Schools Sports Association

### (e) Member

Means District Secondary Schools Sports Association (DSSSA) that has been admitted to USSSA

*Amend to read: means a Zonal Secondary Schools Sports Association (ZSSSA) admitted to and in right standing with USSSA*

### (f) Honorable Member

*Amend to read: Honorary Member*

*Honorary member means: Title Bestowed by the General Assembly to a person whose contribution to sports is outstanding.*

*Justification: Change of Membership Status from District to Zone*

## ARTICLE 2: TITLE AND HEAD QUARTERS

(a) The Association shall be called the **UGANDA SECONDARY SCHOOLS SPORTS ASSOCIATION (USSSA)**.

(b) The Association Headquarters shall be in Kampala

(c) The association shall be affiliated to Federation of East Africa Secondary Schools Sports Association (FEASSSA) and any other sporting bodies as decided by the General Assembly.

***Amend to read:***

***C) The Association shall be affiliated to International Schools Sports Federation (ISF), Federation of Africa Schools Sports (FASS) and Federation of East Africa Secondary Schools Sports Association (FEASSSA), and any other sporting bodies as shall be decided by the General Assembly from time to time.***

***Justification: Affiliation to Multiple Federations.***

### **ARTICLE 3: MANDATE**

The Association will have the mandate to run all secondary school activities and to nominate persons and representative teams to FEASSSA Games and any other secondary school related sports activities.

***Amend:***

***The Association will have the mandate to run all Secondary School Sports activities and to nominate persons and representative teams to all International Schools Sports competitions, bodies and other sports related engagements.***

***Justification: to reflect other Federations affiliated to.***

### **ARTICLE 4: NEUTRALITY AND NON-DISCRIMINATION**

(a) USSSA is neutral in matters of politics and religion.

(b) Discrimination of any kind against a district, school, private person or group of people on account of ethnic origin, gender, language, religion, politics or any other reason other than that provided for by the USSSA authority is strictly prohibited and punishable by suspension or expulsion.

***Amend to read***

***a) USSSA is neutral in matters of politics and religion.***

***b) Discrimination of any kind against a member, an individual/institution on account of ethnic origin, gender, language, religion, politics or any other reason other than that provided for by the USSSA authority is strictly prohibited and may attract sanctions in accordance with USSSA disciplinary measures.***

***Justification: Change of Membership Status***

**ARTICLE 5: PROMOTING FRIENDLY RELATIONS**

- (a) USSSA shall promote friendly relations amongst Member Zones, Districts, schools, Officials and players
- (b) USSSA shall provide the necessary institutional means to resolve any internal disputes that may arise between its Members, Officials and Players.

**ARTICLES 6: CONDUCT OF MEMBERS AND OFFICIALS**

The members and Officials of USSSA must observe the Constitution, Regulations, Directives, Decisions and the Code of Ethics of USSSA.

**ARTICLE 7: OFFICIAL LANGUAGE**

The official language of USSSA shall be English

**ARTICLE 8: OBJECTIVES**

**The objectives of the Association are:**

- (a) To promote sports in every way it deems fit.
- (b) To foster friendly relations among schools, Games teachers and students by promoting fair competition.
- (c) To control every type of sport by liaising with all National Sports federations to produce complementary programme.
- (d) To provide by means of statutory regulations, principles of settling any differences that may arise within or between member associations.
- (e) To unify all school sports associations in all districts and zones so as to have a central programming organization.

- (f) To establish a channel through which games teachers will direct their proposals, grievances and any related issues to those concerned.
- (g) To boost the morale of games teachers by convincing National sports federations with a view of involving them in activities and organized trips.
- (h) To organize clinics in various sports so as to enlighten games teachers and other officials in those disciplines.
- (i) Formulate the spirit of self – reliance among schools.
- (j) To foster international friendship and competition with organizations of similar nature.
- (k) To promote leadership skills, teamwork and global consciousness among the students, teachers and other stakeholders.

#### **ARTICLE 9: RIGHTS OF MEMBERS**

**The members of USSSA have the following rights:**

- i. To take part in its General Assembly, to know its agenda in advance, to be invited to the General Assembly within the prescribed time and to exercise their voting rights.
- ii. To draw up proposals for inclusion in the agenda of the General Assembly.
- iii. To nominate and or second candidates for all bodies of USSSA to be selected/elected
- iv. To be informed of the affairs of USSSA through the official bodies of USSSA.
- v. To take part in competitions and / or other sports activities organized by USSSA
- vi. The exercise of these rights is subject to other provisions in this Constitution and the applicable regulations.

#### **ARTICLE 10: MEMBERS' OBLIGATIONS**

**The Members of USSSA have the following obligations:**

- i. To comply with the Constitution and decisions of USSSA at all times and to ensure that these are also respected by its members.
- ii. To ensure the election of its decision making bodies

- iii. To take part in competition (if applicable) and other sports activities organized by USSSA
- iv. To meet their financial obligations.
- v. To communicate to USSSA any amendment of its Constitution as well as the list of its Officials.
- vi. Not to maintain any relations of a sporting nature with entities whose values conflict with USSSA or with Members and persons that have been suspended or expelled
- vii. To observe the principles of loyalty, integrity and good sporting behavior.
- viii. To maintain a register of members this shall regularly be updated.

Violation of the above mentioned obligations by any Member may lead to sanctions provided for in the Constitution or as agreed

#### **ARTICLE 11:       SUSPENSION**

- i. The General Assembly is responsible for suspending a member. The Executive Committee may however suspend a Member that violates its obligations as a Member with immediate effect. The suspension shall last until the next General Assembly unless the Executive Committee has lifted it in the meantime.
- ii. A suspension shall be confirmed at the General Assembly by a 2/3 majority of the votes taken if it is not confirmed the suspension is automatically lifted.
- iii. A suspended Member shall lose its Membership Rights. Other Members **shall** not entertain sporting contact with a suspended Member.
- iv. A Member that does not present at least eight (8) teams for two consecutive years of USSSA competitions at regional or national level shall be suspended from voting at the General Assembly and their representatives shall not be elected or appointed until they have fulfilled their obligations in this respect.

#### **ARTICLE 12:       DISTRICT ASSOCIATIONS**



- a) Schools geographically situated in the same Political District may form an Association therein called a District Secondary Schools Sports Association (DSSSA) which will be recognized by USSSA except for Kampala which will be based on Divisions i.e. each Division coming as District.
- b) i) The Chairperson and treasurer of the District Association must be Headteacher of a Registered Secondary School.
- ii) The secretary must be a Games Teacher who must be a Registered and practicing Teacher.

**AMEND TO INTRODUCE:**

**ARTICLE 13: ZONAL ASSOCIATIONS,**

*a) Districts geographically situated in the same Political area referred to as a zone as here in defined, may form an Association therein called a Zonal Secondary Schools Sports Association (ZSSSA) which will be recognized by USSSA. The following districts and other political creation from them will constitute the zones*

***b) Demarcation of Zones***

NO	ZONES	DISTRICTS
1.	<i>Acholi</i>	<i>Gulu, Kitgum, Lamwo, Pader, Agago, Amuru, Nwoya and Omoro</i>
2.	<i>Ankole</i>	<i>Bushenyi, Buhweju, Mitooma, Rubirizi, Sheema, Ntungamo, Mbarara, Kiruhura, Ibanda, and Isingiro</i>
3.	<i>Bugisu</i>	<i>(Bududa, Bulambuli, Manafwa, Mbale, Namisindwa, Sironko,</i>
4.	<i>Bukedi</i>	<i>Pallisa, Kibuku, Budaka, Butaleja, Tororo, Busia, Butebo</i>
5.	<i>Bunyoro</i>	<i>Buliisa Hoima, Kibaale, Kiryandongo, Masindi, Kikube, Kagadi, Kakumiro)</i>
6.	<i>Busoga</i>	<i>Kamuli, Iganga, Bugiri, Mayuge, Jinja, Luuka, Kaliro, Namutumba, Bugweri, Buyende, Namayingo, and Busiki</i>
7.	<i>Kampala</i>	<i>Nakawa, Rubaga, Makindye, Central, Kawempe</i>
8.	<i>Karamoja</i>	<i>Kaabong, Abim, Kotido, Moroto, Amudat, Napak, Karenga and Nakapiripirit</i>
9.	<i>Kigezi</i>	<i>Kabale, Kanungu, Kisoro, Rukungiri, Rubanda, Rukiga</i>
10.	<i>Lango</i>	<i>Alebtong, Amolatar, Apac, Dokolo, Kole, Lira, Oyam, Otuke and Kwania</i>
11.	<i>Luwero</i>	<i>Nakasongola, Nakaseke, Luwero, Kiboga, Kyankwanzi</i>

12.	<b>Masaka</b>	<i>Bukomansimbi, Kalungu, Kalangala, Rakai, Lwengo, Lyantonde, Sembabule, Kyotera, Masaka</i>
13.	<b>Mpigi</b>	<i>Butambala Mityana Mpigi, Gomba , mubende</i>
14.	<b>Mukono</b>	<i>Mukono, Kayunga, Buikwe, Buvuma</i>
15.	<b>Rwenzori</b>	<i>Kabarole, Kasese, Bundibugyo, Ntoroko, Kyenjojo, Kyegegwa, Bunyangabu, Kamwenge and Fort Portal Municipality</i>
16.	<b>Sebei</b>	<i>Bukwo, Kween and Kapchorwa</i>
17.	<b>Teso</b>	<i>Soroti, Kumi, Ngora, Bukedea, Serere, Kaberamaido, Katakwi, kapelebyong, kalaki, and Amuria</i>
18.	<b>Wakiso</b>	
19.	<b>West-Nile</b>	<i>Adjumani , Arua , Koboko , Maracha , Moyo , Nebbi , Yumbe , Zombo, madi okollo, pakwach</i>

- c) i) The Chairperson and Treasurer of the Zonal Association must be either a Headteacher of a Registered Secondary School or a Director of a recognized Private Secondary School. Such a Director must have professional qualifications as a Secondary School Teacher at Education Officer Level*  
*ii) The secretary must be a registered and practicing Teacher.*

*Justification: to institute nature of the Association*

#### **ARTICLE 13: BODIES OF USSSA**

- (a) The General Assembly is the supreme and legislative body.
- (b) The Executive Committee is the executive and administrative body of USSSA.
- (c) The Emergency Committee shall take actions on emergency issues
- (d) Standing and ad-hoc committees shall advise and assist the Executive Committee in fulfilling its duties. Their duties, composition and function are defined in this Constitution and/or special regulations drawn by the Executive Committee.
- (e) The Secretariat is the administrative body
- (f) The judicial bodies are the Disciplinary Committee and the Appeals Committee

**(g) Uganda Secondary Schools Sports Association Limited by Guarantee is Company Limited by Guarantee (without share capital) registered by USSSA for it to be a legal entity.**

The bodies of USSSA shall be either elected or appointed by USSSA itself in accordance with the procedures described in this Constitution,

***Amend***

***ARTICLE 14: (BODIES OF USSSA)***

***The following entities are established to govern and administer the Association –***

- 1. The USSSA Annual General Assembly;***
- 2. The USSSA Executive Committee***
- 3. Emergency Committee***
- 4. The USSSA Secretariat***
- 5. The USSSA Committees.***
- 6. Uganda Secondary Schools Sports Association Limited by Guarantee***

***Justification: induction of corporate governance.***

**ARTICLE 15: GENERAL ASSEMBLY**

**a) Ordinary General Assembly Agenda,**

The Secretary General shall draw up the agenda based on proposal from the Executive Committee and the Members. Any proposals that a Member wishes to submit to the General Assembly shall be sent to the secretariat in writing with a brief explanation at least **Two Months** before the date of the General Assembly.

b) Voting shall be by show of hands with exception of elections of office bearers which will be by secret ballot

c) The General Assembly shall be held annually.

d) The Executive Committee may at any time call an Extra Ordinary Assembly. At a written request of 1/3 (one third) of the Registered Members, the Executive Committee must call an Extra Ordinary Meeting within one month of receipt of such request.

- e) Each member shall be represented by a maximum of 3 delegates, all of whom may take part in the debates and elections
- f) Only delegates present and entitled to vote shall decide on any questions put to vote.
- g) No delegate will be allowed to represent more than One **Member** at the same time.
- h) During their term of office, members of the Executive Committee shall not be eligible to act as representatives of their associations.
- i) Delegates to the assembly must be bonafide members of the association.
- j) The date and place of the assembly must be notified to the members by a letter a month in advance.
- k) The Agenda of the General Assembly shall include but not limited to the following items:-
  - i. An address by the Chairman
  - ii. Minutes reading, corrections and approval – matters arising
  - iii. Activity Report
  - iv. The treasurers Report
  - v. New proposals to the Assembly
  - vi. Election of office bearers. (Where applicable)

## **l) Areas of Authority**

The General Assembly has the following authority:

- i. Adopting or amending the Constitution, regulations governing the application of the Constitution, the standing orders of the General Assembly and the electoral code
- ii. Appointing two (2) Members to check the minutes and approving the minutes of the last meeting
- iii. Electing the Executive Committee
- iv. Appointing the Returning Officer
- v. Approving the financial statements

- vi. Approving the budget
- vii. Approving the Executive Committee's Activity Report.
- viii. Appointing the independent auditors upon the proposal of the Executive Committee
- ix. Deciding upon the nomination of Honorary Members.
- x. Admitting, suspending or expelling a Member
- xi. Dissolving USSSA
- xii. Passing decisions at the request of a Member in accordance with the Constitution.

***Amend to read:***

***ARTICLE 15: GENERAL ASSEMBLY***

***A General Assembly may be Ordinary or Extra Ordinary***

- a) Ordinary General Assembly Agenda,***
- b) The Chief Executive Officer (CEO) shall draw up the agenda based on proposal from the Executive Committee and the members. Any proposals that a Member wishes to submit to the General Assembly shall be sent to the Secretariat in writing with a brief explanation at least Two Months before the date of the General Assembly.***
- c) Voting shall be by show of hands with exception of elections which shall be by secret ballot.***
- d) The General Assembly shall be held annually.***
- e) Each member shall be represented by a maximum of 5 delegates; the delegates shall include the Zonal Chairperson and at least one female. All delegates of whom may take part in the debates and each is entitled to one vote.***
- f) Only delegates present and entitled to vote shall decide on any questions put to vote.***
- g) No delegate will be allowed to represent more than one Zone at the same time.***

- h) During their term of office, members of the Executive Committee shall not be eligible to act as representatives of their associations.*
- i) Delegates to the Assembly must be bonafide members of the association they present.*
- j) The date and place of the Assembly must be notified to the members 30 calendar days in advance.*
- k) The General Assembly may appoint observers who take part in the General Assembly without the right to debate or vote.*
- l) The Agenda of the General Assembly shall include but not limited to the following items:-*
  - i. An address by the Chairperson*
  - ii. Minutes reading, corrections and approval – matters arising*
  - iii. Activity Report*
  - iv. The audit Reports*
  - v. New proposals to the Assembly*
  - vi. Election of office bearers. (Where applicable)*

***b) Areas of Authority***

***The General Assembly has the following authority:***

- xiii. Adopting or amending the Constitution, regulations governing the application of the Constitution, the standing orders of the General Assembly and the electoral code*
- xiv. Appointing two (2) Members to check the minutes and approving the minutes of the last meeting*
- xv. Electing the Executive Committee*
- xvi. Appointing the Returning Officer*
- xvii. Approving the financial statements*
- xviii. Approving the budget*
- xix. Approving the Executive Committee's Activity Report.*

- xx. Appointing the independent auditors upon the proposal of the Executive Committee*
- xxi. Confirmation of members of nominees for Honorary Membership.*
- xxii. Admitting, suspending or expelling a Member*
- xxiii. Passing decisions at the request of a Member in accordance with the Constitution.*
- xxiv. Dissolving USSSA*

*Justification: corporate governance.*

## **INTRODUCE**

### **ARTICLE 16: EXTRA ORDINARY ASSEMBLY**

- 1. The Executive Committee may convene an Extra Ordinary General Assembly at any time.*
- 2. The Executive Committee may at any time call an Extra Ordinary Assembly. The Extra Ordinary General Assembly may also be called at a written request of 50% of the Registered Members of USSSA in right standing and make such a request in writing.*
- 3. The request shall specify the items of the agenda, place and date of the meeting.*
- 4. The Extra Ordinary General Assembly shall be held within one month of receipt of the request*

*Justification: governance.*

### **ARTICLE 17: EXECUTIVE COMMITTEE**

- a) The association shall be managed by a committee herein after referred to as the Executive Committee comprising of the following officials:- (the president and treasurer must be Headteachers of registered schools)
- i. President (Must be a Headteacher of a Secondary school recognized by the Ministry of Education and Sport)
  - ii. Vice President Administration
  - iii. Vice President Technical

- iv. General Secretary
  - v. Assistant General Secretary
  - vi. Treasurer (Must be a Headteacher of a Secondary school recognized by the Ministry of Education and Sport
  - vii. Assistant Treasurer
  - viii. Publicity Secretary
  - ix. Organizing Secretary
  - x. Secretary for women (must be female)
  - xi. 11 Committee Members (2 Buganda, 2 Eastern, 2 Western, 2 Northern, 1 Kampala, 2 from the disadvantaged gender and region).
  - xii. Ex-official – ASSHU representative named by the ASSHU Executive.
- b) The committee shall retire every four years but shall be eligible for re-election.
  - c) If any member of the executive relinquishes her/his duties, he/she will be replaced immediately by the Executive Committee until the next AGM when By-elections are conducted.
  - d) The committee shall be empowered to take decisions on behalf of the association, which are to be reported to assembly during the annual meeting.
  - e) The committee shall determine annual subscription fee and other fees.
  - f) The committee shall propose members for appointment as returning officers
  - g) The committee shall in principle, meet at least twice a year.
  - h) The executive shall appoint the delegates to represent the association on different National Association meetings, as will be required.
  - i) Shall appoint members of the organizing Committee for all competitions; and all USSSA competitions shall be chaired by members of the Executive Committee.
  - j) The Executive Committee in consultation with the mother ministry shall determine the venues and dates of competitions and mode of participation and the rules.

***Amend to read:***

#### ***ARTICLE 17: EXECUTIVE COMMITTEE***

##### ***a) Positions***



*The Association shall be managed by a committee herein after referred to as the Executive Committee comprising of the following officials:-*

- i. President*
  - ii. 1<sup>st</sup> Vice President*
  - iii. 2<sup>nd</sup> Vice president*
  - iv. 3<sup>rd</sup> Vice President*
  - v. Secretary for Women Affairs*
  - vi. Immediate past President*
  - vii. 14 Committee Members (3 Buganda, 3 Eastern, 3 Western, 3 Northern, 2 Kampala). One of the members representing each of the five regions must be a female.*
  - viii. ASSHU Representative – Ex Official*
- b) The committee shall retire every four years but shall be eligible for re-election, Except the President who has a two Full Term Limit*
  - c) If any member of the Executive relinquishes her/his duties, he/she will be replaced immediately by the Executive Committee until the next AGM when By-elections are conducted.*
  - d) In the event that the election of the USSSA Executive Committee by the end of the mandate cannot take place because of reasons. Of force majeure or any other circumstances beyond the control of the USSSA Executive Committee, the USSSA Executive Committee shall continue to exercise its powers as provided for in these statutes inclusive of completing the elections process but in any case not later than six (6) months from the end of the said term.*
  - e) The committee shall take decisions on behalf of the association, which are to be reported to the General Assembly at its next sitting.*
  - f) The committee shall determine annual subscription fee and other fees.*
  - g) The committee shall propose 3 names out of which the Assembly will appoint one as a Returning Officer*

- h) *The committee shall propose 3 audit firms from which the General Assembly will appoint one.*
- i) *The committee shall in principle, meet at least three times a year.*
- j) *The Executive shall appoint the delegates to represent the association on different National Association meetings, as will be required.*
- k) *Shall appoint members of the organizing Committee for all competitions; and all USSSA competitions shall be chaired by members of the Executive Committee.*
- l) *The Executive Committee in consultation with the mother Ministry shall determine the venues and dates of competitions and mode of participation and the rules for all USSSA activities.*
- m) *The Executive shall propose 5 names for the appeals committee from which the Assembly will pick 3 names, the chairman and 2 other members.*

*Justification: governance.*

## **INTRODUCE**

### **ARTICLE 18: QUALIFICATIONS**

#### **President**

- i. *Must be a substantive Headteacher of a recognized Government Secondary School or a Director of a private Secondary School who holds professional qualifications of a Teacher/Educational Officer Level,*
- ii. *Must have been on USSSA National Executive committee for at least one term*

#### **1<sup>st</sup> Vice Presidents**

- i. *Must be a substantive Headteacher of a recognized government secondary School or a Director of a private secondary school who holds Professional qualifications of a Teacher/Educational Officer Level,*
- ii. *Must have been on USSSA National Executive Committee for at least one term*

#### **2<sup>nd</sup> Vice President**

- i. *Must be a substantive Headteacher of a recognized government Secondary School or a Director of a private Secondary School who holds professional qualifications of a Teacher/Educational Officer Level,*

*ii. Must have been on USSSA National Executive Committee for at least one term*

**3<sup>rd</sup> Vice President**

*i. Must have served on the National Executive Committee for at least one term or must have served as Chairperson of a Zonal Association for at least one term.*

**Secretary for Women Affairs**

*I. Must have been on USSSA National Executive Committee for at least one term*

*Justification: Experience.*

**ARTICLE 19: DUTIES**

**a. PRESIDENT**

- a) Shall be responsible to the General Assembly.
- b) Shall chair all general, Executive Committee and emergency committee meetings.
- c) Shall in collaboration with the secretary, convene the Executive Committee meetings.
- d) Shall have a casting vote. Except the case with election
- e) Shall perform any other duties as may be directed by the Executive Committee or General Assembly.

**b. VICE PRESIDENT ADMINISTRATION**

- i. If the chairman is absent or unavailable shall automatically perform his duties.
- ii. Shall chair the finance sub-committee.

**c. VICE CHAIRPERSON TECHNICAL**

- i. Shall be second deputy to the chairperson.
- ii. Shall chair the technical sub-committee.

**d. GENERAL SECRETARY**

- i. Shall be responsible to the Executive Committee.

- ii. Shall keep all the official minutes of the General Assembly, Executive Committee, Emergency Committee and Sub Committees.
- iii. Shall, in collaboration with the Chairperson convene all Executive Committee and General Meetings.
- iv. Shall distribute and make available all information pertaining to the members.
- v. Shall be the spokesperson of the Association.

**e. ASSISTANT GENERAL SECRETARY**

Shall in all respect deputize the General Secretary?

**f. TREASURER**

- i. Shall be responsible to executive committee.
- ii. Shall keep the Association funds safely.
- iii. Shall on advice of the Executive committee pay all association bills.
- iv. Shall be responsible for the collection of funds.
- v. Shall keep the association books of accounts.
- vi. Shall prepare and present the annual income and expenditure statement to the General Assembly.
- vii. Shall perform any other duties as may be directed by the Executive of General Assembly.

**g. ASSISTANT TREASURER**

Shall in all respect deputize the treasurer?

**h. PUBLICITY SECRETARY**

- a) Shall be responsible to the Executive Committee.
- b) Shall in collaboration with the Executive Committee.
  - Publicize all matters pertaining to the Association.
  - Keep association members informed of events to them.

- c) Shall perform any other duties as may be directed by the Executive or General Assembly.
- d) Shall chair the publicity sub-committee.

**i. ORGANIZING SECRETARY**

- a) Shall coordinate the organizing sub-committee.
- b) Shall do any other duties as assigned by the executive.

**j. SECRETARY FOR WOMEN**

- a) Shall be responsible to the executive
- b) Responsible for Women Affairs.

**k. COMMITTEE MEMBERS**

- a) There shall be 11 (eleven) Committee members drawn from five zones of the country namely; 2 Buganda, 2 Eastern, 2 Western, 2 Northern, 1 Kampala, 2 from the disadvantaged gender and region).
  - i. Eastern include the districts under Busoga, Bukedi, Bugisu, Sebei and Teso
  - ii. Western includes the districts under Kigezi, Ankole, Bunyoro and Toro.
  - iii. Northern include districts under West Nile, Lango, Acholi and Karamoja.
  - iv. Central includes the districts under Buganda.
  - v. Kampala includes the Divisions in Kampala.
- b) Shall attend all Executive Committee meetings.
- c) Shall cease to represent the region/be an executive member upon re-location out of the region.

***Amend to read:***

***ARTICLE 19: DUTIES***

***I. PRESIDENT***

- a) Shall be responsible to the General Assembly.***
- b) Shall represent USSSA.***
- c) Shall chair all General Assembly, Executive Committee and Emergency Committee Meetings.***

- d) Shall convene the Executive Committee meetings*
- e) Shall have an ordinary Vote on the Executive Committee and a casting vote on all matters other than the Election of the Executive Committee.*
- f) Shall propose the person to be appointed as Chief Executive Officer or his/her dismissal.*
- g) Shall be the Chairman of the Board of Directors of each Legal Person incorporated.*
- h) Shall perform Any other duty as may be assigned by the Executive Committee*

## **2. 1<sup>st</sup> VICE PRESIDENT**

- i. If the President for some reasons cannot complete his/her term of office, the 1<sup>st</sup> Vice President shall occupy the office of the President for the remaining duration of the term*
- ii. If the president is absent or unavailable shall automatically perform his duties.*
- iii. Any other duty as may be assigned by the Executive Committee.*

## **3. 2<sup>nd</sup> VICE PRESIDENT**

- i. If the President and 1<sup>st</sup> Vice President are absent or unavailable shall automatically perform duties of the President.*
- ii. Any other duty as may be assigned by the Executive Committee.*

## **4. 3<sup>rd</sup> VICE PRESIDENT**

- i. If the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President are absent or unavailable shall automatically perform duties of the President.*
- ii. Any other duty as may be assigned by the Executive Committee.*

## **5. IMMEDIATE PAST PRESIDENT**

- i. Any duty as may be assigned by the Executive Committee.*

## **SECRETARY FOR WOMEN AFFAIRS**

- a) Shall be responsible for Women Affairs*
- b) Any duty as may be assigned by the Executive Committee*

## **6. COMMITTEE MEMBERS**

*There shall be 14 (fourteen) Committee members drawn from Five Regions of the Country namely; 3 Buganda, 3 Eastern, 3 Western, 3 Northern, 2 Kampala (one of the members must be a woman)*

- 1. Eastern Region includes the Zones of Busoga, Bukedi, Bugisu, Sebei and Teso*
  - 2. Western Region includes the zones of Kigezi, Ankole, Bunyoro and Toro.*
  - 3. Northern Region includes the zones of West Nile, Lango, Acholi and Karamoja.*
  - 4. Central Region includes the zones of Buganda.*
  - 5. Kampala includes the Divisions in Kampala.*
- a) Shall attend all Executive Committee meetings.*
  - b) Shall serve out their term even when relocated from the region*
  - c) Any duty as may be assigned by the Executive*

*Justification: induction of corporate governance.*

#### **ARTICLE 20: EMERGENCY COMMITTEE**

- a. The emergency committee shall deal with all matters requiring immediate settlement. The committee shall consist of the President, 1<sup>st</sup> Vice president, Secretary- General, Treasurer and 1 member amongst the members of the executive committee.
- b. The President shall convene the emergency committee meetings if an Executive Committee; a meeting cannot be convened within an appropriate period of time. The Secretary General shall notify the executive committee immediately within 24hrs from the time of the decisions passed by the emergency committee.
- c. All decisions taken by the emergency committee shall be ratified by the executive committee at its next meeting.
- d. If the President is unable to attend a meeting the 1<sup>st</sup> Vice President shall deputise. A decision from the emergency committee shall be deemed valid if three members voted it.

## *Amend*

### **ARTICLE 20: EMERGENCE COMMITTEE**

- 1. The Emergency Committee shall deal with all matters requiring immediate settlement between two meetings of the Executive Committee. The Committee shall consist of the President, the three Vice-Presidents and 1(one) member chosen by the President from /amongst the members of the Executive Committee.*
- 2. The President shall convene the Emergency Committee meetings.*
- 3. The President shall notify the Executive Committee of the decisions passed by the Emergency Committee at the next Executive Committee meeting.*
- 4. The Emergency Committee shall not engage in valid debate unless three (3) of its members take part in the debate one of whom should be the President or 1<sup>st</sup> Vice President. The Emergency Committee shall reach decisions by a majority (more than 50%) of the valid votes cast. In the event of a tied vote, the President shall have the casting vote.*
- 5. All decisions taken by the Emergency Committee shall be ratified by the Executive Committee at its next meeting.*
- 6. If the President is unable to attend a meeting, the 1st Vice-President shall chair the meeting.*
- 7. The President may designate another Member of the Executive Committee to stand in for any member who is unable to attend or has a conflict of interest. The President may also invite a member of the Executive Committee who is concerned with the matter under consideration to the Emergency Committee provided he/she has no conflict of interest in the matter*

*Justification: induction of corporate governance.*

### **ARTICLE 21: ELECTIONS**

- i. Elections shall be conducted by secret ballot
- ii. Elections of USSSA executive Members shall be conducted in accordance with the USSSA Electoral guidelines



- iii. For a person to be elected absolute majority (50% + 1) of the votes recorded and valid is necessary in the first ballot.
- iv. In the event none of the candidates obtained the absolute majority of the votes after the first ballot the two candidates obtaining the most number of votes will remain for the second ballot. In case of tied vote, new ballots shall be conducted until a candidate obtains the absolute majority of the votes. If after successive elections the tie persists, the Chairman of election commission will postpone the elections for two (2) hours.
- v. Delegates seeking to be elected to USSSA Executive Committee must be nominated by a member association
- vi. Elections will be conducted by a Returning Officer proposed by the Executive Committee and confirmed by the Annual General Meeting preceding the election. The Executive Committee shall nominate three names out of which the General Assembly will appoint one.

***AMEND TO READ:***

***ARTICLE 21: ELECTIONS***

- i. Delegates seeking to be elected to USSSA Executive Committee must be nominated by a member association and seconded by different member association.***

***Justification: National Character.***

**ARTICLE 22: SUB-COMMITTEE**

- a) The Executive Committee on assumption of office shall appoint the following sub-committees.
  - i. Finance sub-committee
  - ii. Technical sub-committee
  - iii. Publicity sub-committee
  - iv. Organizing sub-committee
  - v. Disciplinary sub-committee
- b) The Chairpersons of sub-committees shall be members of the Executive Committee.

- c) The Secretary has powers to attend all sub-committee meetings.
- d) Each sub-committee may appoint adhoc committees for emergencies.
- e) A sub-committee shall have powers to co-opt any other members useful to it, a number not exceeding 3 (three) members for the duration they are needed subject to the approval of the executive committee.

***Amend to read:***

#### **ARTICLE 22: STANDING COMMITTEES**

- a) The Executive Committee on assumption of office shall appoint the following:***
  - a. Finance Sub-Committee***
  - b. Technical Sub-Committee***
  - c. Publicity Sub-Committee***
  - d. Competition Sub-Committee***
  - e. Disciplinary Sub-Committee***
  - f. Appeals Committee***
  - g. Marketing Committee***
- b) The Chairpersons of standing committees shall be members of the Executive Committee except for the disciplinary and appeals committee.***
- c) The CEO shall attend all committee meetings.***
- d) Executive committee may appoint adhoc committees and commissions as and when they deem it fitting.***
- e) A committee may have powers to invite any other person to its meeting provided that such a person will not have voting right***

***Justification: induction of corporate governance.***

#### **ARTICLE 23: FINANCE**

- a) The financial period shall be annual (calendar year).
- b) For every competition, the District Association (school) shall contribute a fee part of which will be put to the National Association's use.

- c) The USSSA shall have powers to look for sponsors of the different sports activities.
- d) Association funds shall be kept in Bank nominated and approved by the Executive Committee.
- e) The Bank Account shall be operated by the Chairperson, Secretary General and Treasurer. The mandate will be any two.

***Amend to read:***

***e) The Bank Account shall be operated by the President, Chief Executive Officer and Chief Executive Officer. The mandate will be any two.***

**ARTICLE 24: TECHNICAL SUB-COMMITTEES**

- a) Shall consist of a Chairperson, Secretary and number of members deemed necessary.
- b) Its duties shall be:-
  - i. To advance training methods in the different disciplines.
  - ii. To undertake all possible means to improve the qualifications of games teachers.
  - iii. To examine any problems concerning sports pitches.
  - iv. To draw programme for particular sport in the event of a completion.
  - v. To advise on all technical aspects of particular/specific games from time to time.
  - vi. Deploy technical officials for all competition

**ARTICLE 25: PUBLICITY SUB-COMMITTEE**

- a) Shall consist of a Chairperson, Secretary and a number of members deemed necessary.
- b) Its duties shall be:-
  - To advice the executive on matters involving public relations and the press.
  - To prepare publications of various competitions.

## **ARTICLE 26: ORGANIZING SUB-COMMITTEES**

- a) Shall consist of a Chairman, Secretary and the number members deemed necessary.
- b) The sub-committee shall be responsible for the organization of all competitions arranged by the association and all programs of technical nature.
- c) Shall be responsible for the production and publication of an official report of the performance of the association in the ensuring year.
- d) Deal with matters of protocol during competitions.

## **ARTICLE 27: DISCIPLINARY SUB-COMMITTEES**

- a) Shall be adhoc in operations
- b) Shall consist of a Chairman, Secretary and 3 other members.
- c) Shall:-
  - i. Deal with disciplinary cases or incidents in connection with competition.
  - ii. Take appropriate disciplinary action against member associations, institutions, officials, students or players in the event of association organized competitions.
  - iii. To draw disciplinary measures and act as the disciplinary authority at every competition organized by USSSA.

### ***Amend to read***

## ***ARTICLE 27: DISCIPLINARY SUB-COMMITTEE***

- a. Shall: consist of a Chairman and 2 other members.***
  - i. Deal with all disciplinary cases or incidents in connection with competitions.***
  - ii. Take appropriate disciplinary action against member associations, institutions, officials, students or players in the event of association organized competitions.***

*iii. Championship disciplinary committee may be ADHOC in nature provided that the chairperson is a member of the disciplinary standing committee*

*iv. Shall be ADHOC in operations*

#### **ARTICLE 28: APPEALS COMMITTEE**

- a) The Appeals Committee shall consist of a **Chairperson**, and 2 members.
- b) The Appeals committee is responsible for hearing appeals against decisions from the Disciplinary Committee.
- c) Members of the appeals committee shall not be Executive Members of USSSA but shall be appointed by the Executive.
- d) A Member or individual sanctioned by the Executive may appeal to the General Assembly. Matters of USSSA cannot be dragged to ordinary courts of law.**
- e) An appeal may be submitted by the appealing party to the Chief Executive Officer (CEO) within twenty-one (21) days from the date of receipt of the decision.**

#### **ARTICLE 29: FINANCE SUB-COMMITTEE/MARKETING**

- a) Shall consist of a **Chairperson**, and 4 members.
- b) The duties of the sub-committee shall be:-
  - i. To control the finance of the association.
  - ii. To prepare the Association include budgets.
  - iii. To solicit for funds for the association to run the various competitions organized.
  - iv. To prepare periodical development plans in liaison with the technical committee.
  - v. Marketing and sponsorship

#### **INTRODUCE:**

#### **ARTICLE 30: THE SECRETARIAT**

*The Secretariat shall carry out all the administrative work of USSSA under the direction of the Chief Executive Officer. The members of the General Secretariat are bound by the internal organizational regulations of the Association and shall fulfill the given tasks in good faith and commitment.*

*1. The secretariat of the organization is situated at Kampala*

*2. The followings shall be the function of the Secretariat:*

- a. To keep the permanent Headquarters of the organization*
- b. To keep records of membership at the various levels.*
- c. To co-ordinate and facilitate the activities of the various organs of the organization. In particular, to provide a supporting role to the Executive Committee*
- d. To collect and disseminate information concerning the association and its members.*
- e. Ensure that the association membership is well informed of the programs and activities, keep members well informed of the programs and activities.*
- f. To maintain liaison and co-ordinate activities between the organization and other groups or institutions*
- g. To co-ordinate the organization's representation.*
- h. To handle finances, keep the records and archives of the association*

*Justification: induction of administrative structure.*

## **INTRODUCE:**

### **ARTICLE 31: THE CHIEF EXECUTIVE OFFICER (CEO)**

- 1. The Chief Executive Officer is the Chief Executive of the Secretariat.*
- 2. CEO shall be answerable to the Executive Committee*
- 3. He shall be appointed by the Executive Committee on the nomination of the president on the basis of a contract governed by Employment Act and shall have the necessary qualifications.*
- 4. He shall be responsible for:*

- a) Implementing decisions passed by the General Assembly and Executive Committee.*
  - b) Attending the General Assembly and meetings of the Executive Committee, Emergency Committee and the standing and AD-HOC committees;*
  - c) Organizing the General Assembly and meetings of the Executive Committee and other bodies;*
  - d) Compiling the minutes for the meetings of the General Assembly, Executive Committee, Emergency Committee and standing and AD-HOC committees;*
  - e) Managing and keeping the accounts of USSSA;*
  - f) The keeping of correspondence of USSSA;*
  - g) Relations with the Members, committees, FEASSA, ASSSF and ISF;*
  - h) Organizing the General Secretariat;*
  - i) Advises the executive on the appointment and dismissal of staff working in the general secretariat other than the directors who will be appointed by the president and dismissed by the president on recommendation of the CEO and in line with the human manual.*
- 5. The Chief Executive Officer shall not be a General Assembly delegate or a member of any body of USSSA.*
- 6. The President shall appoint the managerial staff (Directors) in the general secretariat on the proposal of the CEO.*

*Justification: induction of corporate governance.*

## **INTRODUCE**

### **ARTICLE 32: USSSA LIMITED**

- 1. For the sake of being a legal person USSSA may register a company limited by guarantee without any share capital with registrar of companies.*
- 2. The statutes of USSSA shall be the memorandum and articles of association of the company limited by guarantee.*

- 3. The elected persons occupying the position of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and 3<sup>rd</sup> Vice President shall be the Directors of the incorporated company.*
- 4. The term of office of the Directors to the company shall be congruent with term of the corresponding office of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and 3<sup>rd</sup> Vice President. The President of USSSA shall be the President/Chairman Board of Directors.*
- 5. One ceases to be a Director of the company once he/she loses the USSSA position that qualified him/Her as a Director.*
- 6. Any alteration in the provisions of the USSSA Constitution directly affects the Memorandum and Articles of Association of the Company.*

## **INTRODUCE**

### **ARTICLE 33: HONORARY MEMBERSHIP**

- a) Honorary membership of the USSSA may be conferred by the General Assembly upon any person who has rendered outstanding service to the Association or sports in general.*
- b) A Honorary Member will be a permanent member of the USSSA without voting rights.*

### **ARTICLE 34: PATRON**

The Association can appoint as its Patron, an official from the Mother Ministry at the level of Commissioner or above.

#### ***POLISH/AMEND TO READ: THE USSSA PATRON***

- a) The Association may appoint a person of repute to take up the patronage of the association.*
- b) The Patron shall be the chief advisor and titular head of the association.*
- c) The Patron shall be an Ex-Officio Member of the association.*



*d) The Patron shall hold such office for the period to be specified by the Executive but in any case not longer than the elected term of the Executive, and may be reappointed.*

#### **ARTICLE 35: MEETINGS**

- a) The Executive Committee meeting shall meet at least twice every term.
- b) The Executive Committee meeting shall be convened on a One-Month' notice.
- c) The Annual General Meeting shall take place annually.
- d) The extra ordinary meeting shall be convened any time as may be directed by the Executive Committee or as specified in this constitution.

*Amend to read:*

#### **ARTICLE 35: MEETINGS**

- a) The Executive Committee shall meet at least three times a year.*
- b) The Executive Committee shall be convened on a two weeks' notice.*
- c) The Annual General Meeting shall take place annually.*
- d) The Extra Ordinary meeting shall be convened any time as may be directed by the Executive Committee or as provided for in this constitution.*

*Justification: synchronize the school's annual calendar*

#### **ARTICLE 36: QUORUM**

- a) The Executive Committee shall sit when  $\frac{1}{2}$  of the committee members are present.
- b) When a quorum is not realized, the meeting shall remain adjourned and members present shall set a new date to meet.
- c) When the adjourned meeting does not form a quorum again, members present shall proceed with the business on agenda accordingly (as long as it does not involve constitutional amendment or expulsion of a member).
- d) The annual or extra ordinary meeting shall take place when  $\frac{2}{3}$  (two third) of the association members are present.

- e) When a quorum is not realized at the arranged time, the meeting shall adjourn for an hour; when a quorum is still not realized, on the expiry of the extended time, members present shall proceed with business on the agenda.

***Amend ARTICLE 36: QUORUM***

***a) Annual General Meeting***

- i. Will be 50% of the member districts in right standing***
- ii. When a quorum is not realized, the meeting shall remain adjourned and members present shall set a new date to meet.***

***b) Executive Committee Meeting***

- a) The Executive Committee shall sit when at least half of the committee members are present.***
- b) When a quorum is not realized, the meeting shall remain adjourned and members present shall set a new date to meet.***
- c) When the adjourned meeting does not form a quorum again, members present shall proceed with the business on agenda accordingly (as long as it does not involve constitutional amendment or expulsion of a member).***
- d) The annual or extra ordinary meeting shall take place when 2/3 (two third) of the association members in right standing are present.***
- e) When a quorum is not realized at the arranged time, the meeting shall adjourn for an hour; when a quorum is still not realized, on the expiry of the extended time, members present shall proceed with business on the agenda.***

***Justification: guidance***

**INTRODUCE**

**ARTICLE 37: AUDITORS**

***Only the independent and external auditors appointed by the General Assembly shall audit the accounts in accordance with the appropriate principles of accounting and present a report to the General Assembly. The***

*auditors shall be appointed for a period of two years. This mandate may be renewed.*

*Justification: transparency and accountability*

**ARTICLE 38: AMENDMENTS OR ALTERATION TO THE CONSTITUTION**

- a) Any amendments or alterations of the constitution shall be presented to the Executive Committee for discussion before being presented to the Annual or Extra Ordinary General meeting for approval at least two (2) weeks in advance.
- b) Amendments shall only be passed with 2/3 majority of the members present.

All matters not provided for in this Constitution shall be dealt with and settled by the Executive Committee and its decision binding until a final decision by the Annual General Meeting or Extra Ordinary meeting.

**ARTICLE 39: DISSOLUTION**

The Association shall not be dissolved except by a resolution passed at a General Assembly of eligible members by a vote of two-thirds of the members present.

***Amend to read***

- a) The Association shall not be dissolved except by a resolution passed at a General Assembly/Extra Ordinary Assembly of eligible members by a vote of two-thirds of the members present.*
- b) Disposal of assets, in an event of the association being dissolved, the assets of the association shall in the first instance be used to discharge the liabilities legally owned by the association. The surplus funds shall be distributed to organizations, societies or associations that have similar aims and objectives.*

*Justification: guard against easy dissolution*

This Constitution was adopted on this ..... day of .....

.....  
**Chairperson USSSA**

.....  
**Secretary USSSA**

.....  
**COMMISSIONER PES**

AMEND