

# KUMI DISTRICT LOCAL GOVERNMENT

## Kanyum Sub-County

Serial No. ....

### Certificate of Registration

Reg. No. 0253

This is to certify that APARIS COMMUNITY DEVELOPMENT PROGRAMME

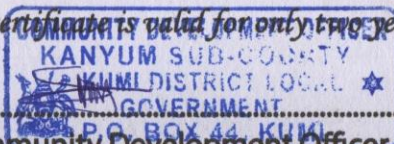
Is registered with our office as NGO/CBO/CSOO/FBO/ Community group operating in AGUKET PARISH APARIS VILLAGE

#### Activities carried out;

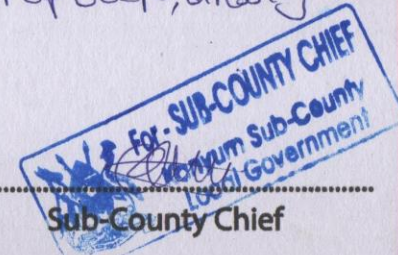
1. Running youth Empowerment Projects
2. Helping underprivileged children, teachers in local schools
3. Working on construction projects for schools, medical clinics
4. Hosting international volunteers, tourist interest in teaching English to rural students, skills to school dropouts, dressing.

Date of Issue 14/NOV/2024

This certificate is valid for only two years from the date of issue.



Community Development Officer



Sub-County Chief

**NB.** Renewal of this certificate is subject to regular submission of Biannual reports on the organization activities

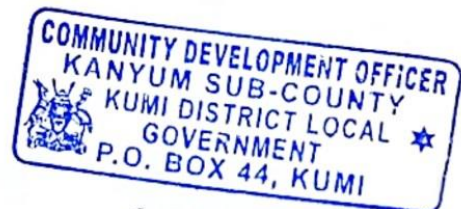
# The Republic of Uganda

## THE CONSTITUTION

OF

**Aparis Community Development Program**

**Kumi District, Uganda**



*Certified copy*

*[Signature]*

*14/11/2024*

## PREAMBLE:

We the members of **Aparis - Community Development Program (CDP)** unanimously agree to share aims of enhancing the capacity of vulnerable communities to become self reliant.

We realize that our interdependent intervention can be effectively realized through better resource sharing and voluntary community participation.

Do here by declare, adopt and bind ourselves and successors to this supreme law of the organization hereby established for development and policy advocacy of community needs and concerns and to which we pledge our dedicated support, and working within the frame work of this constitution.

Now therefore we the subscribers hereto have decided to be formed into an organization to be governed by the following articles.

### Article 1: Name of the organization

The name of the organization shall be: **Aparis - Community Development Program (CDP)**

Our Organization will be responsible for fundraising with and receiving International guests/Volunteers socially, commercially or officially to contribute to the development of the communities.

**Aparis - Community Development Program (CDP)** will host international volunteers who will help improve our community by working with locals to address issues like education, healthcare and social inclusion. eg.

1. **Education.** Teach in schools, mentor youth and run community camps.
2. **Healthcare.** Assist in medical clinics and run healthcare projects.
3. **Social Inclusion.** Help women develop small businesses, work in gardens and run youth empowerment classes.
4. **Infrastructure.** Maintain wells and other village infrastructure.
5. **Arts And Culture.** Organize games, art and culture activities.

**Aparis - Community Development Program (CDP)** will give a volunteer an experience of a lifetime whilst helping those in real need in any of our community based projects. eg.

1. **Community outreach volunteers** will work with women, children and youth in gardens, classrooms, clinics and community centers.
2. **Relief volunteers** help people affected by disasters, social unrest and other crisis. to provide food, shelter, and care or help educate people about disaster preparedness
3. **Project Volunteers** in particular will help with community project such as teaching, health care and construction.

2



14/11/2024.

Certified copy  
[Signature]  
CDP

## Projects and Volunteer Opportunities.

**Aparis - Community Development Program (CDP)** Help international volunteers to work with projects in schools, health centers, and development projects.

1. **Education.** Teach in poor communities.
2. **Healthcare.** Help with medical tasks or community healthcare.
3. **Construction.** Help with building projects.
4. **Agriculture.** Help with farming practices and raising animals.
5. **Sports and Music.** Teach sports music and drama
6. **Orphanage Work.** Create a loving environment for children in orphanages.
7. **HIVAIDS Awareness.** Help combat HIVAIDS and support people affected by it.

### Benefits to a volunteer

- In our community development program, a volunteer's responsibility will include
  - a. Planning and organizing fundraising events to support our initiatives.
  - b. Learn about different cultures and languages
  - c. Expand their networks, and gain professionals and life experiences
  - d. Feel a sense of connection with others, feel a sense of purpose, and feel energized to do more

### Article 2: Location and Registered Office Of The organization

The registered office of **Aparis - Community Development Program (CDP)** shall be situated Aparis Village, Kumi District in the republic of Uganda.

### Article 3: Interpretation:

**Aparis - Community Development Program (CDP)** shall be voluntary, non- governmental, Inter denominational and solely established for the purposes set out in the Constitution with the overall objective of supporting the vulnerable communities.

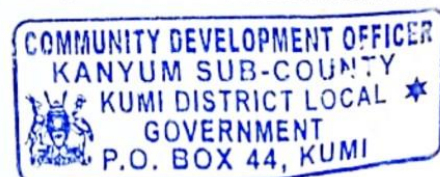
Whereas "English" shall be the official language of communication for the organization, local languages may be working medium.

#### Vision:

A just and sustaining society where vulnerable communities can live a Life of Dignity

#### Mission:

Break the cycle of no hope and create a cycle of real hope through local and Global Networking.



certified  
copy  
[Signature]  
CDP  
14/11/2024

#### Article 4: Objectives:

The major objectives for which the organization (Aparis - Community Development Program (CDP)) is established are:-

- a. Helping underprivileged children, teachers in local schools
- b. Running youth empowerment programs, skills for self reliance.
- c. Helping with health care projects
- d. Coaching youth in sports and games
- e. Working on construction projects for schools, medical clinics, and clean water
- f. Host International Volunteers, Tourist interested in teaching English to rural students, skills to school dropouts, learning and sharing culture, crafts, cooking, dressing and music, stories.

#### Article 5: Membership

Membership shall be open to individuals of 18 years and above.

#### Categories of Membership

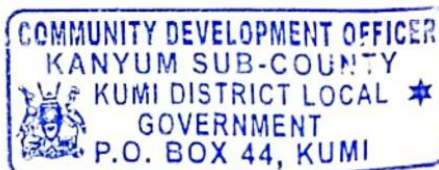
- I. Board members
- II. Committee members

#### I. Board members

- a. Shall include members / volunteers who have demonstrated commitment and have continued to support its cause.
- b. Board members will be part of the board of director to serve the organization for all their time and willing or voluntary withdraw from the organization shall be upon them.
- c. The Founding Board member shall remain Chairman and shall have powers to appoint and release members..

#### Functions and Duties of Board

- a. Promote good image of the organization, making policy decisions to guide and monitor the implementation.
- b. Approve the annual audited accounts and annual budget of the organization.
- c. Set strategies for fundraising and effective management of the CBO finances



*certified copy*

*14/4/2021*

*[Signature]*  
*CSO*

**ii. Committee members**

- a. Members shall all be appointed by the Chairman/Director.
- b. Members shall be assigned duties and responsibilities by the Board.
- c. A member may be expelled if the Board recommends so.

**Article 6: Organization Structure**

The organization structure shall be the governance and management of the organization and shall comprise of:

- I. The Board
- II. The Committee Members

**1. The office Bearers.**

Shall consist of at least three (3) members nominated by The Committee and approval by the Board.

**Duties of the Office Bearers:**

**I. Duties of the Director**

The Board Of directors Chair person shall be responsible to:

Chair all meetings and shall perform all such duties that are commensurate with the office of a Chairperson including the following.

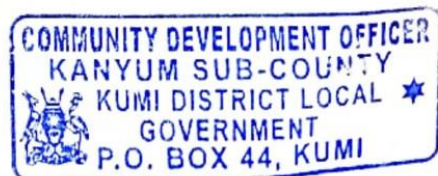
- a. shall direct and oversee all business.
- b. Be the ultimate spokesperson of the Foundation unless in such circumstances as he/she finds it convenient to delegate to any other person.
- c. Be a signatory of the organizations account.

**ii. Duties of the Coordinator**

- a. Take notes and keep records of all the meetings
- b. Liaise with the chairperson to coordinate and call all Board of Directors meetings
- c. Communicate and disseminate relevant information as directed by the Director.

**iii. Duties of the Accountant**

- a. To be accountable for all income and expenditure of the organisation
- b. Shall receive and disburse funds under the direction of the board.
- c. Shall keep books of accounts and make them available for inspection and audit.



14/11/2024. *[Handwritten signature]*  
Certified copy *[Handwritten signature]*

## Duties of the Office Bearers:

### I. Duties of the Chairman

The Board Of directors Chair person shall be responsible to:

Chair all meetings and shall perform all such duties that are commensurate with the office of a Chairperson including the following.

- a. Shall direct and oversee all business.
- b. Be the ultimate spokesperson of the Foundation unless in such circumstances as he/she finds it convenient to delegate to any other person.
- c. Be a signatory of the organizations account.

### ii. Duties of the Secretary

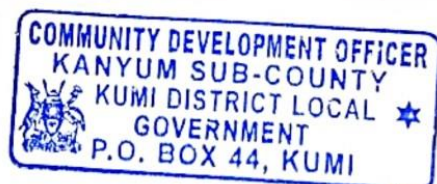
- a. Take notes and keep records of all the meetings
- b. Liaise with the chairperson to coordinate and call all Board of Directors meetings
- c. Communicate and disseminate relevant information as directed by the Director.

### iii. Duties of the Accountant

- a. To be accountable for all income and expenditure of the organisation
- b. Shall receive and disburse funds under the direction of the board.
- c. Shall keep books of accounts and make them available for inspection and audit.

### iii. Duties of Coordinator

- a. Monitoring and Evaluation
- b. Supervise projects and field staff.
- c. support international visits
- d. Develop project work plans and Budget proposals.



*Certified copy*

*[Signature]*

*CAO*

*14/11/2024*

## Article 07: Tenure of Office

- a. Elected/appointed members shall be subject to decisions made by the Board.
- b. Where any vacancy occurs, the Board of Directors may appoint any of the representatives of the membership.
- c. Any member taking up a position as the secretary or treasurer shall work that position for 2 years. Consideration will be given based on previous performance for another term in office.

## Article 08; Cessation of Office

A member of the Board of Directors shall cease to hold office if he/she:

- a. Ceases to be a member of the organisation.
- b. Fails to abide by her/his duties and responsibilities on the Board of Directors.
- c. Dies /Suffers a disability that may incapacitate him/her in the performance of his/her duties
- d. By notice to the organisation, resigns from office
- e. Becomes bankrupt, makes any declaration of insolvency, suspends payment or compromises with his/her creditors
- f. Becomes certified as of unsound mind
- g. Is removed from office by a resolution of the Director.
- h. Is absent for three consecutive meetings without leave of absence, which leave shall not be unreasonably withheld by the Board of Directors.

## Article 09: Resignation

- a. Resignation by any member shall be tendered in writing through the Director to the board and considered on its own merit by the board meeting.
- b. In the event of all the office bearers wishing to resign en masse, the Chairperson shall submit a letter of resignation on their behalf and convene an Emergency General Assembly to elect new members to the Board of Directors.

## Termination of a Member:

The following circumstances will apply;

- a) Upon failure to abide by the constitution and other relevant policy provisions..
- b) Upon cessation of organization
- c) Upon deregistration of the Foundation
- d) Conviction of a criminal offence
- e) By the resolution of the Board of Directors subject to advisory of the Board Members
- f) On working against the interests/ objectives of the Foundation

6



certified copy

14/11/2024

- g) Gives notice in writing to chairman of the Foundation requesting that his/her name be deleted from the register of members

## Article 10: Meetings

### a. General Assembly

Every annual general and special meeting shall be called after at least 21 days, notice in writing and no one if he/ she is not a member shall be allowed to attend any of the organization's meetings except in special cases and by the permission of the Chairperson/Director.

### b. Board Meetings

The board shall meet at least four times a year.

1. They may call extra-ordinary meetings, as they deem necessary for the smooth running of the Organization.
2. Notice of these meetings shall be prepared and served by the Secretary.
3. Notice of all correspondences shall be duly signed and dated.
4. Board members shall be given at least two weeks for ordinary meeting and at least seven days for emergency meetings.

## Article 14: Finances

### (a) Sources of Finance

- I. Subscriptions of members
- II. Fundraising activities of the Organization
- III. Grants and Donations
- IV. Loans granted to the Organization

### (b) Accountability

- I. The accounts of the Organization shall be subjected to an audit by Certified Chartered Accountant, or at such a time as may be required by management or the members of the Board or a specific donor.
- II. All funds and donations shall be entrusted with the Chairman subject to the provisions of this constitution and shall be kept in a bank approved by the Board.
- III. Where funds have been acquired under the provisions of this constitution the funding body or individual reserves the rights to oversee the expenditure of such a fund.

7



14/11/2024  
Certified copy  
CSO

**(c) Financial Assistance**

**Aparis - Community Development Program (CDP)** may give financial assistance to other needy community projects.

**(d) Investment of funds**

The Organization may invest its funds in any viable project which would enhance the school's situation.

**Article 15: Constitution**

**(a) Interpretation**

The expressions used in this constitution shall be presumed consistent with their meanings in ordinary English usage, the context in which they are used and the general principles of interpretation.

This constitution may be amended by at least two thirds of the members of the Board.

Any proposed amendment of the Constitution shall be given by the coordinator to all the members.

**b) Amendment**

The Constitution may be modified in accordance to the provision of this Constitution.

**c) COMMON SEAL**

**Aparis - Community Development Program (CDP)** shall have a common seal, which shall be kept by the Director.

The seal shall not be affixed to any instrument except on the authority of the Chairperson,

**d) Dissolution**

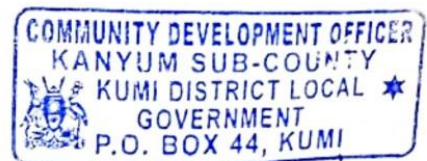
The Organization shall not be dissolved except by a resolution passed at a general meeting of the members by a vote of two thirds of the members present. If no quorum is obtained, the proposal to dissolve the project shall be submitted to a further general meeting which shall be held one month later and notice given to all members at least 14 days before the date of the meeting.

No dissolution shall be affected without prior permission in writing from the registrar, obtained application to him or her made in writing and signed by 3 of the office bearers.

Upon agreement for dissolution, the assets of the Organization shall be transferred to the trustees who shall have the final say on the further management and operations of the project, and of its assets and liabilities.

In the event of the project being dissolved any funds and assets shall be transferred to charitable organisations with similar objectives.

**"For God and My Country"**



*Certified copy*  
*[Signature]*  
*CSO*  
*14/11/2024*

# Aparis - Community Development Program (CDP)

## MINUTES OF THE MEETING HELD ON 4<sup>th</sup> NOVEMBER 2024 APARIS VILLAGE

### Agenda

1. Prayer
2. Introduction of members
3. Formation of the Organization
4. Reactions
5. Closure

#### **Min. 01/4/11/2024: Prayer**

The meeting was opened by the word of prayer by Isale Martin.

#### **Min. 02/4/11/2024: Introduction of members**

Self introduction was done as the members arrived making a good response to attend the meeting.

The invitation was carefully done guided by the approvals and recommendations by the local community leadership, (Papa Okello Silver), a Very instrumental, useful elder who worked with Kumi Local Government Administration Currently church elder and community advisor on development programs.

#### **Min. 03/4/11/2024: Formation of Community Based Organization (CBO)**

The idea of forming a Community Based Organization was introduced by Papa Okello Silver who mobilized his community to help address extreme poverty, the mukura massacres, orphans, widows and post Teso war Victims (LRA killings) of 1986 – 2000 challenges facing majority of people living in the affected Aparis villages with the following concerns;

1. Majority of vulnerable and orphaned Children were not at school
2. There was poor latrine coverage, a serious health concern.
3. The problem of HIV/AIDS and Malaria was very high, causing death (pregnant women and children, disabled and elderly).
4. Poverty is very common in almost every household in the affected villages / target community
5. Poor coverage of clean source of water causing water borne diseases



*Certified copy*  
CBO [Signature]

As a result, all the members thought it very important to come up with a plan that will help rescue the community from the above mentioned problems. They suggested that this was only possible if we take up this initiative to help solve identified problems in the target community.

The Chairman asked the members present to give their own views regarding forming a community based organization in the following themes:-

- a. Education – OVCs, School Dropouts, Household Poverty.
- b. Health – malaria and HIV/AIDS, lack of clean water sources.
- c. Environment – climate change and Global warming effects.

#### **Min. 04/24/05/2015: Reactions**

There was a general opinion and agreement from all the members present that there was no local intervention or active organization formed by the people of the Aparis community to help to improve the situation at hand.

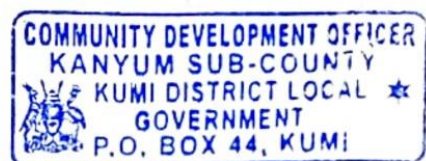
One member (Papa Okello Silver) observed in particular that the target community had a lot of needy / hopeless children/youth who are unable to go to school reason that the guardian (widows and elderly) were not able to provide simple basics such as books, pens, uniform, pencils so he said that the idea will help give these children future.

He added that the places where they go to pick water were swamps and during rainy season there was a high rate of sick people in the community. He added that the Aparis community is losing a lot of young people (energetic youth) to HIV/AIDS, drugs, alcohol and Malaria, heavily affecting the development of this area.

The Chairman therefore requested to know if all the members were willing to endorse this idea (forming CBO) by show of hands.

It was a general view from all present that this was a good idea and will help generations to come so they all agreed to append their signature as a self commitment to form the project called – **Aparis - Community Development Program (CDP)**

The chairman asked the members for coming up with a suitable name for the organization. He appreciated them for taking matters serious especially regarding its society economic problems.



*Certified copy*  
*[Signature]*  
*CS*

**Min. 05/4/11/2024: Closure**

Mr. Olupot Charles, The Project Leader and Chairman thanked members for the initiative and asked them to work together if they want to realize the positive development in their community.

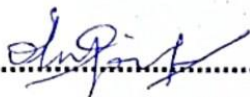
He acknowledged the initiative as very vital and good for making the future for the target groups (OVC's) and promised to use his wider network of development partners (Global GIVING Organization) to share the concerns registered.

Our CBO working with and hosting international volunteers will help improve our community by working with locals to address issues like education, healthcare and social inclusion. eg.

1. Helping underprivileged children, teachers in local schools
2. Running youth empowerment programs, skills for self reliance.
3. Helping with health care projects
4. Coaching youth in sports and games
5. Working on construction projects for schools, medical clinics, and clean water
6. Host International Volunteers, Tourist interested in teaching English, skills to school dropouts.

He wished the organization and all its new membership a good beginning and good implementation of the activities planned to promote quality education. Health and environment in target groups / Community in Paris.

A closing prayer was zaid by Okiring Vincent and the meeting ended at 5:00 pm.



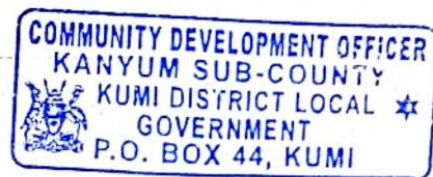
**Olupot Charles**  
Chairman/Director

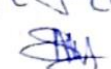


**Isale Martin**  
Secretary



**Papa Okello Silver**  
Coordinator



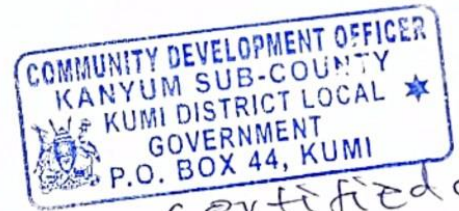
*certified copy*  
  
*CSO*

## Aparis - Community Development Program (CDP)

### MINUTES OF THE MEETING HELD ON MONDAY 17<sup>th</sup> FEB 2025 AT APARIS VILLAGE

#### Agenda

1. Prayer
2. Introduction
3. Reading of previous Minutes
4. Formulating/writing up the Organization Constitution
5. Organization Bank Account
6. Way forward and Closure



certified copy

14/11/2024  
SAA  
CDO

#### Min 01/17/2025. Prayer.

Opening prayer was led by Martin Isale. he asked God to guide the members as the deliberated in formation of the projects constitution.

#### Min 02/17/2025. Introduction of members:

Self introduction was conducted where members present introduced themselves by mention of name.

#### Min 03/17/2025. Reading of Previous Minutes.

The previous minutes to form an organization called **Aparis - Community Development Program (CDP)** to provide hope to vulnerable families in the target community.

The minutes were read by Minute Secretary with members following page by page. There after the Minutes were signed by the Chairperson and the secretary as a true document for records.

#### Min 04/17/2025 Writing up of the Organization Constitution

The Chairperson welcomed and thanked all the members present for their positive turn up for the meeting. He informed the members that the purpose of the meeting today was to come up with our organization constitution.

He lead and guided in the formulation of the organization constitution to be guided by the following items:-

*Preamble, Interpretations, Articles (1&2) i.e. Name of the Organization, Vision, Mission and Objectives Others Included, Activities, Membership, Organization Structure, Finances, Amendments Of The Constitution, Dissolution And Declaration.*

All the items mentioned above were carefully looked at, and by the end of the day, members were able to come up with a new constitution to champion the planned activities of the organization.

He thanked the board for the good participation, deliberations, and contributions given towards the formulation and writing up of the Organization new constitution that will guide its operation and policy making for better management and implementation of the laid out objectives / activities.

The chair encouraged the Board, Secretariat and members to work as a team in order to achieve the set objectives and the planned activities of the organization.

## 05/17/2025 Opening of Organization Bank Account

The chairperson reminded the members of the need to expedite the process of opening an account for the organization so as to facilitate resource mobilization and systematic tracking of organization expenditures.

He said all members had suggested in the previous meeting that the organization opens an account with **Post Bank** because of its good client/customer privacy user friendly policy / rates and wide coverage and quick to access the money whenever needed and that the signatories to the account will be;

1. The Chairman Olupot Charles will be the main signatory,
2. The secretary Isale martin the other signatory.

He added that the signing of any transaction on the organization Account shall be made by only two signatories, mentioned above as agreed by the members.

### Min 06/17/2025 Way ford / Action points

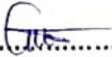
- Aboard resolution to open an organization account with Post Bank and a letter of such communication be written to the Bank
- Registration of the organization with the Districts Office mentioned in previous meeting to be done before end of March 2025.

### Min 07/17/2025 Closure

The meeting was closed at 5:40pm with a word of prayer.

  
.....

**Olupot Charles**  
Chairman/Director

  
.....

**Isale Martin**  
Secretary

  
.....

**Papa Okello Silver**  
Coordinator



*Certified copy*  
*CSO*

**Telephones**

County Chairperson .....0772943491  
Senior Assistant Secretary.....0782308575  
CDO.....0775026167



Kumi- Uganda

**Kumi District Local Government,**  
Office of the CDO,  
Kanyum Sub County,  
P.O. BOX 44,

Date: 14/03/2025

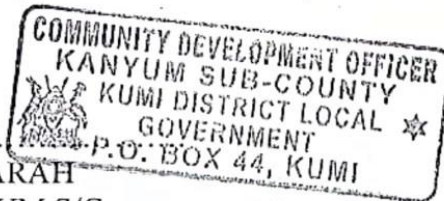
THE MANAGER,  
POST BANK,  
BUKEDEA BRANCH.

**RE: APARIS COMMUNITY DEVELOPMENT PROGRAM**

This is to introduce to you the above group has fully registered with the sub county, they have expressed interest to open a group account with you.

Please accord all the necessary assistance.

.....  
AKURUT SARAH  
CDO-KANYUM S/C  
0775026167



THE REPUBLIC OF UGANDA  
IN THE MATTER OF THE COMPANIES ACT /2025  
IN THE MATTER OF  
APARIS COMMUNITY DEVELOPMENT PROGRAM  
BOARD RESOLUTION

The Board meeting held at the companies registered office at Aparis Village on the day of 24<sup>th</sup> February.2025.

It was unanimously agreed and resolved as follows:-

1. That the company opens and operates an account with **POST BANK Uganda Ltd. Bukedea BRANCH.**
2. **THAT OLUPOT CHARLES** and **ISALE MARTIN** shall be the signatories to the account, and they are hereby authorized to honor and act upon all cheques, promissory notes, and documents.
3. **THAT** both to sign

**OLUPOT CHARLES**  
CHAIRMAN

.....  
*[Signature]*

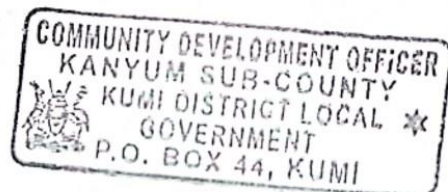
**ISALE MARTIN**  
SECRETARY

.....  
*[Signature]*

**OKELLO SILVER**  
BOARD MEMBER

.....  
*[Signature]*

REGISTRAR SIGN/ STAMP



*Certified copy*  
*[Signature]*



OFFICE OF THE CHAIRPERSON  
LOCAL COUNCIL I

AJUKET VILLAGE, AJUKET PARISH, KANYUM, KUMI DISTRICT

TEL: +256787049798 / 0778862245 +256787049798

TO THE MANAGER POST BANK Kumi BRANCH Date: 14<sup>th</sup>/MARCH/2025

Dear Sir/Madam

RE: APARIS Community Development Program (CDP)

This is to introduce to your office that the above stated project is operating in my locality and it consists of twelve (12) board members.

I truly recommend them as true bonafides in my area of jurisdiction and they are all good people.

They are seeking for help of their project account opening in your office.

I therefore request your good office to render any necessary help towards them.

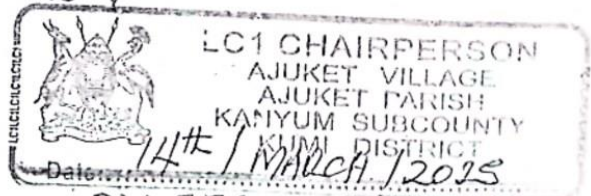
Your kind assistance towards them is of great pleasure.

Thanks

Yours in Service *Elungat William*

C/P: ELUNGAT WILLIAM

SIGN:



0778862245

"FOR GOD AND MY COUNTRY"

