

**CONSTITUTION
of
IRINGA TOURISM ASSOCIATION
(ITA)**

1. **ESTABLISHMENT AND NAME**
There is hereby established an Association to be known as IRINGA TOURISM ASSOCIATION (ITA), a non profit making organization.
2. **REGION DESCRIPTION**
The boundaries of ITA shall be the regional boundaries of Iringa Region.
3. **OFFICE**
The offices of ITA shall be situated in Iringa Municipality.
4. **AIM**
The aim of ITA shall be to initiate, develop and promote Iringa Region in a sustainable way as a quality tourist destination to the benefit of the tourists, the business community, the people of Iringa and the Nation as a whole.
5. **OBJECTIVES AND FUNCTIONS**
The objectives and functions of ITA shall be:
 - (a) To advertise Iringa Region as a tourist destination.
 - (b) To facilitate, through negotiations with relevant authorities a conducive environment for potential investors in the tourist sector.
 - (c) To encourage, support and facilitate direct involvement of local communities in tourism business.
 - (d) To create a forum and meeting place for stakeholders in the tourism sector of Iringa.
 - (e) To liaise and cooperate with other tourism associations, both national and international.
 - (f) To liaise and cooperate with Local Governments, Central Government and other public bodies including research institutions.
 - (g) To foster and encourage a tourism awareness among the inhabitants of Iringa Region.
 - (h) To create awareness about the official tourism policy of Tanzania.
 - (i) To establish and maintain one or more tourist information centre(s) in the region. Information centres under ITA shall be known as Iringa i. The **i** is the international symbol for tourist information.
 - (j) To open and operate bank account.
 - (k) To receive grants, gifts, subscriptions and donations under conditions acceptable to ITA.

- (l) To engage and provide in whole or in part for the salaries or maintenance of officers, servants and employees.

6. **MEMBERSHIP**

Membership shall be open to private commercial companies, Non-Governmental Organisations and individuals. Members will fall in two groups, ordinary members and life members.

Fees for ordinary membership (annual subscription), life membership as well as penalty payments for delayed fees will be set by Annual General Meeting (AGM).

7. **RIGHTS OF MEMBERS**

Members of ITA shall be entitled to vote at plenary meetings and participate in all activities and will be eligible to hold office in the ITA when elected.

8. **DUTIES OF MEMBERS**

- (a) All members shall uphold the constitution of ITA.
- (b) All members shall pay fees when due and carry out assignments.
- (c) All members shall refrain from influencing ITA or its office bearers in any way or manner, which may appear to prejudice the status of ITA.

9. **TERMINATION OF MEMBERSHIP**

- (a) Resignation after giving written notice to the Executive Committee.
- (b) Death.
- (c) Failure to pay annual subscription within a period of 6 months after due date. The member will be dismissed from membership by the AGM on recommendation from the Executive Committee.
- (d) Misconduct of a member resulting in the disruption of ITA activities, dishonesty occasioning loss or tarnishing the name of ITA. The member will be dismissed from membership by the Executive Committee with recommendation to the Annual General Meeting.
- (e) Any member who ceases to be a member shall give up all rights to and claims upon ITA's property, funds, services and privileges thereto.

10. **LEADERSHIP**

Executive Committee:

There will be an executive committee which will consist of

- Chairperson
- Vice-Chairperson
- Secretary
- Assistant Secretary
- Treasurer and
- Two members.

11. **ELECTION AND TERM OF OFFICE**

The office bearers will be elected at an Annual General Meeting. The nominees will be held by simple majority of members present. Election will be held every second year. An officer may be re-elected for another period of two years. The maximum for consecutive re-election is 3 terms.

12. **DUTIES OF THE EXECUTIVE COMMITTEE**

The specific functions of the Executive Committee shall include but not be limited to:

- (i) Consider and approve new members.
- (ii) Dismiss any member as in 9 above.
- (iii) Approve all the expenditures in respect of the activities for
- (iv) ITA.
- (v) Shall see to it that all properties of ITA are maintained in good order.
- (vi) Attend to all matters brought by it pertaining to the welfare of ITA.
- (vii) Appoint temporary office bearers should one be dismissed or die. Temporary appointments will be valid until the next Annual General Meeting, where election to fill the vacancy will take place.
- (viii) The Committee shall have a quorum of three fifths (60%) for decisions affecting ITA.
- (ix) The Committee shall meet at least every quarter.

13. **OFFICE BEARERS**

The office bearers shall have the primary responsibility of running the day to day affairs of ITA. Their specific functions are:

(a) **Chairperson**

- (i) Shall preside over and conduct all the ordinary meetings of the Annual General Meetings and Extra – Ordinary General Meetings.
- (ii) Shall be the official spokesperson of ITA.
- (iii) Shall present the annual report to the Annual General Meeting.
- (iv) Shall be signatory to the financial accounts of ITA.
- (v) On completion of his/ her term of office, to hand over the office to the new Chairperson.
- (vi) Shall be a member and chairperson of the Executive Committee.

(b) **Vice-Chairperson**

- (i) Shall take the functions of the chairperson as outlined in (a) above if the Chairperson is indisposed, sick or unable to attend.
- (ii) Shall assist the chairperson in any matters delegated to him/ her by the chairperson.
- (iii) On completion of his/ her term of office, to hand over the office to the new Vice-Chairperson.
- (iv) Shall be a member and Vice-Chairperson of the Executive Committee.

- (c) **Secretary**
- (i) Shall convene meetings of the Executive Committee, Annual General Meetings, and the Extra – ordinary General Meetings.
 - (ii) Shall keep records of the proceedings of all such meetings.
 - (iii) Shall attend to all correspondences.
 - (v) Shall ensure that all rules of ITA are observed.
 - (vi) Shall care for the stamp, seal, emblem and any other important document of ITA.
 - (vii) Shall be a signatory to the financial accounts of ITA.
 - (viii) Shall maintain an up to date members register.
 - (ix) On completion of his/ her term of office, to hand over the office to the new Secretary.
 - (x) Shall be a member and secretary to the Executive committee.
- (d) **Assistant Secretary**
- (i) Shall assist the secretary in all duties outlined above.
 - (ii) Shall take on the responsibilities of the secretary if the secretary is indisposed by illness or any other reason.
 - (iii) Shall be a signatory to the financial accounts of ITA.
 - (iv) On completion of his/ her term of office, to hand over the office to the new Assistant Secretary.
 - (v) Shall be a member and assistant secretary to the executive committee.
- (e) **Treasurer**
- (i) Shall receive member's fees and subscriptions and any other monies.
 - (ii) Shall make all payments approved by the Executive Committee.
 - (iii) Shall keep proper accounts.
 - (ii) Shall safeguard the funds of ITA and look after all the financial affairs in liaison with other signatories.
 - (iii) Shall be signatory to the statements of accounts for audit purposes and for submission to the Annual General Meetings.
 - (iv) On completion of his/her term of office, to hand over to the new Treasurer all the books of accounts and cash with proper statements of outstanding payments and receivables.
 - (v) Shall be a member of the Executive committee.
- (f) **Members (two)**
- (i) Attend all Executive Committees.
 - (ii) Carry out duties for ITA which are entrusted to them by the Executive Committee and may be appointed to hold any responsibility in ITA.

14. **MEETINGS**

- (a) The Annual General Meeting (AGM) shall be held once a year. The AGM is the supreme authority of ITA. All members, who have paid up their annual subscription, will be entitled to vote and to stand for election. The quorum shall be at least one half of the members. The Secretary shall send twenty one (21) days notice to all members.

- (c) The Extraordinary General Meeting shall be convened by the Executive Committee on its own motion or by members demanding an Extraordinary General Meeting, expressing the purpose of a proposed meeting and signed by not less than one quarter of the members. All members, who have paid up their annual subscription, will be entitled to vote and to stand for election. The quorum shall be at least one half of the members. The Secretary shall send seven (7) days notice to all members calling for an Extraordinary General Meeting.

15. **FUNCTIONS OF THE ANNUAL GENERAL MEETING (AGM)**

- (a) The functions of the Annual General Meeting shall be:
 - (i) To approve minutes of the previous AGM and any Extraordinary General Meeting held since the last AGM
 - (ii) To follow up on resolutions of previous AGM.
 - (iii) To approve the annual report from the Chairperson and the annual activity report.
 - (iv) To approve audited accounts of ITA.
 - (v) To approve action plan and budget for the ensuing year.
 - (vi) To appoint and fix remuneration of the auditors for the ensuing year.
 - (vii) To fix all membership fee rates.
 - (viii) To dismiss members.
 - (ix) To elect members of the Executive Committee.

16. **ADJOURNMENT OF MEETINGS**

Subject to the provisions of these rules the Chairperson of any meeting may, within the consent of those present, adjourn the meeting from time to time and from place to place, but, except with the consent of the majority of members present at the meeting, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting that was adjourned. No notice need be given of an adjourned meeting unless it is so directed in the resolution of the adjournments.

17. **SPECIAL MOTIONS**

Any member wishing to table any motions at the AGM shall give written notice of such motion to the secretary not later than seven (7) days prior to the AGM unless such notice has been accepted by two thirds of the members present at the AGM.

18. **POWER TO MAKE RULES**

The Executive Committee may from time to time propose rules and amendments to the AGM whose adoption shall require two thirds majority of members present at the AGM. Any member of ITA may also propose such rules and/ or amendments.

19. **FUNDS AND PROPERTY**

- (a) Sources of income of ITA shall be from membership fees, donations, the tourism information centre, fund raising activities and any other form.
- (b) The funds and property of ITA shall be used for furthering the objectives of the Association and approved by the AGM.
- (c) All funds of ITA shall be deposited into a bank account approved by the Executive Committee.
- (d) To withdraw funds from the bank or endorse any bill of exchange, two (2) signatures shall be required of persons appointed by the Executive Committee.
- (e) Property, such as office furniture and equipment, may not be sold, exchanged or given away without approval of two thirds of the members at a General Meeting.

20. **AUDIT**

The funds will be audited by a Registered Auditor who is not a member of ITA.

21. **AMMENDMENTS TO THE CONSTITUTION**

The Constitution may be amended by two thirds majority vote of the members present at a duly constituted General Meeting. Provided the notice of such a meeting and proposed amendments have been communicated to the members at least seven (7) days prior to such a meeting.

22. **DISSOLUTION**

Iringa Tourism Association may be dissolved by a resolution passed to that effect by a two thirds majority vote of all members eligible to vote present at an Extra-ordinary General Meeting called specifically for that purpose. Where a resolution has been passed the EGM shall appoint a person or persons to be liquidator(s) and shall make provision for the final disposal of the assets of ITA.

23. **FOUNDER MEMBERS**

Now therefore, we the undersigned representatives, hereby agree to establish an Association for the purpose of furthering the aforementioned aims and objectives.