



USALAMA COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

DELEGATES ANNUAL GENERAL MEETING POLICY (2024)

Address:

Usalama SACCO Ltd

Plot 4B Acacia Avenue

P.O BOX 26800, Kampala

Website: www.usalamasaccoug.com

Tel: 0414271349/0393255953

Email: saccousalama@yahoo.com

APPROVAL:

This Delegates Annual General Meeting Policy has been approved by the Board sitting at the SACCO offices along Acacia Avenue, Kololo-Kampala on the day of 2024

.....

BOARD CHAIRMAN

.....

BOARD SECRETARY

TABLE OF CONTENTS

Preamble

1. Definitions
2. Election of delegates
3. Transfer of a delegate
4. Tenure of office
5. Notices
6. Quorum
7. One delegate per constituency
8. SACCO governance
9. Virtual attendance
10. Age of delegate
11. Guidance by the board
12. Merger or split of the constituency
13. Directorates with more than two deputy directors
14. Delegation by the delegate
15. Qualification to be a delegate
16. Vetting of delegates
17. Grounds for disqualification of a delegate
18. Gender
19. Amendment of this Policy
20. Reference to the legislations and byelaws

Appendix I

Appendix II

Appendix III

Preamble

The Board noting that membership of the SACCO had grown tremendously posing challenges which include inter alia failure by the members to adequately deliberate on issues of the SACCO and suffering excessive costs of holding a massive Annual General Meeting which negatively impact the operations of the SACCO and members' benefits,

And the Board further noting the concerns raised by the mother organization about the security risks relating to massive movement of members and abandonment of their respective stations to go to Kampala to attend the Annual General Meeting,

The Board did consultations with various stakeholders and benchmarked with sister SACCOs with the view of coming up with a solution to the foregoing challenges,

The Board at the 11th Annual General Meeting that was held on 28th April 2023 at Uganda Museum Open Grounds presented to the members the proposal of holding delegates Annual General Meetings which members approved.

The Board has therefore put in place this Policy to give effect to the resolution of holding delegates Annual General Meeting.

The Delegates Annual General Meeting Policy 2024 has been approved as follows:

1. Definitions

“Commercial officers” means officers of Ministry of Trade, Industry and Cooperatives

“Constituency” means a region or directorate or a special category to be represented by the delegate;

“Delegate” means a member who has been elected to represent his constituency at the delegates Annual General Meeting;

“Delegates Annual General Meeting” means the meeting of delegates held in Kampala or any other place as the Board may determine organized in accordance with this Policy;

“Headquarter” means headquarters of Internal Security Organization;

“Junior officer” means a member who holds an appointment of a Desk Head or Operative Officer in one of the directorates of the mother organization;

“Member” means a person who has saved with the SACCO for at least four months in addition to being a fully paid up member with at least ten shares;

“Middle manager” means a member who holds an appointment of a section Head in one of the directorates of the mother organization;

“Mother organization” refers to Internal Security Organization

“Policy” means the Delegates Annual General Meeting Policy;

“Registrar” means Registrar of Cooperative Societies;

“SACCO” means Usalama SACCO;

“Senior officer” means a member who holds an appointment of a Director or Deputy Director in one of the directorates of the mother organization;

2. Election of delegates

(a) Whenever it is time to elect delegates, regional meetings shall be conducted immediately after the closure of

the financial year in designated SACCO regions and directorates.

(b) The delegates shall be elected from members from the regions, the directorates and special categories as provided in the appendices to this Policy.

(c) No person shall stand to be elected as a delegate unless he or she is a member of Usalama SACCO in accordance with the SACCO Bylaws and this Policy.

(d) Election of delegates shall be presided over by a commercial officer of the host district or division for Kampala City or the headquarter.

(e) For purposes of election, special category shall neither be considered members of the headquarter or field.

(f) For purposes of electing delegates, all borders with more than three members of staff of the mother organization shall be treated as districts.

3. Transfer of a delegate

(a) Where a delegate is transferred, or for any reason ceases to work with ISO, the officer who replaces him or her shall assume his or her delegate's role provided the replacing officer is a member of the SACCO.

(b) Where the replacing officer in (a) above is not a member of Usalama SACCO, the Board shall appoint a delegate from that particular constituency to serve the remaining period.

(c) For avoidance of doubt, delegation envisaged under this Policy shall not be by name but constituency or station.

4. Tenure of office

(a) Delegates shall represent their constituencies in two consecutive Annual General Meetings except delegates nominated by the Board whose time of representation shall be specifically provided in an instrument of nomination.

(b) Subject to (a) above, the Board shall not nominate any delegate for a representation exceeding two conservative Annual General Meetings.

(c) A delegate may be re-elected in accordance with the SACCO byelaws, policies and directions by the Board.

5. Notices

(a) Whenever it is time to conduct regional meetings to elect the delegates to the delegates Annual General Meeting, a notice of fourteen days shall be circulated amongst members spelling out the agenda, date, venue and time of the meeting.

(b) During the meeting, a report on management accounts, provisional reports of Chairman Board, Chairman Supervisory Board, Treasurer, Chief Executive Officer and resolutions of the previous Annual General Meeting shall be made known to members.

(c) Immediately after the delegates have been elected from their respective constituencies, a notice of twenty one days calling delegates to the Annual General Meeting shall be communicated. This notice shall specify the agenda, date, venue and time of the meeting.

(d) The procedure at the Annual General meeting shall be in accordance with the SACCO Byelaws.

6. Quorum

The quorum of the delegates Annual General Meeting shall be at least fifty members.

7. One delegate per constituency

No district or department shall send more than one delegate unless all districts or directorates, whichever the case may be, have been duly represented.

8. SACCO governance

If it is a General Meeting for election of SACCO leaders, all members of the SACCO shall be eligible to apply to run for any leadership position in accordance with the SACCO Bylaws and policies, and the successfully vetted candidates shall be automatic delegates.

9. Virtual attendance

The Board may organize an online platform for members who are non-delegates to follow the proceedings of the Annual General Meeting.

10. Age of delegate

Age shall not be a bar for a member to contest as a delegate.

11. Directorates with more than two deputy directors

Notwithstanding what is provided under appendix I, Directorates which have more than two Deputy Directors shall elect an extra delegate at a level of Deputy Director on top of the three delegates.

12. Merger or split of the constituency

In case a district or directorate or any other constituency is merged together with another or split, new elections shall be conducted to get a delegate to represent that new district or directorate or constituency provided it is necessary.

13. Guidance by the board

The Board shall from time to time provide further guidance on where and how these regional meetings shall be conducted.

14. Delegation by the delegate

A delegate shall not delegate any member to represent him or her at the delegates Annual General Meeting.

15. Qualification to be a delegate

- (a) Must be a member of the SACCO.

- (b) Must contest from the constituency provided under this Policy

16. Vetting of delegates

(a) Elected delegates from the respective constituencies shall be vetted by the SACCO Vetting Committee.

(b) Where a delegate is found not fit or suitable, the Vetting Committee may recommend election of a replacement.

17. Grounds for disqualification of a delegate

- (a) If he or she retires from the mother organization
- (b) If he or she dies
- (c) If he or she is transferred from the constituency he or she represents
- (d) If the disqualification is recommended by the Vetting Committee
- (e) If for any reason ceases to be a member of the SACCO

18. Gender

At least one delegate from each of the constituencies shall be a female where applicable.

19. Amendment of this Policy

The Board may from time to time amend this Policy for effective operation of the SACCO.

20. Reference to the legislations and byelaws

Where the Policy is silent on a particular matter, cross reference shall be made to the Cooperative Societies Act, Cap. 112, regulations made thereunder and the Usalama SACCO Bylaws.

Appendix I:

Composition of delegates elected from the Headquarters

- (a) One senior officer
- (b) One middle manager
- (c) One junior officer

Appendix II

Composition of delegates elected from the Region

- (a) One officer from RISO's office
- (b) One officer holding an appointment of a DISO
- (c) One officer holding an appointment of a Deputy DISO or BISO or Deputy Refugee Camp Commandant where applicable
- (d) One officer holding an appointment of Operative Officer
- (e) One officer holding an appointment of a GISO

Appendix III

Composition of delegates elected from special category

- (a) Two delegates from Kitante Medical Centre (KMC)
- (b) Two top majority shareholders (male and female)
- (c) Two best savers (male and female)
- (d) Two delegates representing retirees (male and female)
- (e) Two delegates from Internal Protection Unit (IPU)/guards
- (f) Two delegates from drivers
- (g) Two delegates from support staff
- (h) A maximum of five delegates nominated by the Board in writing
- (i) All immediate former Board members