



USALAMA CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LTD

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Reg. No:6996

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Dear esteemed members,

GUIDANCE ON THE SELECTION OF REGIONAL DELEGATES TO ATTEND THE FORTHCOMING 14TH ANNUAL GENERAL MEETING, 2026

1. Background

At the 11th Annual General Meeting (AGM) that was held on 28th April 2023 at Uganda Museum Open Grounds, it was resolved among others that Usalama SACCO starts holding delegates AGMs. Subsequently, in 2024, the Board put in place Delegates AGM Policy that guided on the selection of delegates whose term of office has come to an end. The SACCO, therefore, will between 27th March and 11th April 2026, conduct meetings in the regions and at the headquarter in which delegates shall be selected in preparation for the forthcoming 14th AGM.

2. The Usalama SACCO Byelaws

The Byelaws of 2004, under Article 17, provide for regional meetings of members to elect delegates to attend the AGM. The delegates are expected to conduct business of the SACCO normally reserved for the AGM and to report to their respective constituencies on actions taken at the delegates meeting.

3. Composition of delegates

According to the Delegates AGM Policy, the selection of delegates are in three categories, namely; Headquarters, field and special categories.

At the headquarter, each directorate shall be expected to elect three delegates. These are:

- a. One officer holding an appointment of director or deputy director;
- b. One officer holding an appointment of section head; and
- c. One officer holding an appointment of desk head or operative officer

In the field, five delegates shall be elected to represent ISO regions and these officers shall be:

- 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 Refuge Camp Commandant where applicable;
- d. One officer holding an appointment of Operative Officer; and
- e. One officer holding an appointment of a GISO.

Lastly, there shall be delegates elected from constituencies which are named special categories. These shall be:

- a. Two delegates from Kitante Medical Centre (male and female);
- 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;
- f. Two delegates from drivers;
- g. Two delegates from support staff;
- h. A maximum of five delegates nominated by the Board in writing; and
- i. All immediate former Board members.

4. Roles of a host RISO

The host RISO shall:

- a. identify the venue where the regional meetings shall take place;
- b. get in touch with the Commercial Officer who shall be in charge of conducting the elections;
- c. coordinate all the activities leading to the meeting;
- d. identify service providers for refreshments;
- e. coordinate the selection of ^{FOUR} ~~three~~ representatives to the region that is the GISO, the Operative officer or Deputy DISO or Deputy Refuge Camp Commandants and a DISO where applicable; and

- f. implement the mother institution's directive to ensure that all stations remain manned during regional meetings to elect delegates

5. Activities at SACCO Regional Meetings

- a. Summarize the content of Delegates AGM Policy, 2024
- b. Presentation of a summary of the status report on the SACCO operations
- c. Presentation of the resolutions of the previous AGM and implementation status
- d. Holding of elections of delegates and declaration of election results

6. Key notes

- a. The delegates shall be elected from members from the regions, the directorates and special categories (constituencies) in accordance with Delegates AGM Policy.
- b. No person shall stand to be elected as a delegate unless he or she is a member of Usalama SACCO (i.e., has saved with the SACCO for at least four months in addition to being a fully paid-up member with at least ten shares).
- c. No district or department shall send more than one delegate unless all districts or directorates, whichever the case may be, have been duly represented.
- d. Districts which earlier had a delegate shall give a chance to other districts to also send a delegate.
- e. A delegate shall not get a second term unless other members are not interested or not eligible to be delegates.
- f. Elected delegates from the respective constituencies shall be vetted by the SACCO Vetting Committee and where a delegate is found not to be fit or suitable, the Vetting Committee may recommend election of a replacement.
- g. Delegates shall represent their respective constituencies in two consecutive AGMs.
- h. 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 to serve the remaining period. A replacing delegate shall have the right to be re-elected.

- i. Since the 14th AGM shall be elective AGM for Board members, all members of the SACCO shall be eligible to apply to run for any leadership positions irrespective of whether they are delegates or not. The successfully vetted candidates shall be automatic delegates.
- j. A delegate shall not delegate any member to represent him or her at the delegates AGM if he or she is unable to attend.
- k. A person shall be disqualified as a delegate if he or she:
 - i. retires from the mother organization;
 - ii. dies;
 - iii. is transferred from the constituency he or she represents;
 - iv. is disqualified by recommendation report of the Vetting Committee;
 - v. inability to perform duties of a delegate; or
 - vi. for any reason ceases to be a member of the SACCO.
- j. All participants from respective districts to the regions shall be paid a modest transport facilitation. The facilitation shall be paid on a member's SACCO account after verification.
- k. All regional meetings shall officially begin at 10:00 am.
- l. Immediately after the delegates have been elected from their respective constituencies, a notice of 21 days calling delegates to the AGM shall be communicated. This notice shall specify the agenda, date, venue and time of the meeting.


Kaahwa James
BOARD CHAIRMAN