

THE CONSTITUTION

OF

COUNTRY CHAPTER

OF

EAFC

CHAPTER ONE

ESTABLISHMENT

1. There is hereby established an organisation to be known as EAFCA Chapter.
2. (a) The organisation is a country chapter of the Eastern African Fine Coffees Association (EAFCA) and shall be registered in accordance to the laws of the country.

(b) The organisation shall be the link between its members, EAFCA and the other country chapters of EAFCA in the region.
(c) The organisation may be affiliated to such bodies, governmental and non-governmental, national and international, with similar objectives.
(d) The Organisation shall be a non profit body.
(e) The Organisation shall be non-partisan and shall keep within its mandate in accordance with the provisions of this Constitution and the memorandum and Articles of Association of EAFCA.
(f) The Organisation shall be governed by this Constitution and such other rules and regulations made hereunder.

CHAPTER TWO

REGISTERED OFFICE

- (a) The registered office of the Organisation will be situated in

CHAPTER THREE

OBJECTIVES

3. The objectives of the organisation shall be as follows:
 - (a) to establish and promote a network amongst those participating and having an interest in quality coffee production, processing, and marketing in high

quality African coffee growing sub regions, and to undertake by all lawful means the following:-

- (b) To engage in promoting the production, processing, consumption and export of the finest quality coffee in Eastern Africa and the sub regions in Africa.
- (c) To promote sustainable production systems involving coffee and other tree crops in Eastern Africa and the sub regions in Africa.
- (d) To develop a network for exchanging information through education and training for professional and other participants of the coffee industry in Eastern Africa, and beyond, who share commitment to the production, processing, exporting and consumption of fine quality coffee.
- (e) To develop a strong, needs driven and market oriented regional organisation with activities organised, where possible, through coffee zones or national chapters.
- (f) To encourage the spirit of regional co-operation in the coffee industry and enhance the unified and unique character of the Eastern African coffee industry.
- (g) To open membership of the Association to the private sector associations, state regulatory bodies, growers association, individuals and organisations, who share common interests, in fine coffee qualities and excellence, in the wide coffee world.
- (h) To liaise with any organisations on matters relating to the promotion of the fine coffee industry, to inform all members of all such development, and to facilitate joint activities where considered appropriate.
- (i) To liaise with other coffee organisations and associations in the wider coffee world and improve linkages within the global coffee market.
- (j) To encourage sound business and professional practice, consciousness to the environment, and social and socio-economic issues related to the industry.
- (k) To provide arbitration services designed to provide expert and expedient settlement of coffee related disputes amongst the members and persons involved in coffee trading in the region.
- (l) To provide technical advise, consultation services, advice or any other services as may be incidental in furthering the principal objects of the Association.

- (n) To manage or co-ordinate any projects or programmes aimed at the development or promotion of coffee and other tree crops in the Eastern African regions.
- (m) To carry out additional activities or engage in such projects, as may be deemed necessary and expedient for the promotion and advancement of the objectives of the Organisation.

CHAPTER FOUR

MEMBERSHIP

- 4. Membership to every EAFCA Country Chapter shall be open only to individuals and corporate institutions that are members of EAFCA.

Any EAFCA member in the region shall automatically become a member of any EAFCA Country Chapter of their country of residence.

- 5. Members of the Country Chapter promote EAFCA activities in that country and promote the recruitment of members. Membership recruitment shall be carried out by the EAFCA, and members of country chapters may recommend such recruitment.

Categories of membership

- 6. The organisation shall have two categories of membership namely:
 - a) Corporate membership
 - b) Individual membership

Membership fees

- (a) Membership fees shall be payable every year to the EAFCA Secretariat.
- (a) On the payment of fees to the EAFCA Secretariat, members of the Country Chapter shall not be subjected to any further payment of such fees under this Constitution.

Obligations and Duties of members

- (a) To ensure the co-ordination and the implementation of EAFCA Secretariat activities at country level
- (b) To identify projects and potential areas of cooperation with the various stakeholders within the country and solicit for support from EAFCA Secretariat.
- (c) To facilitate the implementation and monitoring of approved EAFCA Secretariat/Board activities at the country level.
- (d) To disseminate information on the sustainable tree crops program and activities.

- (e) To seek for support from the local and foreign sources of funding for the country programmes.
 - (f) To review annual reports on activities within the country produced by the Chapter's activity coordinator(s).
 - (g) It shall be the duty of every member to uphold and promote the objectives of the Organisation.
 - (h) Every member shall comply with the provisions of the Constitution.
 - (i) Every member shall meet all financial obligations as shall from time to time be determined by the EAFCA Secretariat.
 - (j) Every member shall endeavor to participate in the activities of the Organisation, which they may be eligible to participate in.
7. Suspension and termination of a member shall be conducted in accordance to the memorandum and articles of association of EAFCA.

CHAPTER FIVE

ORGANS OF THE ORGANISATION

8. The organisation will be composed of the following organs:
- a) The General Assembly
 - b) Executive Committee
 - c) The Secretariat
9. a) The Organisation shall have an Executive Committee which shall comprise of not less than seven members.
- b) The composition of the Executive Committee shall include:
- i) the Chairperson
 - ii) the Vice Chairperson
 - iii) the Treasurer
 - iv) Secretary
 - v) Regional representatives.

The head of the Secretariat shall be an ex-officio on the committee.

- c) The General Assembly will elect their representatives to the Executive Committee.
- d) Each Committee shall agree on its terms of reference that shall be approved by the Board.

Tenure of office

10. The members are eligible to serve on the Executive Committee for two years provided that they shall be eligible for re-election.

Functions of the Executive Committee

11. The Organisation shall be governed by an Executive Committee, which shall exercise all such powers and do all such things as may be necessary for the effective running of the Organisation.
12. The Executive Committee shall perform the following roles:
 - a) shall initiate and cause to be executed the policies, programmes, rules and regulations of the Organisation and where appropriate through committees as shall be designed for the performance of the objectives of the Organisation.
 - b) Shall recommend the appointment of a coordinator.
 - c) Shall give overall guidance to and supervise the administration of the Chapter activities and programmes.
 - d) Shall prepare and present annual programmatic and financial reports for presentation to the General Assembly
 - e) Ensure the coordination of the coffee sector activities with the programmes of the members and member organizations.
 - f) Shall recommend to the General Assembly the Auditors of the Organization.
13. The Executive committee shall meet at least once every quarter.

Coordination of Chapter Activities

14. The Executive Committee shall in consultation with the General Assembly designate one of the member organisations of EAFCA (hereinafter referred to as the Host Institution) to provide secretariat services to the Country Chapter.
15. The Executive committee shall on behalf of the General Assembly enter into an agreement (Host Institution agreement) with the designated Host institution.

THE GENERAL ASSEMBLY

16. The Organisation shall have a General Assembly, which shall be the supreme governing body of the Organisation.

Meetings

17. The General Assembly meetings shall comprise of the following:
 - a) Annual meetings.
 - An annual meeting shall be held once a year at such time and place as may be determined by the Executive Committee.
 - A written notice of not less than thirty (30) days shall be circulated in advance in respect of the meeting and shall specify the agenda.

- For all purposes, the quorum at all Annual meeting shall be one half of eligible members.
- b) Extra- Ordinary meetings
- The Executive Committee may on its own motion or upon receiving a written demand by one- third of the members of the organisation, summon an Extra Ordinary meeting for purposes of discussing urgent matters relating to the affairs of the organisation.
 - A written notice of not less than 21 (twenty-one) days shall be circulated in advance in respect of Extra Ordinary meetings.
 - The quorum at such meetings shall be one-third of members.

CHAPTER SIX

FINANCES

18. The finances of the organisation shall consist of the following:
- a) Grants from the EAFCA Secretariat.
 - b) Any financial contribution from members
 - c) Donations or grants from donors, government agencies and other institutions.
 - d) Monies realised through fundraising drives.
20. Any such funds raised shall be held on behalf of the Country Chapter by the Host institution in accordance with the Host Institution Agreement and such other guidance as may be provided from time to time by the Executive committee.
21. The Organisation shall keep in a proper manner and shall periodically update its books and records.
22. A financial audit of the operations of the Organisation shall be conducted on an annual basis by an independent accounting firm.

CHAPTER SEVEN

SETTLEMENT OF DISPUTES

23. Any dispute that arises within the organisation shall be addressed by the relevant structures established within the organisation.
24. Where the organisation fails to settle the dispute, it shall be resolved through arbitration in accordance to the national laws. The parties shall chose one or more arbitrators.

CHAPTER EIGHT

RULES AND REGULATIONS

- 25. The Executive Committee shall make such rules and regulations which are consistent with the provisions of the Constitution and the memorandum and articles of Association of EAFCA.
- 26. Such rules and regulations shall be subject to the approval of the General Assembly.

CHAPTER NINE

AMENDMENT

- 27. This Constitution or any part thereof may be amended by the General Assembly upon passing a special resolution to that effect supported by one-half of the members present and voting.

CHAPTER TEN

MISCELLANEOUS

- 26. All matters, which are not specifically provided for in this Constitution, shall be dealt with in accordance with the powers vested in the Executive Committee and General Assembly.

No.	NAME	SIGNATURE