

**APPENDIX I**  
**CONSTITUTION**  
**OF**  
**TANZANIA SOCIETY OF AGRICULTURAL EDUCATION AND EXTENSION**  
(Reg. No. SO. 6471)

**ARTICLE 1: Name**

The society shall be called Tanzania Society of Agricultural Education and Extension with the short form "TSAEE".

**ARTICLE 2: Interpretation**

The word "Society" is the name which will refer to Agricultural Education and Extension, while "Agricultural" here includes crops and livestock and forestry.

**ARTICLE 3: Aim**

The aim of the Society shall be to promote professional spirit among agricultural teachers, trainers, researchers, managers and administrators, extensionist, and progressive farmers.

**ARTICLE 4: Objectives**

The objectives of the Society shall be:

- a) To provide a forum for the exchange of knowledge and ideas by all persons engaged in Agricultural Education and Extension through scientific research, instruction, publications, meetings and other such activities.
- b) To focus attention on the agricultural education and extension problems with a view to improving effective communication for agricultural development.
- c) To review periodically, the policy and practice of agricultural education, training and extension to identify problems and suggest solutions.
- d) To cooperate and liase with related institutions and organizations, both national and international in matters of mutual interest.

**ARTICLE 5: Membership**

**a) Conditions for membership**

Membership shall be open to all people who, in the opinion of the Executive Committee, are interest in advancing the objectives of the Society. Application for membership shall be made to the Honorary Secretary, Zonal Secretary. Admission to membership shall be at the discretion of the Executive Committee of the Society.

**b) Categories of Membership**

There shall be four categories of membership:

- i) Ordinary members: These shall be all persons who are professionally, qualified in Agricultural Education and Extension and who may be involved in such activities as trainers, teachers, researchers and extensionists, progressive farmers.
- ii) Associate members: These shall be those who are students at Universities or any other training institutions, or any other persons who may benefit from or contribute to the Society by virtue of their work. Such members shall be entitled to vote.
- iii) Life members: These shall be either ordinary or associate members who have paid membership fees for at least 10 years in advance and having been members for a period of at least five years. Such members shall be entitled to vote.
- iv) Honorary members: These will be persons who in the opinion of the National Executive Committee have made some outstanding contribution to the attainment of the objectives of the Society. Approval of Honorary Members will be at the Annual General Meeting. Such members will be exempted from paying membership and annual fees.

- v) Institutional members: all institutions and organizations which in the opinion of the National Executive Committee can contribute to the attainment of the objectives of the Society.

**ARTICLE 6: Sources of Funds**

Sources of funds shall be by way of subscriptions, donations, monies obtained from fund raising activities and the sale of publications.

**ARTICLE 7: Subscription**

- a) For founder members an entrance fee of a sum equivalent to the Annual Subscription shall be payable on admission to membership. This fee shall also constitute the Annual Subscription for the year of admission to membership.
- b) For subsequent members, an entrance fee and an annual subscription fee shall be payable on admission to membership.
- c) The annual subscription shall fall due on the first of January of each year. A member who will not have paid his/her subscription on or before the 30<sup>th</sup> of June shall be deemed to be in arrears and shall cease, ipso facto, to enjoy the privileges of membership.
- d) A person who forfeited the privileges of membership must reapply for membership in the manner of a new member.
- e) The amount of the subscription for all categories shall be as determined from time to time by the National Executive Committee and approved by the General Meeting.
- f) The entrance and annual subscription fees, once paid will not be subject to refund under any circumstances.

**ARTICLE 8: Management of the Society**

**a) Patron**

The Society shall have a Patron who shall be nominated by the National Executive Committee and approved by the Annual General meeting.

**b) Office Bearers**

- i) The National Executive Committee shall consist of Chairperson. The Vice Chairperson Honorary Secretary, Honorary Treasurer, Publicity Secretary and three other members.
- ii) The members of the National Executive Committee shall be proposed and seconded and (subject to their consent) elected by members at an Annual General Meeting by a secret ballot.
- iii) The officers of the Society shall hold office for a period of three years and shall be eligible for being re-elected by members at an Annual General Meeting by a secret ballot.
- iv) The officers of the Society shall hold office for a period of three years and shall be eligible for re-election but not for more than two consecutive terms.
- v) The National Executive Committee may fill any vacancy other than that of the Chairperson during the year by caption by the General Meeting from Members of the Society. Such cooped or elected members shall retire at the Annual General Meeting at which the person whose vacancy is being filled would normally have retired.
- vi) If the office of the Chairperson becomes vacant, the Vice Chairperson shall automatically become Acting Chairperson until the next General Meeting when a new Chairperson shall be elected.

**c) Honorary Auditors**

The Honorary auditors shall be proposed by the National Executive Committee and approved at each Annual General meeting.

**d) Zonal Executive Committee**

- i) The Zonal Executive Committee shall consist of Chairperson, the Vice Chairperson, Secretary, Treasurer, Publicity Secretary and three other members.
- ii) The members of the Zonal Executive Committee shall be elected by members at a Zonal Annual Meeting by a secret ballot.
- iii) The officers of the Society shall hold office for a period of three years and shall be eligible for being re-elected by members at a Zonal Annual Meeting by a secret ballot.
- iv) The officers of the Society shall hold office for a period of three years and shall be eligible for re-election but not for more than two consecutive terms.
- v) The Zonal Executive Committee may fill any vacancy other than that of the Chairperson any member during the year from members of the Society. Such cooped or elected members shall retire at the Zonal Annual Meeting at which the person whose vacancy is being filled would normally have retired.
- vi) If the office of the Zonal Chairperson becomes vacant, the Zonal Vice Chairperson shall automatically become Zonal Acting Chairperson until the next Meeting when a new Zonal Chairperson shall be elected.

**e) Zones that have been created with their respective centres at which meetings will be convened are:**

- (i) Lake Zone for Mwanza, Shinyanga, Mara and Kagera regions - Centre is Mwanza City
- (ii) Northern Zone for Manyara, Arusha, Kilimanjaro and Tanga regions - Centre is Arusha Municipality
- (iii) Central Zone for Dar es Salaam, Coast, Morogoro, Dodoma and Singida regions - Centre is Morogoro Municipality.
- (iv) Southern East Zone for Lindi, Mtwara and Ruvuma regions - Centre is Mtwara town.
- (v) Southern Highlands Zone for Mbeya, Iringa and Rukwa regions - Centre is Mbeya Municipality.
- (vi) Western Zone for Tabora and Kigoma regions - Centres is Tabora Municipality.

**ARTICLE 9: Duties of Officers of the Society at National Level**

- a) The Patron shall provide advice and guidance to the Society.
- b) The Chairperson shall preside at all meetings of the Society and of the National Executive Committee.
- c) The Vice Chairperson shall perform all the duties of the Chairperson in his / her absence, and any other duties as may be assigned to him / her from time to time by the Chairperson.
- d) The Honorary Secretary, or, in his / her absence, the Honorary Treasurer, shall record the minutes of all meetings or arrange to have such meetings recorded. He / She shall deal with all correspondence, shall enrol the names of members, prepare the business to be laid before the General and National Executive Committee meetings, and shall ensure that all notices prescribed in this Constitution are posted to members.
- e) Honorary Treasurer, or in his / her absence, the Secretary, shall collect / receive all monies due to the Society and shall issue an official receipt therefore. He / She prepare and annual budget and shall pay all debts due by it out of the funds / budget of the Society. He / She shall keep a correct account of his / her transactions and shall prepare a statement duly certified by the Honorary Auditors showing the financial position of the Society for presentation at the Annual General meeting.
- f) The National Executive Committee shall cause to be opened a "Current Account: with the Bank into which all monies due to the Society shall be deposited. The Chairperson, the Vice Chairperson and the Honorary Treasurer shall be empowered to operate this account for business on behalf of the Society.
- g) The Honourable Publicity Secretary or in his / her absence, the Secretary, shall promote the

society, collect information from Zones leading to preparing newsletters and the like, and inform members the most recent events of development related to the aim and objectives of the Society.

- h) The Honorary Auditors shall audit the accounts and certify the statement of accounts as prepared by the Honorary Treasurer and report to the Annual General Meeting.
- i) The National Executive Committee shall organise training programmes, seminars, workshops, symposia, conferences for members.
- j) The National Executive Committee shall encourage members to carry consultancy on behalf of the Society through which any consultant has to remit 20% of the consultancy fee to the Society.
- k) The National Executive Committee shall remit 10% of the solicited funds to the Zonal offices.

### **Duties of officers of the Society at Zonal level**

- (a) The Chairperson shall preside at all meetings of the Society and of the Zonal Executive Committee.
- (b) The Vice Chairperson shall perform all the duties of the Chairperson in his / her absence, and any other duties as may be assigned to him from time by the Chairperson.
- (c) The Secretary, or, in his / her absence, the treasurer, shall record the minutes of all meetings or arrange to have such meetings recorded. He / She shall deal with all correspondence, shall enrol the names of members, prepare the business to be laid before the Members' meetings, Executive Committee meetings, and shall ensure that all notices prescribed in this Constitution are posted to members.
- (d) Treasurer shall collect / receive all monies due to the Society and shall issue an official receipt therefore. He / She shall prepare an annual budget and shall pay all debts due by it out of the funds / budget of the Society. He / She shall prepare and shall pay all debts due by it out of the funds / budget of the Society. He / She shall keep a correct account of his / her transactions and shall prepare a statement duly certified by the Honorary Auditors under the National Executive Committee showing the financial position of the Society for presentation at the Zonal Annual Meeting.
- (e) Zonal Publicity Secretary shall promote the society, collect information from members within the zone and communicate the same to the National Honourable Publicity Secretary in order to produce newsletters, bulletins, pamphlets and the like.
- (f) The Zonal Executive Committee shall cause to be opened a "Current Account" with the Bank into which all monies due to the Society shall be deposited. The Chairperson, the Vice Chairperson and the Treasurer shall be empowered to operate this account for business on behalf of the Society.
- (g) The Zonal Executive Committee shall remit 10% of funds collected annually to the National Executive Committee.

### **ARTICLE 10: Meetings**

#### **a) Annual General Meetings**

(i) The date and place of the Annual General meeting shall be determined by the National Executive Committee but shall not be held later than thirteen months from the date of the previous Annual General Meeting. The Annual General Meeting shall receive the audited accounts, plan of work, and budget of the Society, and shall hold election of office bearers where necessary.

(ii) The Zonal Executive Committee will organize Zonal Annual Meetings in the first and second year of its three year term zonely and submit its resolutions to the National Executive Committee. Whereas in the third year all members from the zones have to attend the Annual General Meeting organized by the National Executive Committee as given in para one of Article 10 (a)

#### **b) Extra-ordinary General meeting**

The National Executive Committee can call an Extra-ordinary General Meeting at the request of any 10 percent of the members of the Society; such request will give notice of the business for which the meeting is being called. No other business shall be transacted at the meeting.

**c) Executive Committee Meetings**

The Executive Committee shall meet regularly but less than four times a year. Any extra-ordinary meetings of the Executive Committee for any specific purposes shall be called at the request of at least three members of the Executives Committee. Four members of the Executive Committee shall form a quorum.

**ARTICLE 11: Quorum**

The quorum for Ordinary and extra-Ordinary General Meetings shall be 40 percent of the members of the Society.

**ARTICLE 12: Resolutions**

Any resolutions made by the General or Executive Committee Meetings shall be passed by a simple majority of the members present and voting by a show of hands or secret ballot and in the case of a tie the Chairperson shall cast the deciding vote.

**ARTICLE 13: Amendment of the Constitution**

Amendment of the Constitution can only take place at any Annual General Meeting or an extra-ordinary General Meeting convened for this purpose; and the amendment must be agreed by two-thirds of the members of the Society.

**ARTICLE 14: Emblem**

The Society shall have an emblem which shall be used in all publications.

**ARTICLE 15: Other matters**

- a) Matters not dealt with in the Constitution shall be decided upon by the Executive Committee and ratified by the Annual General Meeting.
- b) The Executive Committee shall interpret the provisions of the Constitution and the decisions shall be ratified by the Annual General Meeting.