

2013

**AMICAALL
Swaziland**



**AMICAALL CONSTITUTION
4TH EDITION**



CHAPTER 1

NAME

The name of the program shall be **THE ALLIANCE OF MAYORS' INITIATIVE FOR COMMUNITY ACTION ON AIDS AT THE LOCAL LEVEL IN SWAZILAND** (herein after called AMICAALL SWAZILAND) and shall have the power to sue and be sued under its own name.

INTERPRETATIONS

In this Constitution, unless the context requires otherwise:-

“AMICAALL” shall refer to the Alliance of Mayors' Initiative for Community Action on AIDS at the Local Level.

“ACBF” shall refer to the African Capacity Building Foundation.

“AIDS” shall refer to the Acquired Immune Deficiency Syndrome.

“CBO” shall refer to the Community Based Organisation.

“CMTC” shall refer to the National HIV/AIDS Crisis Management and Technical Committee.

“HIV” shall refer to the Human Immuno Deficiency Virus.

“LAMAS” shall refer to the Local Authority Directors' Association of Swaziland.

“NERCHA” shall refer to National Emergency Response **Council** on HIV/AIDS.

“NGO” shall refer to the Non Governmental Organisation.

“PLHWA” shall refer to the People Living with HIV/AIDS.

“PMC” shall refer to the Program Management Committee.

“SASO” shall refer to the Swaziland AIDS Support Organisation.

“SNALA” shall refer to the Swaziland National Association of Local Authorities.

“STAKEHOLDERS” shall refer to interest groups within the Municipality.

“ToRs” shall refer to the Terms of Reference.

“UNAIDS” shall refer to the Joint United Nations Programme on HIV/AIDS.

“UNDP” shall refer to the United Nations Development Programme.

NATIONAL CO-ORDINATION OFFICE

3.1. Location and Address

The National Coordinating Offices of AMICAALL Swaziland Program shall be situated in Manzini, CNR of Nkoseluhlaza and Sandlana streets.

P0 Box 519
Ezulwini
Swaziland

3.2. Composition

- 3.2.1 National Director
- 3.2.2 Finance and Administrative Director
- 3.2.3 Other program staff members
- 3.2.4 Local Directors

3.3. Powers and Functions

- 3.3.1 Facilitate over all coordination and management of AMICAALL program activities in the country
- 3.3.2 Facilitate mobilization of resources for AMICAALL Swaziland activities
- 3.3.3 Open and manage approved bank accounts on behalf of AMICAALL Swaziland
- 3.3.4 Facilitate development and implementation of annual plans and budgets
- 3.3.5 Facilitate implementation of Executive Council and Program Management Committee decisions
- 3.3.6 Facilitate monitoring and evaluation of program implementation
- 3.3.7 Facilitate the provision of technical, financial and Directorial support to all program levels
- 3.3.8 Provide secretariat services to the Executive Council and the Program Management Committee
- 3.3.9 Facilitate development of partnerships with national and international organizations
- 3.3.10 Facilitate information dissemination

OBJECTIVES

The objectives of AMICAALL Swaziland shall be to:-

- 4.1. Facilitate the promotion, implementation and evaluation of effective Multisectoral responses to the HIV/AIDS epidemic in Swaziland in partnership with Urban Local Government and the Ministry of Housing and Urban Development.
- 4.2. Create a forum for consultation and exchange of experience amongst its Members.
- 4.3. Re-enforce solidarity amongst its Members and between Members and their Partners.

COMPOSITION AND STRUCTURE OF AMICAALL SWAZILAND

5.1. Composition

- 5.1.1. Executive Council (EC)*
- 5.1.2. National Co-ordinating Office (NCO)*
- 5.1.3. Municipality HIV and AIDS Programs (MHAP)*
- 5.1.4. Community Response Committees (CRC)*
- 5.1.5. Annual Conference (AC)*

CHAPTER 2

THE EXECUTIVE COUNCIL

6.1. COMPOSITION

- 6.1.1. Membership*
- 6.1.2. Chairperson*
- 6.1.3. Vice Chairperson*
- 6.1.4. Secretary*

6.2. MEMBERSHIP

The Executive Council shall be made up of four different categories of membership namely, ordinary members, honorary members, associate members and ex-officio members:-

6.2.1 Ordinary Members

Only currently serving Mayors as well as town council and town board Chairpersons shall be members of the Executive Council

6.2.2 Honorary Members

Honorary membership may be awarded by the Executive Council to members of society in recognition of distinguished service rendered to AMICAALL. Honorary membership shall be awarded based on a set of criteria to be determined by the Executive Council.

6.2.3 Associate Members

Associate Membership may be awarded by the Executive Council to, the President of SWALGA if not an ordinary member already, technical and funding partners of AMICAALL Swaziland based on criteria to be determined by the Executive Council.

6.2.4 Ex-officio Members

Ex-officio membership may be awarded by the Executive Council to the President of LAMAS, National Director and the Finance and Administrative Director by virtue of their positions within the structure of AMICAALL Swaziland.

6.2.5 Alternate Ordinary Membership

By virtue of their positions within the municipality structure, Deputy Mayors of cities and Vice Chairpersons of town councils and town boards shall serve as ordinary Executive Council members

in the absence of corresponding ordinary members. Alternate council members shall have all rights, privileges and obligations of ordinary members.

6.3. VOTING RIGHTS

Only ordinary members or their alternates shall have voting rights in the Executive Council. Other Executive Council categories of membership shall not have voting rights. Their participation shall be limited discussions.

6.4. TENURE OF OFFICE

The term of office for members of the Executive Council shall run concurrently with the term of office of the positions that gave rise to their appointment as Executive Council members, or until cessation of membership occurs in the manner and circumstances provided by subsection 6.5. of this constitution.

6.5. CESSATION OF MEMBERSHIP

The office of a member of the Executive Council shall become vacant under the following circumstances:

6.5.1 Upon death;

6.5.2 Upon the expiry of one (1) months' notice in writing from the date of his/her resignation;

6.5.3 Upon being declared bankrupt and insolvent;

6.5.4 If by reason of physical or mental injuries he/she is incapacitated from performing

6.5.5 If he/she is convicted of any offence for which he/she is sentenced to a term of imprisonment of six months or more without the option of a fine;

6.5.6 If for any reason the Executive Council is satisfied that such person's continuance as a member will be prejudicial to the interests of AMICAALL Swaziland

6.6. REPLACEMENT AND CO-OPTION OF MEMBERS

If the position of an Executive Council Member becomes vacant before the expiry of the term/period prescribed in section 6.4. of this constitution or if the Executive Council requires to co-opt a new member:

6.6.1 The secretary to the Executive Council shall notify the Chairperson of the Council within fourteen (14) days of the existence of the vacancy;

6.6.2 The Chairperson shall within thirty (30) days from the date of notice advise the Executive Council of the existence of the vacancy and a replacement shall be effected for the remaining tenure of the Executive Council.

6.6.3 Following a resolution of the Executive Council to co-opt a new member, the secretary shall invite the indicated new member to take up the said membership

6.7. POWERS AND FUNCTIONS

For the purpose of attaining the objectives of AMICAALL-Swaziland, the Executive Council shall have powers and duties to:

6.7.1. Exercise disciplinary control over its members or any person under its jurisdiction.

6.7.2. Purchase, lease, hire, dispose of or otherwise acquire any movable and immovable property, real or personal in connection with the exercise of any of its functions or powers.

6.7.3. Receive donations, gifts of money or property from a person/s or body/bodies of persons in connection with the furtherance of its objectives.

6.7.4. Suspend or dissolve the Program Management Committee based on guidelines to be established.

6.7.5. Approve AMICAALL's policies, work plans, budgets, budget re-allocation requests, agreements and memoranda of understanding.

6.7.6. Approve staffing levels for AMICAALL structures.

6.7.7. Approve administration guidelines for AMICAALL.

6.7.8. Approve Program salary levels and allowances.

6.7.9. Recruit and appoint the National Director.

6.7.10. Approve recommended investment portfolios for surplus AMICAALL funds.

6.7.11. Review and approve AMICAALL's audited statement of accounts.

6.7.12. Delegate authority to the Program Management Committee to execute functions as provided by section 7.8.

6.7.13. Perform any act in furtherance of the objectives of AMICAALL.

6.8. CHAIRPERSON OF THE EXECUTIVE COUNCIL

6.8.1. Election of the Executive Council Chairperson

- a) Chairperson of the Executive Council shall be chosen by ordinary members of the Executive Council amongst ordinary and alternate members of the Executive Council.
- b) There must be two names nominated for the position
- c) Each nomination shall be made by one member and supported by one other member.
- d) Each candidate must indicate that he/she will stand before being seconded.
- e) Each candidate will be entitled to \pm 10 minutes for his/her initial address followed by 5 minutes questions.
- f) Voting for each candidate by secrete ballot will be conducted immediately after the close of questions.

6.8.2. Tenure of Office of the Chairperson

The term of office of the Executive Council chairperson shall run concurrently with his/her term of office as mayor, chairperson of a town council or town board or until cessation of membership occurs in the manner and circumstances provided by subsection 6.5. and 6.8.3 of this constitution.

6.8.3 Cessation of Responsibilities as Chairperson of the Executive Council

Cessation of responsibilities of a member who is elected to chair the Executive Council shall cease:

- a) When he/she ceases to be a member of the Executive Council.
- b) If he/she fails to attend two successive meetings of the Executive Council with or without a valid reason as determined by the Executive Council.
- c) If he/she is voted out by more than half the membership of the Executive Council due to incompetence and subject to the provisions of section 6.5.and 6.8.3 of this constitution.

6.8.4. Replacement of the Executive Council Chairperson

If the position of an Executive Council Chairperson becomes vacant before the expiry of the term/period prescribed in sections 6.5 and 6.8.3. of this constitution:

- a) The secretary to the Executive Council shall notify the Vice chairperson to the Council within fourteen (14) days of the existence of the vacancy;
- b) The Vice Chairperson shall within thirty (30) days from the date of notice advise the Executive Council of such a vacancy and a replacement shall be effected for the remaining tenure of the Executive Council based on the provision of 6.8.1. of this constitution

6.8.5. Powers and Functions of the Executive Council Chairperson

- a) The Chairperson shall, subject to this constitution, convene and preside over all meetings of the Executive Council.
- b) The Chairperson, or in his/her absence, the Vice-Chairperson, or any other member appointed by special resolution of the Executive Council shall hold power of Attorney for the Executive Council.
- c) He/she shall ensure that the decisions of the Executive Council are carried out.
- d) He/she shall ensure that objectives of AMICAALL Swaziland are realised.
- e) He/she shall have power to take summary disciplinary decisions on members of the Executive Council and Sub-Committees based on established by-laws.
- f) Before disciplinary action can be taken, affected members shall be given a fair hearing by the Executive Council.
- g) He/she shall oversee the activities of the Program Management Committee through the chairperson of the Program Management Committee.
- h) He/she shall from time to time represent the Executive Council in meetings and missions that require the input of the Executive Council. The Chairperson shall from time to time delegate the said responsibility to other members of the Executive Council.

6.9. VICE CHAIRPERSON OF THE EXECUTIVE COUNCIL

The Vice-Chairperson of the Executive Council shall **serve** as Chairperson in the absence

of the substantive Chairperson. Election, tenure, cessation, replacement, powers and functions of the Vice Chairperson shall be treated in a manner similar to those of the Executive Council Chairperson as provided by section 6.7.1, 6.7.2, 6.7.3, 6.7.4, 6.7.5.

6.10. SECRETARY OF THE EXECUTIVE COUNCIL

6.10.1 Secretary to the Executive Council

The National Directors shall be Secretary to the Executive Council by virtue of his/her position in AMICAALL - Swaziland.

6.10.2 Tenure of the Secretary to the Executive Council

The tenure of the Secretary to the Executive Council shall run concurrently with his/her engagement as National Director of AMICAALL — Swaziland.

6.10.3 Cessation of Responsibility as Secretary of the Executive Council

Responsibilities of the Secretary to the Executive Council shall cease when he/she ceases to be National Director and subject to the provisions of section 6.5. of this constitution.

6.10.4 Replacement of Secretary to the Executive Council

The secretary to the Executive Council shall be replaced through appointment of a new National Director for AMICAALL Swaziland.

6.10.5 Powers and Functions of Secretary to the Executive Council

- a) The Secretary shall be responsible for conducting the correspondence of the Executive Council, attending all meetings of the Council, taking and recording the minutes of such meetings, and sending such minutes to members of the Council at least, seven (7) days, before the Quarterly Meeting.
- b) Shall keep and maintain an up to date register of members of the AMICAALL Swaziland Program.
- c) The Secretary shall be a technical advisor to the Executive Council.

6.11. PROCEDURES OF EXECUTIVE COUNCIL MEETINGS

6.11.1. Regular Meetings

- a) The Executive Council shall hold quarterly meetings. Members will be notified of the date at least fourteen (14) days before the scheduled meeting.

- b) Members shall be notified of the venue of the meeting at least seven (7) days before the date of such meetings.
- c) All proposals and questions to be submitted to the Quarterly Meeting by members must be sent to the Secretary not later than fourteen (14) days before the meeting.
- d) The agenda of Quarterly Meetings shall be communicated at least 14 days before the actual date of such meetings.
- e) Records of all meetings shall be maintained by the Secretary to the Executive Council and circulated for review of the Executive Council at least 14 days before the meetings.
- g) Approved minutes shall be signed by the Chairperson and the Secretary

6.11.2. Extra Ordinary Meeting of the Executive Council

The Chairman may at anytime, and as required at the written request by half plus one of the members, call an Extra Ordinary Meeting provided, that a period of seven days notice is given. Only items on the agenda will be discussed in an extra ordinary meeting.

6.11.3. Quorum of Executive Council Meetings

- a) The quorum for Executive Council meetings shall be formed by half plus one of members eligible to vote.
- b) If the Council fails to form a quorum, the meeting shall be called off and reconvened within fourteen days, whereupon 1/3 of members eligible to vote shall form a quorum.

6.11.4. Decisions of Executive Council Meetings

All decisions of the Council shall be taken by half plus one of the members present and entitled to vote. In the event of an equal number of votes, the Chairperson shall have a casting vote on any matters voted at Council Meeting.

- a) In reaching its decisions, each member of the Council shall be entitled to one vote.
- b) Voting shall be conducted by secret ballot unless decided otherwise by the

majority of the members present.

- c) Subject to the forgoing provisions, the Council shall regulate its procedures.
- d) Minutes of the Executive Council Meetings shall be circulated to Members of the Council within fourteen (14) days of the adjournment of the meeting.
- e) Unless notification to the contrary is received within fourteen days of the dispatch, approval of minutes shall be assumed.
- f) In the event of disapproval of any material points in the minutes, the matter shall be included in the agenda of the next Executive Council.

CHAPTER 3

ARTICLE 7 - THE MUNICIPALITY HIV/AIDS PROGRAM

7.1. COMPOSITION

7.1.1. Municipality HIV Team

7.1.2. Chairperson

7.1.3. Vice Chairperson

7.1.4. Secretary

7.2. MUNICIPALITY HIV TEAM

7.2.1. Membership of the Municipality HIV Team

Membership of the Municipality HIV Team shall be drawn from among locally based leading NGOs and CBOs in the fight against AIDS, youth, PLWH/As, women's groups, workers, churches and employers, locally based Government agencies and other community based organisations. Membership to the Municipality HIV Team shall be awarded to organisations and not to individuals. Once invited, organisations will designate individuals to sit in Municipality HIV Team meetings on their behalf. In constituting the MHT, municipalities shall give consideration to the size of the committee with reference to its effectiveness.

7.2.2. Appointment of Municipality H/V Team Members

Members of the Municipality HIV Team shall be appointed by a Municipality HIV Team Membership Selection Committee that shall be made up of the Mayor/Chairperson, Chief Executive Officer/Town Clerk and the Local Director. Such appointments shall be based on a simple consensus and subject to provisions of section 8.2.1 of this constitution.

7.2.3. Tenure of the Municipality HIV Team

Members of the Municipality HIV Team shall hold office for a period of three (3) years, or until cessation of membership occurs in the manner and circumstances provided for by section 8.2.4 of this constitution.

7.2.4 Cessation of Municipality HIV Team Committee Membership

The office of a member of the Municipality HIV Team shall become vacant under the following circumstances:

- a) Upon death of a representative member;
- b) Dissolution of a member organisation;
- c) Upon the expiry of one (1) month's notice in writing from the date of membership withdrawal by a member organisation or through resignation of a representative member;
- d) Upon a member organisation or a representative member being declared bankrupt and insolvent;
- e) If by reason of physical or mental injuries the representative member is incapacitated from performing his duties and functions as a member of the Municipality HIV Committee;
- f) If the representative member is convicted of any offence for which he is sentenced to a term of imprisonment of six months or more without the option of a fine;
- g) If for any reason the Municipality HIV Committee is satisfied that a representative member's continuance as a member will be prejudicial to the interests of AMICAALL Swaziland;

7.2.5. *Replacement of Municipality HIV Team Members*

Members of the Municipality HIV Team shall be replaced by the Municipality HIV Team Membership Selection Committee following declaration by the secretary of the Municipality HIV Team after consultation with the Municipality HIV Team Chairperson of the need to replace a member.

- a) In the case of a representative member the Secretary of the Municipality HIV Team will simply invite the member organisation to nominate another representative member within 14 days of the invitation.
- b) In the case of a member organisation the Municipality HIV Team Membership Selection Committee will identify and award membership to a new organisation.

7.2.6. *Powers and Functions of the Municipality HIV Team*

- a) Monitor, evaluate and review implementation local government response to AIDS;
- b) Give advice to local government on how to improve effectiveness of the local response;

- c) Assist local government in building the capacity of grass root urban community to respond to AIDS;
- d) Assist local government in coordinating local AIDS activities;
- e) Assist local government in mobilising communities;
- f) Review community proposals and make recommendations to the National Coordinating Office through the local Chief Executive Officer/Town Clerk;
- g) Provide technical support to communities through AMICAALL supported community participatory methods;

7.3. CHAIRPERSON OF THE MUNICIPALITY HIV TEAM

7.3.1 Appointment of the Municipality H/V Team Chairperson

The CEO/Town Clerk shall be Chairperson of the Municipality HIV Team by virtue of his/her personal position as CEO/Town Clerk

7.3.2. Tenure of the Municipality HIV Team Chairperson

The tenure of the Municipality HIV Team Chairperson shall run concurrently with his/her engagement as Chief Executive Officer/Town Clerk.

7.3.3. Cessation of Municipality H/V Team Chairperson

Responsibilities of the Municipality HIV Team shall cease when the Chairperson ceases to be Chief Executive Officer/Town Clerk and subject to provisions of subsection 6.5 and 8.3.1 of this constitution.

7.3.4. Replacement and Co-option of the Municipality H/V Team Chairperson

The Chairperson of the Municipality HIV Team shall be automatically replaced subject to provisions of 8.3.1 by whoever becomes Chief Executive Officer/Town Clerk.

7.4. POWERS AND FUNCTIONS OF THE MUNICIPALITY HIV TEAM CHAIRPERSON

- a) The Chairperson shall, subject to this constitution, convene and preside over all meetings of the Municipality HIV Team.
- b) The Chairperson, or in his absence the Vice-Chairperson, or any other member appointed

by special resolution of the Municipality HIV Team shall hold power of Attorney for the Municipality HIV Team

- c) He/she shall ensure that the decisions of the Municipality HIV Team are carried out.
- d) He/she shall ensure that objectives of AMICAAALL Swaziland's are realised.
- e) He/she shall have power to take summary disciplinary decisions on members of the Municipality HIV Team and Sub-Committees.
- f) He/she shall supervise operations of the Local Director.
- g) He/she shall represent the Municipality HIV Team in meetings and missions that require the input of the Municipality HIV Team Committee from time to time.
- h) The Chairperson (CEO) shall serve as a spokesperson of the MHT. He/she may from time to time delegate this function to the Secretary of the MHT.

7.5. VICE CHAIRPERSON OF THE MUNICIPALITY HIV TEAM

7.5.1. The Vice Chairperson of the Municipality HIV Team shall be an employee of the city council or town board and shall be appointed by the Municipality HIV Team Membership Selection Committee. In cases where it is not possible to appoint an employee of the council or board to the position of vice chairperson of the MHT, any member of the MHT may be appointed to this position.

7.5.2. Tenure, cessation, replacement, powers and functions of the vice chairperson of the Municipality HIV Team shall be treated in a manner similar to those of the Municipality HIV Team Chairperson.

7.6. SECRETARY TO THE MUNICIPALITY HIV TEAM

7.6.1. Membership of the Secretary to the Municipality H/V Team

The Local Director shall be Secretary to the Municipality HIV Team by virtue of his/her position as Local Director of AMICAALL - Swaziland.

7.6.2. Tenure of the Secretary to the Municipality HIV Team

The tenure of the Secretary to the Municipality HIV Team shall run concurrently with his/her engagement as a Local Director of AMICAALL - Swaziland.

7.6.3. Cessation of Responsibility as Secretary of the Municipality HIV Team

Responsibilities as Secretary to the Municipality HIV Team shall cease when the secretary ceases to be an AMICAALL Local Director and subject to provisions of section

7.6.4. Replacement of Secretary to Municipality HIV Team

The Secretary to the Municipality HIV Team shall be automatically replaced by whoever is appointed Local Director for the city or town in question.

7.6.5. Powers and Functions of Secretary to the Municipality HIV Team

- a) The Secretary shall be responsible for conducting the correspondence of the Municipality HIV Team, attending all meetings of the Municipality HIV Team, taking and recording the minutes of such meetings, and sending such minutes to members of the Municipality HIV Team at least seven (7) days, before the Monthly Meetings.
- b) Shall keep and maintain an up to date register of members of the MHT and community projects from a particular municipality.
- c) The Secretary shall serve as a technical advisor and liaison among members of the MHT.

7.7. PROCEDURES OF MUNICIPALITY HIV TEAM MEETINGS

7.7.1. Regular Meetings

- a) The Municipality HIV Team shall hold regular meetings once a month. Members will be notified of the agenda, date and venue at least fourteen (14) days before the scheduled meeting.
- b) All proposals and questions to be submitted to the Meeting by members must be sent to the Secretary not later than fourteen (14) days before the meeting.
- c) The agenda, venue, date and time of Municipality HIV Team meetings shall be communicated to members at least 7 days before the meeting.

7.7.2. Extra Ordinary Municipality HIV Team Meetings

The Chairperson may at any time, and as required at the written request by half plus one of the members, call an Extra Ordinary Meeting provided, that a period of seven days' notice is given. Only items on the agenda will be discussed in an extra ordinary meeting.

7.7.3. Quorum of Municipality HIV Team Meetings

- a) The quorum for meetings of the Municipality HIV Team shall be formed by half plus one of the members eligible to vote.
- b) If the Municipality HIV Team fails to form a quorum, the meeting shall be called off and reconvened within seven days, whereupon 1/3 of members eligible to vote shall form a quorum.

7.7.4. Decisions of the MHT Meetings

The Municipality HIV Team shall play an advisory role. Decisions by the Municipality HIV Team shall be presented as recommendations to the leadership of the respective municipalities.

CHAPTER 4

ARTICLE 8 - THE COMMUNITY AIDS RESPONSE

8.1. COMPOSITION

8.1.1. Community

8.1.2. Community Committee

8.2. DEFINITION OF COMMUNITY

A community shall be perceived to be an identifiable grouping of persons who reside within the respective municipalities and share common characteristics or interests such a gender, religion, residence, occupation, profession, culture, etc.

8.3. COMMUNITY HIV/AIDS ACTION COMMITTEE

9.3.1. All communities that apply for support from AMICAALL shall be expected to establish a structured community committee.

8.4. SIZE OF COMMUNITY HIV/AIDS ACTION COMMITTEE

The size of each Community Committee shall be determined by rules and regulations of the respective communities.

8.5. ELECTION OF MEMBERS

Members of a community committee shall be determined by the respective communities based on their own electoral rules and regulations. Such electoral procedures shall be expected to reflect democratic principles and guidelines.

8.6. TENURE OF OFFICE

The tenure of Community Committee members shall be determined by respective communities based on their own electoral rules and regulations.

8.7. CESSATION

Cessation of membership to a Community AIDS Action Committee shall be determined by respective communities based on their own electoral rules and regulations.

8.8. PLACEMENT/CO-OPTION OF MEMBERS

Members of a Community Committee shall be replaced/co-opted by respective communities based on their own electoral rules and regulations.

8.9. POWERS AND FUNCTIONS

8.9.1. Facilitate community assessment, project planning and Production of Community Proposals

8.9.2. Manage, Monitor project Implementation and report progress to AMICAALL and Constituent communities

8.9.3. Mobilize resources for community projects

8.9.4. Participate in AMICAALL meetings as required

8.9.5. Represent community interests

8.9.6. Account and take responsibility for managing project funds

8.9.7. Acquire technical capacity to provide support to community projects

8.10. OFFICERS OF COMMUNITY HIV/AIDS ACTION COMMITTEE

Election, tenure, powers and functions as well as cessation and replacement of officers of Community HIV/ AIDS Action Committees shall be guided by Community rules and regulations.

CHAPTER 5

ARTICLE 9 - ANNUAL CONFERENCE

9.1. PARTICIPANTS

Participants of the Annual Conference shall include members of the Executive Council, Councillors, AMICAALL Staff Members, and representatives of the Municipal HIV Teams as well as representatives of Community HIV/AIDS Action Committees as well as partners and stakeholders

9.2. PROCEDURES

The Annual Conference shall meet once in two years and shall be organised in the format of a conference. Participation shall be by invitation.

9.2.1 Agenda

Subjects of discussion by the annual conference shall be determined by NCO in collaboration with the EC and AMICAALL staff members. Selection of topics shall be guided by a need to share information and experience as well as to find solutions to challenges the organization faces.

9.2.2. Sessions

Sessions shall be made up of speeches, technical papers and discussions. A record of all sessions shall be compiled, published and disseminated to all persons who attended the conference.

9.4. DECISIONS OF ANNUAL CONFERENCES

The Annual Conference shall not take decisions but shall make recommendations.

CHAPTER 6

ARTICLE 10 -AUDITORS

10.1. It shall be the duty of the Auditors of AMICAALL Swaziland, in addition to the ordinary duties of auditors, to certify not less than once in each financial year whether or not:

10.1.1. They have received from the Financial and Administrative Director all the information and explanation, which they consider necessary for the performance of their duties as auditors.

10.1.2. The accounts of AMICAALL Swaziland and its members have been properly kept.

10.1.3. The accounts of AMICAALL Swaziland and its members represent a true and fair view of the financial position of AMICAALL Swaziland, according to the information and explanation given and the books and records produced to them

ARTICLE 11 - FINANCES AND ACCOUNTING

11.1. SOURCES OF FINANCE/INCOME FOR AMICAALL SWAZILAND SHALL BE BUT NOT LIMITED TO:

11.1.1.Sponsorship

11.1.2.Donations and gifts

11.1.3.Levies and sponsors hips;

11.1.4.Advertisements;

11.1.5.Fundraising;

11.1.6. Rent, sales, letting, sub-letting' and interest;

11.1.7.Investments;

11.1.8.Borrowing;

11.1.9.Subventions;

11.1.10. Any other legal source.

11.2. The Finance and Administrative Director shall keep or cause to be kept a full and correct account of all monies and assets owned, received and expended or sold or otherwise disposed of by AMICAALL Swaziland.

11.2.1. AMICAALL Swaziland shall maintain a bank account in Swaziland in the name of “THE ALLIANCE OF MAYORS’ INITIATIVE FOR COMMUNITY ACTION ON AIDS AT THE LOCAL LEVEL” for the purpose of ordinary financial affairs of AMICAALL Swaziland.

11.2.2. Cheques drawn on AMICAALL Swaziland’s bank Accounts shall be signed by the President of LAMAS and the National Director as primary signatories. In their absence, they shall be signed by the Vice President of LAMAS and the Finance and Administrative Director of AMICAALL as alternate signatories.

11.2.3. The National Director and the Finance and Administration Director shall not sign together except in the absence of both the LAMAS President and Vice. Likewise the President of LAMAS and Vice shall not sign together.

ARTICLE 12 - MEMBERS’ DUTIES

Every member of AMICAALL Swaziland shall be bound by and submit to the Rules and Regulations of AMICAALL Swaziland.

ARTICLE 13 - AMENDMENT OF THE CONSTITUTION

Proposed alterations to the constitution may be effected at a Quarterly General Meeting provided it has been proposed by a member of AMICAALL Swaziland, seconded by two others and submitted to the Secretary in writing at least, 14 (fourteen) days before the Quarterly General Meeting.

ARTICLE 14 - DISSOLUTION

AMICAALL Swaziland shall be dissolved in an extra ordinary meeting by members of the Executive Council. A motion to this effect shall be moved by one member, seconded by one other and supported by 75% of all Executive Council Members. A decision to dissolve the organisation shall only be taken in a meeting where all members of the Executive Council are in attendance.

Immovable structures will remain in the communities for which they were constructed. Movable property will be donated to organisations that pursue similar objectives to those of AMICAALL Swaziland. Cash balances will be returned to original donors.