

# **TANZANIA ASSOCIATION OF RADIOGRAPHERS BY-LAWS**

@ 2020

## INTRODUCTION

These By-Laws may be cited as **TANZANIA ASSOCIATION OF RADIOGRAPHERS BY-LAWS**

Constitution means the constitution of **TANZANIA ASSOCIATION OF RADIOGRAPHERS (TARA)**

Registrar means the registrar of societies.

**PART 1**

**1. MEMBERSHIP**

**Membership**

- a) Membership of TANZANIA ASSOCIATION RADIOGRAPHERS (**TARA**). Tanzania shall be as it is stipulated in the Constitution.
  
- b) Membership shall be done by application expect for Founder Members, a member who wishes to join TANZANIA ASSOCIATION RADIOGRAPHERS shall took the membership application form to the Secretary General and shall read all the requirement of joining and shall fill the form and return to the general secretaries' office.

The Secretary General shall receive the membership application Form and Present the same to the Executive Committee for discussion.

The Executive Committee shall discuss and allow or not to allow new membership. The Secretary General shall communicate in writing to the new member about his application to the Association.

**MEMBERSHIP APPLICATION FORM**

**(Made under 1 (a))**

**Form No 1**

**Part I**

Name of the applicant .....

Age .....

Tribe .....

Education .....

Occupation .....

Employer .....

Place of Residence.....

Reason for the application .....

**Caution**

Did you read and understand the Constitution and By-Laws **YES**  / **NO**

Are ready to pay **Fees** and **Contributions** as I understand the Constitution and By-Laws.

I promise to pay **Fee** and **Contributions** to the Society as to my capacity and I will not ignore paying fees as it is the sign of my membership.

Name of two sponsors

Name .....Signature .....

Name .....Signature.....

## 2. Cessation of Membership

- (a) Membership of Tanzania Association Radiographers shall cease as to the reason stipulated under Article 11 of the Constitution.
- (b) For the member who is membership will be terminate for other reason than death and resignation, the following procedure will be applied;-
  - i) A member may appeal to the General Meeting by informing the Chairman if he has aggrieved termination of his membership.
  - ii) In appeal the members so terminated must give genuine reason and the Chairman shall determine the reason and allow it to the General Meeting.
  - iii) It shall not be lawfully a member to be terminated without given a right to be heard. In every procedure of hearing the cases of termination or any other issues principles of natural justice must be adhered to.
  - iv) In any appeal according to these By-laws the decision of the General Meeting is not final a member who sees his rights are still violated shall appeal to the Registrar of Societies or Court of Laws.

## 3. Restoration of membership.

Members whose membership is determined for reason stipulated under the Constitution and these by-laws, may be restored upon application and being approved by the General Meeting.

## **Part 2**

### **4. Election and its procedures**

#### **How to get contestant**

- (a) shall be an election committee as it is stipulated in the Constitution.
- (b) Contestant for any vacancy shall apply by filling the vacancy Application form
- (c) The election committee will vet all contestants who applied for leadership positions by considering underline criteria for leadership.
- (d) Election committee will vet those names and pass those who meet the criteria.
- (e) Election Committee shall be mandated to supervise the election from announcing vacancies to declaration of the winner.

### **5. Functions of election Committee**

- (a) The election Committee shall have the following functions.
  - (i) To supervise the election
  - (ii) To count votes**
  - (iii) To declare the winner

### **6. Declaration of the winner.**

- (a) Election results will be declared by the election committee after completion of counting votes.
- (b) The election results will be declared at the the place where the election were held
- (c) The tallying officer will be the electoral Chairperson
- (d) Candidates must duly fill the prescribed form.

**CANDIDATE APPLICATION FORM**  
**(By law 6 (d))**  
**Form No 2**

**Part One**

1. Candidate's full name .....
2. Age.....
3. Place of Birth.....
4. Employer.....
5. Place of residence.....
6. Membership's period .....
7. Position contested for .....
8. Reason for contesting.....
9. Level of education .....
10. Signature .....

**Part Two**

For Official Use Only

- Candidate accepted .....
- Not accepted.....

11. Give Reason.....
12. Officer's name .....
13. Signature .....
14. Official stamp .....

- (7) Candidates will be declared by the election Committee and will be given time to ask for votes in the said meeting
- (5) The ChairPerson of Committee will declare the Winner.

## **Part 3**

### **MEETINGS**

#### **TYPES OF MEETINGS**

**13** (1).The Association will have four meetings.

- (a) Annual General Meeting.
- (b) Extra Ordinary Meeting.
- (c) Executive Committee Meeting
- (d) Scientific Meeting

#### **(2) GENERAL MEETINGS OF THE ASSOCIATION**

- a. The General Meeting will be held once per and it will be called by the Executive Committee.
- b. The Committee may determine the date, time and place of the General Meeting.
- c. The ordinary activities of the general meeting is as it is stipulated in the Constitution of the Association.
- d. The Annual General Meeting may also conduct any other activity of which notice has been given in accordance with these by laws.

#### **(3) Notice of General Meetings**

- a. The Honorary Secretary after consultation with the Executive Committee will give notice to members who are eligible to attend the meeting.
- b. The notice must be at least one month before the date of the meeting.
- c. The notice must specify the date, time and place of the meeting. Indicate the general nature of each item of activity to be considered at the meeting.

#### **(4) Quorum at General Meetings**

- a. No activity may be conducted at a general meeting unless a quorum of members is present.
- b. The quorum for a general meeting is the presence (physically, by proxy or as allowed under the Constitution of the Association of the members entitled to vote.
- c. If a quorum is not present within two hours after the notified commencement time of a general meeting, in the case of a meeting convened by the Executive Committee the meeting must be adjourned to a date as it is stipulated in the Constitution.

- d. Notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- e. All meetings will be presided over by the Chairperson of the Association and in his absence as it is stipulated in the Constitution of the Association.

**(5). Voting at General Meeting**

- (a) Subject to the Constitution of this Association each member who is entitled to vote has one vote; and
- (b) Members may vote personally or by proxy; and
- (c) Except in the case of a special resolution, the question must be decided on a majority of votes.
- (d) If votes are divided equally on a question, the Chairperson of the meeting has a casting vote.
- (e) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

**(6) Extra Ordinary Meetings**

- (a) Any general meeting of the Association, other than General Meeting or a Scientific meeting, is Extra Ordinary Meeting.
- (b) The Committee may convene an Extra Ordinary Meeting whenever it thinks fit.
- (c) No activity other than that set out in the notice may be conducted at the meeting;
- (d) General business may be considered at the meeting if it is included as an item for consideration in the notice and the majority of members at the meeting agree.

### **(7) Extra Ordinary meeting held at request of members**

- (a) The Executive Committee must convene a special general meeting if a request per the Constitution of the Association.
- (b) A request for an Extra Ordinary meeting must—
  - (i) Be in writing to the Honorary Secretary
  - (ii) State the activity to be considered at the meeting and any resolutions to be proposed; and
  - (iii) Include the names and signatures of the members requesting the

meeting;

### **(8). Quorum at general meetings**

- (a) No activity may be conducted at a general meeting unless a quorum of members is present as stipulated in the Constitution

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### **(9). Minutes of general meeting**

- (a) The Committee must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record the activity considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (c) In addition, the minutes of each general meeting must include—
  - (i) The names of the members attending the meeting; and
  - (ii) The financial statements submitted to the members .
  - (iii) The certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (iv) Any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Constitution.

(10). Any other meeting as Executive Committee may be held as the need arises and to the agreed timetable by members. All proceedings must be recorded as of the General Meeting.



## Part 4

### Dispute resolution

11. (a) There shall be a Dispute Resolution Committee established as per the Constitution.

- b) The Dispute Resolution Committee will be mandate to deal with any dispute within the Association from the individual member to that of members with the Association.
- c) Any dispute arouses within the Association shall be solved amicably by negotiation with the Dispute Resolution Committee.

12. Procedure to file a Dispute with the Committee .

- a. Any person aggrieved or come into conflict with any member or leader within the Association can report his complain to the Chairman of the Dispute Resolution Committee.
- b. The complain submitted to the chairperson of the Committee should be in writing.
- c. the chairman after receiving the complain from the member can notify the other part about the complain and arrange for a date to hear both parties by the Committee.
- d. The committee can arrange for the date and place to hear the dispute.
- e. The Committee shall proceed to hear both parties affording equal opportunities to the said parties.
- f. Any party aggrieved by the decision of the Committee shall inform the chairman of the Association of his intention to Appeal to the General Meeting of the Association.
- g. The General Meeting of the Association in hearing the Appeal shall have the powers to reverse the decision of the Committee or order the case to be heard *de novo* before a reconstituted Committee. The decision of the General Meeting shall be binding and conclusive and any aggrieved part can appeal to the Registrar of Society or Court of Law.

**Part 5`**

**13. FEES and fine**

**a) Fees**

(1) There shall be different fees which shall be paid by a member as follows;

New member fee is Tsh 25,000/- for the first year.

Yearly members fee is Tsh 20,000/- (monthly fees Tsh 2,000/-.)

**b) Fine**

The members who violate these rules will be required to pay fine as follows;

Late to pay monthly subscription fees.....

**Part 7**

**15. FUNDS MANAGEMENT.**

**a) Association Account.**

There shall be an account of the Association which shall be opened in case any bank members will wish or decide to open. All Funds of the society shall be Kept in a bank account and the Treasurer shall have a duty to make sure all money is deposited in a bank.

The bank account of Association shall be operated by the Following;-

- i) .....
- ii) .....
- iii).....

b) If the above-mentioned office bearers are not present the following will do this duty.

- i).....
- ii).....
- iii).....

c) It shall be the duty of the treasurer to prepare a financial report every year with consultation of an independent auditor who shall be required to present the report to the AGM for discussion.

d) GM shall discuss and give views of the correctness or incorrectness of the financial report.

e) The year financial report shall be passed by all members presented in the AGM by considering a quorum.

## **Part 8**

### **16. CONSTITUTION AMENDMENT AND DISSOLUTION OF THE ASSOCIATION**

#### **CONSTITUTION AMENDMENT**

- (1) Any constitution amendment of TANZANIA ASSOCIATION RADIOGRAPHERS (**TARA**) shall be done at the AGM meeting for votes of more than 1/2 of all Members.
- (2) Constitution amendment shall be done in the manner provided in the Constitution.
- (3) A member who wishes to change any provisions of the constitution or by laws shall be required to present this prayer in the AGM through the Executive Committee.
- (4) If an AGM passed for constitution amendment the procedures and drafted of the new constitution shall be done and the registrar of societies must be informed for the constitution Amendment.
- (5) The Honorary Secretary shall fill a form for Application of constitution change and notice for constitution change and present to the registrar of societies.
- (6) In sending an application for constitution amendment to the Registrar of Societies the Honorary Secretary shall write the covering letter together with the minute's sheet of the AGM which discuss and vote for constitution changes.
- (7) No constitution amendment shall be done without a prior approval of the AGM.

#### **17. DISSOLUTION OF THE ASSOCIATION**

1. The Association may be Dissolved voluntarily by special resolution.
2. In the event of the dissolving or the cancellation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
3. The surplus assets must be given to the Association that has similar purposes to the Association.
4. The Association to which the surplus assets are to be given must be decided by special resolution.