

CONSTITUTION

OF

THE NILE BASIN DISCOURSE

ADOPTED THIS DAY OF NOVEHBER 2012

Prepared by: (2008)

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PREAMBLE

WE THE CIVIL SOCIETY ORGANISATIONS IN THE RIVER NILE BASIN,

BELIEVING that non governmental organizations and civil society organizations play a positive and constructive role in the implementation of sustainable development in the River Nile Basin specifically in ensuring the sustainable management of and benefit from the use of the Basin resources, and

THAT pursuant of the constitution of the Nile Basin Discourse civil society organizations from the ten riparian countries namely, Burundi, Democratic Republic of Congo, Egypt, Ethiopia, Eritrea, Kenya, Rwanda, Sudan, Tanzania and Uganda pledged to build and ensure cooperation amongst all inhabitants within the Nile Basin and to identify strategic partnership that promote social development, equity, justice, human rights, good governance, environmental quality and sustainability and create greater understanding and mutual respect amongst all stakeholders;

AND FURTHER RECOGNISING that civil society organizations of the Nile Basin are well placed to promote dialogue on sustainable and equitable development, peace, human security and mutual understanding within the Nile Basin: and

DETERMINED to play a leading role in the socio-economic development activities and in conflict prevention resolutions and transformation of the Nile Basin through dialogue and informed decision making; and

CONVINCED that cooperation on the Nile Basin development will foster and promote greater awareness of the shared interests of the people of the Basin and will enable civil society engagement in the Basin to promote harmony amongst our diverse cultures and civilizations; and

AWARE that the adverse effects o climate changer are increasing risks, vulnerability and variability which makes the need for adaptation intervention measures very urgent; and

REALISING the need to establish institutional structures to facilitate dialogue and cooperation on the developments in the Nile Basin, and to assist in addressing and resolving issues and problems related to the development of the Basin; and

THEREFORE we, the civil society organizations in the Basin decided to create a regional international umbrella organization known as the Nile Basin Discourse.

AGREE AS FOLLOWS:

ARTICLE 1 USE OF TERMS

For the purposes of this Constitution:

- 'CSO' means civil society organization;
- 'NBI' means Nile Basin Initiative;
- 'NBD' means Nile Basin Discourse;
- 'NGO' means non-governmental organization
- 'Board' means the Board of Nile Basin Discourse
- 'Organization' means Nile Basin Discourse

ARTICLE 2 VISION AND MISSION

2.1 Vision of the Organization

A Nile Basin in which there is sustainable, social and economic development for all peoples of the Nile Basin, free of conflict, leading to achievement of justice, human rights, good governance and in poverty eradication and protection of the environment

2.2 Mission of the organization

To ensure that a fully informed and basin-wide civil society develops and plays a key role in achieving the vision, through pro-active and critical influencing of projects, programmes and policies of the Nile Basin Initiative and other development processes

ARTICLE 3 CORE VALUES

- 3.1 **Ethics:** NBD is a network of independent and diverse organizations. It is the diversity of experience and perspective that represents the strengths of the network, which is built on the democratic principles of equality, transparency and accountability.
- 3.2 Inclusiveness: NBD full members (as hereinafter defined) are committed to a regional network of collaborative initiatives to generate synergetic development and mutual learning. In so doing, NBD member organizations seek to influence formulation of public policies favorable to advancement of human rights, peaceful co-existence, poverty eradication, and coordination of efforts among development communities serving the Nile Basin.
- 3.3 **Social justice and equality:** NBD works to promote sustainable development that entails empowering disadvantaged segments of society to gain increased access to resources through policies that grant equal opportunity and fairness to all.
- 3.4 **Mutual respect and accommodation:** By its nature, the Nile Basin includes a diversity of views, values and cultures demanding mutual understanding, tolerance and conflict mitigation. To this end, the NBD aims to optimize common interests to exploit advantages of unity within diversity

ARTICLE 4 ESTABLISHMENT OF THE ORGANISATION

- 4.1 There is established by this Constitution, the Nile Basin Discourse (NBD) hereinafter referred to as "the organization."
- The founders of the Organization are the national Nile Discourse Forums established in the ten Riparian countries of Burundi, Democratic Republic of Congo, Egypt, Ethiopia, Eritrea, Kenya, Rwanda, South Sudan, Sudan, Tanzania and Uganda. The acronym of the organization shall be 'NBD'.
- 4.3 The Organization will be registered as an international NGO, with its registered office in Entebbe, Uganda
- NDFs as the founders of the NBD have in their membership civil society organizations and are registered in their respective countries. Each NDF should have its own constitution, holds a General Assembly, have its own Board and work on various issues within the Nile Basin and are situated in their respective countries. An NDF may establish Local Discourse For a in its country of registration if they deem this necessary.
- 4.5 The register of members shall be kept at the registered office of the organization. The Register shall contain records of the Certificate of Registration of the NDF, the Constitution of the NDF and the composition of its Board. In the case of NDFs that are founders but are not registered at the time of coming into force of this Constitution the Secretariat may accept accreditation documents that confirm the *de facto* existence of the NDF

ARTICLE 5 HEAD OFFICE OF THE ORGANISATION

The Organization shall have its Head Office in the country of registration.

ARTICLE 6 OBJECTIVES OF THE ORGANISATION

The Nile Basin Discourse is established to influence the policies and program the decision making processes within the Nile Basin. The broad objectives of the organization include:

- 6.1.1 To bring together similar Organizations which promote dialogue on sustainable and equitable and responsible development, peace, human rights, good governance and mutual understanding on issues of the Nile Basin between all stake-holders;
- 6.1.2 To improve the information and knowledge environment in the basin in such a way that the civil society can become better informed about current and future developments
- 6.1.3 To assist/support/facilitate civil society in building capacity to act on greater knowledge in order to influence development processes under the NBI and other initiatives;
- 6.1.4 To ensure that the NBD becomes a sustainable and dynamic network of civil society organization which continue to develop knowledge and capacity to influence the NBI and other development initiatives in a sustainable and equitable manner overtime;

- 6.1.5 To enhance partnership with other relevant stakeholders in the development of the Nile Basin
- 6.1.6 Any other or further objective that will help in furthering the above

These objectives may be reviewed by the General Assembly from time to time

ARTICLE 7: MEMBERSHIP

7.1. CATEGORIES OF MEMBERSHIP: The Organization shall have:

- 7.1.1. Full members are the National Nile Discourse Forums (NDFs) formed within the Eleven Riparian countries. Only one NDF may be accredited for each country. Full members shall have all the benefits of being members of the Organization
- 7.1.2. Associate members are non-organizations or civil society organizations which are not NDFs and who shall apply based on their interest in NBD objectives and their work in the Nile Basin. An associate member shall have speaking rights but shall not have voting rights or the right to be nominated to office. Associate members shall each authorize one individual to represent them at meetings and must notify the secretary of the NBD in writing the identity of its current representative. Such a representative member shall not be eligible to become a member of the Executive Committee unless he or she is a member of the NBD in his or her own right;
- 7.1.3. Honorary Members are shall be such persons of high integrity and standing in society whom the Board considers may be of value to the Organization.

7.2 APPLICATION PROCEDURE

- 7.2.1. The Board shall approve applications for associate membership and communicate its decisions to the General Assembly
- 7.2.2. An application for admission as an associate member shall be sent through the Secretariat and must meet the requirements or qualifications for associate membership below
 - 7.2.2.1 Commitment to conform to the vision, mission, objectives and principles of the Organization
 - 7.2.2.2 Potential to contribute to the activities of the Organization;
 - 7.2.2.3 Evidence of establishment as a legal entity/registration as a civil society organization;
 - 7.2.2.4 Proof of continued compliance with laws governing their operations
 - 7.2.2.5 Proof of physical and postal address of the applicant
- 7.2.3 Application for membership shall be made in writing using a format provided by the Board .
- 7.2.4 The General Assembly shall determine the fees payable by each category of members.

7.3: MEMBERS RIGHTS

Full members through their individual representatives shall:

- 7.3.1 have the right to vote and be voted for as an office bearer;
- 7.3.2 have the right to attend and participate fully in the activities and meetings of the organization;
- 7.3.3 have the right to access information in the possession of the Organisation
- 7.3.4 have the right to participate in the election of officers of the NBD;
- 7.3.5 have the right to use the NBD Logo;
- 7.3.6 have access to NBD Programme funds;
- 7.3.7 benefit from the capacity building programmes of NBD;
- 7.3.8 have the right to attend and participate in all activities of NBD.

7.4 OBLIGATIONS

All members shall be obliged to:

- 7.4.1 fully abide with the provisions of this Constitution;
- 7.4.2 identify and promote activities and potential areas of co-operation with the various stakeholders with the Nile Basin Region
- 7.4.3 monitor the implementation of the activities of the Organisation;
- 7.4.4 disseminate information about the activities of their organisation amongst members of the Organisation
- 7.4.5 endeavour to participate in the activities of the Organisation

7.5 TERMINATION OF MEMBERSHIP

A member shall be terminated to be a member if:

- 7.5.1 the member resigns, in writing, from membership by producing a Resolution of that effect passed by a duly constituted General Assembly of the NDF approving such resignation
- 7.5.2 the Board recommends, giving reasons for doing so, that the activities of the member contravene the objectives and principles of the NBD and that therefore the continued retention of the member is detrimental to the interests of the NBD and the General Assembly unanimously solves on it.
- 7.5.3 the member fails to comply with the legal obligations that govern its operations and that of the NBD

If the membership ceases as a results of Clauses 7.5.2 and 7.5.3 above, the Member whose membership has been terminated shall have a right to appeal to the General Assembly as to whether to reinstate a member or the terms of such reinstatement shall be final.

7.6 SUSPENSION

The Board shall suspend any member NDF that is in breach with this Constitution or has not adhered to the mission, vision or activities of NBD.

ARTICLE 8 ORGANS OF THE ORGANISATION

The NDFs are the members of the NBD. There shall be the following organs of the Organisation:

- 8.1 The General Assembly;
- 8.2 The Board;
- 8.3 The Secretariat.

ARTICLE 9 THE GENERAL ASSEMBLY

The General Assembly is the supreme organ of the Organisation. The General Assembly is a meeting that shall be held once every two years and shall be attended by Thirty Three representatives that shall be called 'delegates', these being the three (3) representatives from each of the Eleven NDFs. Associate members, honorary members and observers may attend the General Assembly but shall have no vote. Executive Committee Members of the Board who are not selected as delegates by their NDFs shall attend but with no right to vote. The quorum of the General Assembly shall be at least 60% of the delegates. All voting in the General Assembly shall be by the delegates in their individual capacities except where attendance can not be achieved then the Board shall agree on any other form of meeting, e.g. by virtual meeting.

9.1. NOTICE OF THE GENERAL ASSEMBLY

The notice of the General Assembly shall be sent to the member NDFs at least 2 months before the date of the meeting but the agenda and documentation shall be circulated at least two weeks before the meeting. The Notice shall state the venue of the Meeting. A certificate of posting shall be sufficient proof of the Notice having been posted. Such communication shall be through the member's current known address on the register. The Board of the Organization shall not be liable to any delay that may occur in the delivery of the Notice.

9.2 FUNCTIONS OF THE GENERAL ASSEMBLY

Functions of the General Assembly shall include:

- 9.2.1 To consider and review the general policy of the Organisation;
- 9.2.2 To consider and approve the work-plans of the Organisation;
- 9.2.3 To consider and approve the financial and activity reports of the Organisation;
- 9.2.4 To elect the members of the executive committee;
- 9.2.5 To perform other duties aimed at promoting the objectives of the Organisation.
- 9.2.6 To approve new members to NBD

9.3 EXTRA-ORDINARY GENERAL ASSEMBLY

9.3.1 An Extra-ordinary General Assembly shall be held upon the written request of not less than twelve (12) delegates. The Notice shall specify the agenda of the proposed meeting, the time and venue thereof, and must be signed by the requisionists;

9.3.2 Notice of the Extra-ordinary General Assembly shall be given 21 days before the

meeting;

9.3.3 The Quorum of an extra-ordinary general assembly shall be constituted by at least 75% of the delegates and for a Motion to be carried; it must be supported by not less than at least 60% of the delegates present and voting.

ARTICLE 10 THE BOARD

10.1 MEMBERSHIP

- 10.1.1 Membership of the Board shall comprise of representatives elected by NDFs to the Board and co-opted members (if any) based on their expertise as need may arise. Co-opted members shall not have the right to vote on any decisions of the Board. As far as possible there shall be fair gender representation in the membership of the Board.
- 10.1.2 A member may appoint an Alternate to represent it at the Board in the event of the absence of the substantive representative. Such an alternate shall be entitled to receive notice of meetings and participate thereat.

10.2 COMPOSITION OF THE BOARD

The Board shall be composed of 11 representatives chosen by each of the National Discourse Forums to the board. The General Assembly may approve the co-option up to 3 additional members who shall however not have a right to vote.

10.3 TENURE OF THE BOARD

- 10.3.1 The term of membership for the Board shall be two years and a member shall be eligible for re-election for another term but shall serve for not more than two terms and must at the expiry of the second consecutive term stand down for a least one term before they can again see re-election
- 10.3.2 The principle of a staggered board membership shall be applied at every election and one third (1/3) of the members shall retire at every general meeting. The members to retire shall be those who joined the Board earliest. In the case of person who joined the Board at the same time the ones to retire shall be decided by ballot.

10.3.3 The term of office of the elected board shall commence on the date of the election

10.4 FUNCTIONS OF THE BOARD

The functions of the Board shall be:

- 10.4.1 To formulate policies to govern the effective operation and realization of the objectives of the Organisation;
- 10.4.2 To oversee the promotion and realization of the vision, mission and objectives of the Organisation;
- 10.4.3 To appoint committees for the effective operations of the Organisation;
- 10.4.4 To approve the acquisition and disposal of property for the Organisation;
- 10.4.5 To approve work plans and budget of the organizations;
- 10.4.6 To appoint and set performance contract and targets for the Manager as well as be responsible for disciplining and terminating his/her contract of service as the need may arise;
- 10.4.7 To deal with any policy matters that may arise from time to time
- 10.4.8 To consider and approve the annual work-plans of the Organisation;
- 10.4.9 To consider and approve the financial and activity reports of the Organisation;
- 10.4.10 To appoint auditors of the Organisation;
- 10.4.12 To oversee the performance of the Secretariat staff in their functions.
- 10.4.13 To report to the General Assembly on matters of management and finances.

10.5. MEETINGS OF THE BOARD

- 10.5.1 The Board shall meet at least one time a year to discharge its duties and these meetings where funds are not available shall be virtually held.
- 10.5.2 The Chair, or in his or her absence the Vice-Chair or on his or her absence the Secretary General shall preside over the Board meetings
- 10.5.3 In the absence of the three, any member elected by the meeting shall preside over the meeting.
- 10.5.4 The quorum of the Board meetings shall be six (6) members
- 10.5.5 Selected committees may be formed at any time on an ad hoc basis to address specific issues of relevance to the objectives of the NBD
- 10.5.6 The Board Members perform their functions on a voluntary basis and shall not receive any remuneration for serving on the Board but are entitled to claim direct costs and expenses incurred by them in carrying out their duties as Board members. Such expenses must be approved by the Board.

10.6 NOTICE OF MEETINGS

- 10.6.1 Notices for the Board meetings and the agenda for the meeting shall be sent to members at least 21 days before the date of the meeting.
- 10.6.2 All matters discussed by the Board shall be confidential and shall not be divulged without express permission of the Board

10.7 DECISIONS OF THE BOARD

- 10.7.1 The decisions of the Board shall be by consensus. Where necessary, decisions of the Board shall be reached by voting of a simple majority. Where there is equality of votes the Chair shall have the casting vote.
- 10.7.2 At all times, the Board shall be mindful of actual or potential conflict of interest situations, and shall take all practical measures to avoid them. As

such, a member of the Board shall not vote in respect of any contract or arrangement in which he has an interest and, if he or she does so, his or her vote shall not count.

10.8 CESSATION OF MEMBERSHIP OF THE BOARD

- 10.8.1 A person shall cease to be a member of the Board if the NDF that he or she represents, ceases to be a member of the Organisation under this Constitution except executive committee members.
- 10.8.2 Any Board member who wishes to resign must give a three months written notice, to the Chair, copied to the Secretary. The Board shall ask the NDF whose representative has resigned to appoint an alternate who has resigned with another nominee who shall remain in office until the next General Assembly.
- 10.8.3 Any member who resigns may be eligible for re-election to the Board in future, provided that the maximum period for which he may serve shall not exceed the aggregate period of 2 terms of two years each.
- 10.8.4 A Board member shall be disqualified from the Board for;
 - 10.8.4.1 Failing to attend, without good cause, two consecutive Board meetings, and is not represented thereat by his Alternate;
 - 10.8.4.2 Engaging in misconduct that may bring disrepute the good image of the organization; or
 - 10.8.4.3 Inability to perform Board functions on account of infirmity of body and mind, duly certified by a registered medical practitioner;
 - 10.8.4.4 Conviction for a criminal offence
- 10.9 In addition to the provisions above, a person shall cease to be eligible to be a Board Member as soon as any of the following occurs:
 - 10.9.1 He or she becomes a salaried officer of the NBD (other than as the Manager who shall attend the meetings of the Board *ex officio*);
 - 10.9.2 He or she is judicially declared by a court of competent jurisdiction to be insolvent;
 - 10.9.3 In the case of a person having professional qualifications, he or she is disqualified or suspended from practicing his or her profession by a competent authority or ceases to be a member of the profession otherwise than at his or her request.
- 10.10 The Board shall elect a member of the Board to act in any Executive Position that falls vacant until the next General Assembly

ARTICLE 11 PATRONS

11.1 The Board may appoint such persons of high moral integrity and standing as Patrons of Nile Basin Discourse. Such patrons are expected to contribute to the Discourse on account of their experience and expertise

11.2 The identity and number of patrons shall be determined by the Board and ratified by the next General Assembly

ARTICLE 12 THE EXECUTIVE COMMITTEE OF THE BOARD

12.1 COMPOSITION

In accordance with Article 10 of the Constitution the authority of the NBD is exercised through the Board. The Board shall have an Executive Committee consisting of a Chair, a Vice Chair, a General Secretary and a Treasurer, all of whom shall be Elected by General Assembly.

12.2. ELECTION GUIDELINES

- 12.2.1 The General Assembly shall choose a returning officer to preside over the election of the members of the Executive Committee. One delegate who is not standing for a post may be nominated to be a returning officer
- 12.2.2 Upon nomination of the members for the respective positions, the office bearers shall be elected to the respective posts by secret ballot
- 12.2.3 The returning officer shall conclude the elections and announce the results immediately.
- 12.2.4 Any queries on election results shall be raised immediately and an audit conducted immediately in the presence of all witnesses to the election
- 12.2.5 The General Assembly shall be re-convened immediately thereafter to formally introduce the new office bearers.

12.3 FUNCTIONS FO THE EXECUTIVE COMMITTEE

The Executive Committee of the Board shall:

- 12.3.1 Provide strategic directions and advise on the implementation strategy;
- 12.3.2 Develop technical guidelines and procedure for the Organisation;
- 12.3.3 Make decisions on expenditures by the Organisation;
- 12.3.4 Analyse reports;
- 12.3.5 Evaluate programme performance
- 12.3.6 Oversee the management and staffing of the Secretariat

12.4 ROLE OF THE CHAIR

The role of the Chair shall be:

12.4.1 to oversee the overall performance of the discourse head office and the Manager (hereinafter defined) and other senior officers of the Organization;

- 12.4.2 to call and chair the general assemblies and meetings of the Board;
- 12.4.3 to represent the organization at international events and at key public functions;
- 12.4.4 to provide leadership in strategic planning, policy making, financial accountability;
- 12.4.5 to orient new Board Members upon their election

In carrying out the above the Chair shall:

- 12.4.6 afford all Board Members reasonable opportunity to contribute to debate;
- 12.4.7 ensure decisions are expeditiously and conclusively made;
- 12.4.8 guide the Board on any technicalities that may arise during meetings;
- 12.4.9 have a casting vote in case of a tie.

12.5 ROLE OF THE VICE CHAIR

The role of the Vice Chair is to chair meetings in the absence of the Chair and to perform any functions that may be delegated to him or her by the Chair

The Vice shall replace the Chair in case that position falls vacant until the next General Assembly

12.6 ROLE OF THE SECRETARY GENERAL

To chair the assembly in absence of both the Chair and Vice-Chair;

The role of the Secretary General shall be;

- 12.6.1 To take minutes of the General Assembly and Board meetings;
- 12.6.2 To plan for, convene the General Assembly and prepare the agenda;
- 12.6.3 To maintain a complete annual schedule and convene meetings of the Board;
- 12.6.4 To ensure that the Board Members receive Board material on timely basis before the each meeting;
- 12.6.5 To ensure safe custody of the Register of NBD Board Members, legal instruments and valuable records at the Secretariat
- 12.6.6 To communicate with the authorities on behalf of the Board on all legal matters
- 12.6.7 To regularly update the register of members
- 12.6.8 To supervise the Secretariat

12.7 ROLE OF THE TREASURER

The Treasurer shall be responsible for:

- 12.7.1 The keeping of accounts for the organization
- 12.7.2 The proper receipting of monies paid into the Organization
- 12.7.3 Keeping of the records of the assets and liabilities of the Nile Basin Discourse

- 14.3.2 Ensure equal opportunity for participation in Nile Basin issues at national and regional level;
- 14.3.3 Register the National forum as the local NGO in their respective countries
- 14.3.4 Maintain unbiased dialogue and responses of the Nile issues that reflects the diversity of its membership;
- 14.3.5 Advocate for the promotion of the objectives of NBD

ARTICLE 15 FINANCES

- 15.1 The Board shall cause true accounts to be kept; 15.1.1 of the sum of money received and expended by the Organisation; 15.1.2 of assets and liabilities of the Organization.
- 15.2 There shall be bank accounts for the Organization to facilitate proper financial management and accounting systems
- 15.3 The Manager shall cause to be prepared the annual budget of the Organization and submit it to the Board for approval.
- The annual budget for the Organization shall be financed by grants, donations, revenues from the activities of the Organization and any other sources
- 15.5 The financial year for the Organization shall begin on the 1st day of January and end on the 31st day of December of the same year.
- 15.6 The Board may make guidelines for the better management of the finances of the Organization.
- 15.7 The accounts of the Organization for a preceding financial year shall before 31st March of the following year, be audited by a duly licensed audit firm

ARTICLE 16 PROPERTY RIGHTS

The income and property of the organization when-soever or howsoever derived shall be applied solely towards the promotion of the objectives of the Organization as set forth in this Constitution. All papers, addresses and reports submitted at any meeting of or organized by or on behalf of the Organization shall be vested in the Organization.

ARTICLE 17 USE OF THE NAME OF THE ORGANISATION

No member or individual of the Nile Basin Discourse shall use the name of the Organization to organize any activity without prior written permission of the Board

ARTICLE 18 CONFLICT RESOLUTIONS

- 18.1 Any dispute between members with regard to this Constitution or its interpretation shall be resolved by the Board.
- 18.2 Any dispute which cannot be resolved by the Board shall be referred to the General Assembly.
- 18.3 Any dispute that cannot be resolved at the two levels shall be referred to an arbitrator agreed to by all parties to the dispute or by a committee appointed by the General Assembly for the purposes of settling disputes

ARTICLE 19 DISSOLUTION OF THE ORGANISATION

19.1 The Organization shall have infinite duration.

19.2 If there is to be a decision to dissolve the Organization such a decision shall be made by an Extra Ordinary General Assembly duly convened for the purposes of discussing the same. The decision to dissolve the Organization must receive the concurrence of at least eight of the eleven full members.

19.3 Upon the winding up of the Organization, its net assets, if any, shall be given to an

organization in the host countries with similar objectives.

ARTICLE 20 AMENDMENT

No change to this Constitution shall be made except those, which have been approved by at least two-thirds of the members entitled to vote at a duly notified General Assembly and shall only be implemented after consent in writing by the Registrar of non-governmental organizations. Any proposed amendments to the Constitution must be circulated to members with the agenda of the General Assembly.

ARTICLE 21 LANGUAGES

The Constitution shall be written in three languages, English, French and Arabic and each copy shall be as authentic as the other and shall be signed by the delegates.

ARTICLE 22 REGISTRATIONS

The Board shall file this amended Constitution with the relevant offices, including the Non-Governmental Organizations Registration Board

ARTICLE 23 ENTRY INTO FORCE AND SUPREMANCY

This Constitution is presumed to have entered into force on the 24th Day of November 2012 and shall replace the Constitution dated 21st June 2008.

If the Constitution of any NDF conflicts with this Constitution, this constitution shall prevail.

DATED this 24th day of November 2012

IN WITNESS WHEREOF the undersigned have appended their signatures:

| | mes, Addresses and Description of | Signature of Subscriber |
|----|--|---|
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