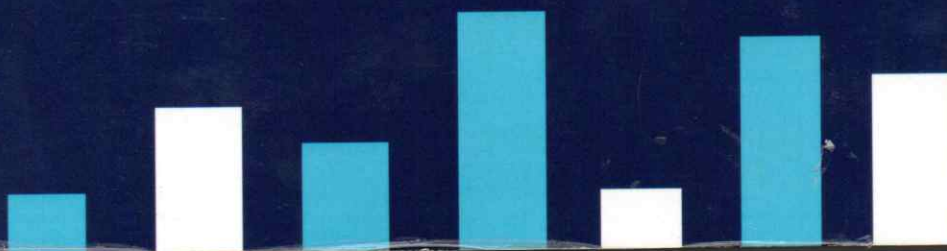




TANZANIA STATISTICAL ASSOCIATION
(TASTA)

Constitution





TANZANIA STATISTICAL ASSOCIATION
(TASTA)

CONSTITUTION

2021

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PREAMBLE

We, statisticians of the United Republic of Tanzania, understand that statistical information plays the vital role in attaining national development goals based on the availability of timely and reliable statistical indices. We also want to establish the Constitution of Tanzania Statistical Association (TASTA), which will bring together statisticians in attempt to exchange ideas and experiences, thus promoting statistics usage.

CHAPTER ONE

PART I: NAME AND ESTABLISHMENT

1. Name and Headquarters

- (a) The established Association shall be known as '**Tanzania Statistical Association**' and shall be abbreviated as '**TASTA**';
- (b) The head office of the Association shall be located in Dodoma;
- (c) The business of the **TASTA** shall be conducted at its head office, other places in the United Republic of Tanzania and any other place(s) as may be determined by the Executive Committee; and
- (d) The official contact addresses are:
Takwimu House Building,
Jakaya Kikwete Road,
P. O. Box 1174,
Dodoma, Tanzania.
Mob. 0756313930
Email: tasta.statistician@gmail.com
Web: www.tastatz.org

2. Application

- (a) This constitution shall be known as "The Constitution of the Tanzania Statistical Association of 2020"; and
- (b) This constitution shall apply to all members of the association in accordance with its provisions.

3. Interpretation

- "Statistics" means collection, analysis, interpretation, presentation and dissemination of data;

“Statistician” means any person who has at least a first degree in statistics;

“Statistical information” means any organized quantitative and/or qualitative information obtained from statistical data that facilitate an understanding of economic, political and social issues;

“Statistics authorities or institutions” mean national or international statistics institutes and/or other statistics organizations in charge of official statistics production and dissemination; and

“Active member” means any person who is registered in the association and pays annual fee.

4. Official Language

- (a) The official languages of the association shall be Kiswahili and English;
- (b) The records of all meetings of the association shall be kept in English/Kiswahili except where the records are received in writing and in a language other than English. Such records shall be kept in their original language;
- (c) In the event of conflict in interpretation between two or more languages, English shall be a leading language; and
- (d) Whenever a need arises in any of the association's meetings or proceedings, the chairperson or any person presiding over such meeting or proceeding may allow any person to use any other language as may be necessary in facilitating communication among members or invited guests provided that the interpretation is given in either English or Kiswahili.

5. Commencement

This constitution shall come into force upon being adopted by at least two third of ordinary members of the association who attended the meeting.

PART II: VISION, MISSION, OBJECTIVES AND POWERS OF

THE ASSOCIATION

6. Vision

To be a reputable association in practicing and using statistics for development.

7. Mission

Bringing together statistical practitioners in attempt to promote methods, standards and application of statistics.

8. Meaning of Logo

Upward arrow: It represents the position of statistics for development and informed decision making;

Bars: They represent the data analysis and presentation of the findings for public use;

Orange color: It represents energy, strength and enthusiasm of the association in promoting the application of statistics; and

Blue Colors: They represent members inspiration and reliability of statistics.

9. Stamp

The stamp of the association is round. The words "TANZANIA STATISTICAL ASSOCIATION" and DODOMA feature in the stamp. The words are covered by outer and inner lines. The word "TASTA" and contact "P. O. Box 1174" are found at the center of the stamp.

10. Principles of the Association

The association is founded on the principles of the equality among members, unity, tranquility, fairness, transparency and justice.

11. Objectives and Powers

(a) The association shall have the following objectives:

- i. To stimulate, foster and promote the development of theory and application of statistics;
- ii. To enhance the effective contribution and usefulness of statistics to administration, policy formulation, planning and research for socio-economic development;
- iii. To provide opportunities for all statisticians in attempt to exchange ideas and experiences in the field of statistics;
- iv. To encourage, foster and promote the professional status of statisticians through various forums such as conferences, seminars, workshops and symposia;
- v. To facilitate, supervise, advise and promote the methodology and application of statistics in researches;
- vi. To provide consultancy services in statistics;
- vii. To advise the government, departments of the government or institutions on various matters related to statistics in the country; and
- viii. To establish and maintain the links with national, regional and international statistical associations.

(b) For the purpose of accomplishing the objectives of the association under this constitution, the association may, in its name, exercise the following powers:

- i. Sue or to be sued in a competent court of law or tribunal;
- ii. Acquire premises necessary or convenient for the conduct of the affairs and business of the association and, for that purpose, buy, take in exchange, hire or

otherwise acquire immovable property and interests, rights and privileges in respect of the premises or property;

- iii. Buy, take in exchange, hire or otherwise acquire movable property necessary or convenient for the conduct of the affairs and business of the association;
- iv. Access loans, overdraft facilities or borrow monies in such amounts for such purpose and under such conditions as may be determined by the Executive Committee;
- v. Solicit and receive funds within and outside Tanzania, receive grants in cash or kind, and charge an appropriate fee in the provision of various professional services;
- vi. Invest monies and other property of the association not immediately required, upon such security, if any, as the Executive Committee may determine;
- vii. Employ and engage such persons as may be necessary for conducting the affairs and business of the association and discharge its objectives and may suspend or discharge any such persons on such terms and conditions as the Executive Committee may consider fit;
- viii. Enter into affiliation arrangements with other institutions whose interests are in line with the objectives of the Association; and
- ix. Do all lawful acts and things that are conducive to or necessary for the attainment of all or any of the objectives of the association.

12. Functions

In pursuit of its objectives stated under article 6(a) of this constitution, the association may carry out any or all of the following functions:

- (a) To initiate, sponsor, co-ordinate and undertake all its activities for the benefit of the members of the association;
- (b) To organize and co-ordinate members in pursuit of the matters of common interests to all in conformity with the objectives and procedures laid down under this constitution or any relevant law;
- (c) To pass any resolution in accordance with the provisions of this Constitution;
- (d) To organize debates, seminars, workshops, conferences, congresses, or any related occasion to enhance intellectual and social-economic awareness of the members and community at large;
- (e) To mobilize funds for effective execution of the objectives of the association;
- (f) To ask or request any assistance from any person, organization or authority on any matter of benefit to the association;
- (g) To publish to its members, any person, the government or community at large any matter which, in the opinion of the association, is desirable to be published. Provided that the Association shall not publish information which is communicated to it in confidence or whereby doing so might result into a breach of any agreement between the Association, any other person or any other law;
- (h) To invite any person to work or interact with the Association by way of panel, group discussions,

- workshops, seminars or any social event which would enhance the healthy discussion of issues; and
- (i) To do any other function as may be deemed necessary for the execution of the objectives of the Association.

PART III: MEMBERSHIP, RIGHTS AND OBLIGATIONS OF MEMBERS

13. Membership of the Association

Membership of this Association shall consist of four (4) categories namely;

- (a) Ordinary membership which shall be open to any natural person who possesses at least a bachelor degree in statistics from any recognized higher learning institution;
- (b) Associate membership which shall be open to any person, be it a natural person or juristic person, who deals with production and dissemination of official statistics;
- (c) Honorary membership which shall be awarded by way of recognition of any person for the positive role he/she has played in the Association's activities or the community at large. The Executive Committee may recommend to the General Assembly the name(s) of person(s) to be approved by the General Assembly as Honorary members; and
- (d) Trainee membership which shall be open to any natural person who possesses a certificate or diploma in statistics or a student in any accredited higher learning institution pursuing program that may entitle him or her to acquire statistical qualifications.

14. Procedures for Application for Membership

Membership shall be acquired through application to the Executive General Secretary of the Association. The procedures for application for Membership shall require:

- (a) Any applicant to fill in an application form designed by the Executive Committee;

- (b) Every application for membership shall be addressed to the Executive General Secretary of the Association and shall include:
- i. Full names of the applicant;
 - ii. His/her area of residence and contact addresses;
 - iii. Present employment;
 - iv. Professional qualifications;
 - v. Relevant certified copies of academic credentials;
 - vi. A signed declaration that the applicant agrees to be bound by the constitution, regulations, directives and resolutions of the association; and
 - vii. A prescribed membership fees
- (c) Upon submission of an application for membership, the Executive General Secretary or a person duly assigned by the Executive General Secretary shall proceed to scrutinize the application and approve or reject the application with reasons. In case of rejection or approval of the application, the report shall be brought to the Executive Committee;
- (d) Notwithstanding the provisions above, any application by any juristic person to be associate member of the Association shall submit his/her application to the Executive General Secretary who shall call for the meeting of the Executive Committee to discuss and approve or reject with reasons the application.;
- (e) Any person aggrieved by the decision of the Executive General Secretary or Executive Committee may appeal, within 14 days since the receipt of the copy or notice of the decision, to the General Assembly;
- (f) The appeal shall be filed by the Executive General Secretary who shall maintain the copy of the appeal until the next general meeting of the Association meets as per the calendar year of the Association; and

- (g) The General Assembly in its General Meeting shall consider appeals and decide whether to uphold or dismiss any appeal lodged to it.

15. Termination of Membership

- (a) Termination of membership other than honorary membership shall occur if any of the following occurs:
- i. Resignation by the member at any time by sending a written notice to that effect to the Executive General Secretary of the Association;
 - ii. Expulsion from the Association by the Executive Committee on disciplinary grounds in accordance with the provisions of this Constitution;
 - iii. Death of a member;
 - iv. Permanent insanity or mental incapacity upon proof of medical report from a recognized hospital;
 - v. If a member is declared bankrupt in accordance with any other law;
 - vi. Failure to pay the prescribed membership fee for two years; and
 - vii. If a member is a juristic person, upon dissolution of that person in accordance with any other law;
- (b) A person having Honorary membership shall cease to be a member of the Association upon occurrence of any of the following:
- i. Death;
 - ii. Any conduct or omission which may distort the reputation which the person had before the Association or public at large and upon which, in the opinion of the Executive Committee and with the approval of the General Assembly, such conduct or omission

disqualifies a person from holding such membership; and

- iii. The General Assembly may pass a resolution to strip off honorary membership from any person provided that such resolution has been supported by 2/3 of the members present in the meeting duly constituted in accordance with the provisions of this Constitution.

16. Rights of Members of the Association

16.1. Ordinary Member

Every Ordinary member of the Association shall have the following rights:

- (a) To vote in the Annual General Meeting and be voted for in any position in the Association provided he/she meets the requirements for the post;
- (b) Freedom of expression;
- (c) To get information of the Association's plans and activities at the Annual General Meeting;
- (d) To access copies of the annual reports, auditors reports and other publications that are produced by the Association;
- (e) For those with relevant skills or expertise in certain areas, to be considered first when the resources, persons, representatives in various forums or consultants are needed; and
- (f) To be afforded natural justice in case he/she is accused of anything and if dissatisfied to appeal to the higher organ.

16.2. Honorary Member

Every Honorary member of the Association shall have the following rights:

- (a) Freedom of expression;
- (b) To advice the Association;

- (c) To get information of the Association's plans and activities during the Annual General Meeting; and
- (d) To access copies of the annual reports, auditors reports and other publications that are produced by the Association.

16.3. Associate and Trainee Member

Every associate and trainee member of the Association shall have the following rights:

- (a) To vote in the Annual General Meeting;
- (b) Freedom of expression;
- (c) To get information of the Association's plans and activities during the Annual General Meeting;
- (d) To access copies of the annual reports, auditors reports and other publications that are produced by the Association;
- (e) For those with relevant skills or expertise in certain areas, to be considered first when the resources, persons, representatives in various forums or consultants are needed; and
- (f) To be afforded natural justice in case he/she is accused of anything and if dissatisfied to appeal to the higher organ.

17. Obligations of Members

Every member of the Association, with the exception of the Honorary members shall, subject to the articles of this Constitution, have the following obligations:

- (a) To promptly pay the annual membership fees and any other fees fixed by the Association;
- (b) To attend all General Meetings and any other meeting which he/she is obliged to attend and effectively participate in the deliberations;

- (c) To represent themselves as members of the Association and participate in its activities;
- (d) To enhance her/his skills and safeguard her/his professional interests;
- (e) To promote the objectives of the Association;
- (f) To portray and defend the good image of the Association wherever he/she is;
- (g) To produce quality work and within the set deadline in any assignment he/she is assigned;
- (h) To promote the spirit of unity, solidarity and mutual support to each other in the Association;
- (i) To safeguard the best interests and secrets of the Association; and
- (j) To perform any activity as required by this Constitution or regulations, rules, directives or orders made in pursuance to this Constitution.

CHAPTER TWO

PART I: ORGANS OF THE ASSOCIATION

18. Organs of the Association

The Association shall have the following organs;

- (a) The Board of Trustees;
- (b) The General Assembly;
- (c) Executive Committee; and
- (d) Standing Committees and Ad hoc Committees.

18.1 The Trustees

- (a) The Association shall have Board of Trustees comprised of three members;
- (b) The Trustees shall be nominated by the Executive Committee and approved by the General Assembly;
- (c) The tenure of office of the Trustee shall be five (5) years which may be renewed once upon approval by the General Assembly;
- (d) The Trustee shall be the trustee of the Association who shall execute the powers of the Association in article 6 (2) of this Constitution;
- (e) Trustee shall, together with the Executive Committee, solicit for funds in order to meet the Association's objectives; and
- (f) The Trustee may perform any such function as may be requested by the Executive Committee for the purpose of assisting in the execution of the objectives of the Association.

18.2 The General Assembly

- (a) There shall be the General Assembly of the Association which shall be constituted by all active members of the Association;
- (b) The General Assembly shall be the Supreme organ of the Association and the decisions or resolutions passed by the General Assembly shall be binding to all members of the Association; and
- (c) The Executive Committee may invite any person, who is not a member of the General Assembly, to attend any meeting of the General Assembly provided that such person shall not participate in any voting process or passing any resolution in accordance with the provisions of this Constitution.

18.3 The Executive Committee

- (a) There shall be the Executive Committee which shall be constituted by the following persons:
 - i. The Chairperson;
 - ii. The Vice-Chairperson;
 - iii. The Executive General Secretary;
 - iv. Treasurer; and
 - v. Every Chairperson of each Standing Committee established in this Constitution.
- (b) The Executive Committee shall be the principal administrative organ of the Association and shall manage all administrative matters on behalf of the Association.
- (c) The Executive Committee may co-opt any person into any of its meetings provided that such person shall not have the right to vote in case the voting is required in any such meeting.

18.4 Standing Committees and Ad hoc Committees

- (a) The Association shall have the following Standing Committees:
 - i. The Research, Consultancy and Publication Committee;
 - ii. Advocacy and Ethics Committee; and
 - iii. Finance Committee.
- (b) The General Assembly or Executive Committee may establish any Ad hoc Committee to carry out a certain special task and that Committee shall cease to exist upon completion of the task assigned or the period prescribed in its terms of reference;
- (c) Each Standing Committee shall be comprised of;
 - i. The Chairperson;
 - ii. Secretary; and
 - iii. Three members.
- (d) Each Standing Committee has power to co-opt any member of the Association into any of its meetings for the purpose of smooth operation of its activities; and
- (e) The Composition of Ad hoc Committee shall be determined by the organ that establishes it.

PART II: POWERS AND FUNCTIONS OF THE ORGANS OF THE ASSOCIATION

19. Powers and Functions of the General Assembly

- (a) The General Assembly shall have the following powers and functions:
 - i. To pass special and ordinary resolutions of the Association;
 - ii. To elect members of the Executive Committee, Standing Committee or any other organ, subject to the provisions of this Constitution;
 - iii. To deliberate, approve, alter, or reject any disciplinary measure taken in accordance with the provisions of this Constitution or regulations made here in against any member of the Association upon recommendations made by any organ established under this Constitution;
 - iv. To determine and fix membership subscriptions in accordance with this Constitution and any rules made there to;
 - v. To deliberate and approve the annual budget of the Association;
 - vi. To receive, deliberate and approve the annual audited financial report of the Association;
 - vii. To deliberate and approve proposed policies of the Association as may be tabled by the Executive Committee;
 - viii. To deliberate and approve the programme of activities of the Association for each year;
 - ix. To discuss any matter of common interests to the members of the Association and pass any resolution or recommendations consistent to the objectives of the Association;

- x. To direct any member or any organ of the Association to give effect to any of the decisions, resolutions or recommendations passed by Association including instructing the Executive Committee to make follow up on behalf of the Association, any resolution, recommendation or decision passed by Association to such appropriate authorities or persons as the case may be; and
 - xi. To do any other function which is consistent with the objectives of the Association.
- (b) Subject to the provisions of this Constitution, the General Assembly may delegate any of its functions to any organ of the Association;
 - (c) The exercise of any function or power by a delegated organ or person under this provision shall be deemed to have been exercised by the General Assembly itself; and
 - (d) A person or organ delegated power or functions by the General Assembly shall be obliged to perform such power or function in accordance with the instructions or directives given by the General Assembly.

20. Powers and Functions of the Executive Committee

- (a) The Executive Committee shall have the following powers and functions:
 - i. To formulate the policies of the Association and table them before the General Assembly for approval;
 - ii. To oversee and execute all administrative duties of the Association;
 - iii. To prepare the programmes of activities for the Association and table them before the General Assembly for approval;
 - iv. To maintain and keep in safe custody all the properties of the Association;

- v. To consolidate, after approval by the Association, the annual budgets of all Standing Committees and present such budgets as part of the budget of the Association before the General Assembly;
 - vi. To perform any administrative function on behalf of the Association for the purpose consistent with the objectives of the Association and for the benefit of the good name of the Association;
 - vii. To implement all such directives or instructions as may be made or passed by the General Assembly;
 - viii. To represent the Association in any matter which the Association may have interest;
 - ix. To prepare the agenda of all meetings of the General Assembly;
 - x. To act collectively and diligently in upholding the ethical values of the Association and ensure that the objectives of the Association are met; and
 - xi. To perform any other function consistent with the objectives of this Constitution;
- (b) The Executive Committee may delegate any of its powers or functions to any organ or person except where such functions are specifically vested on any of the office bearers and not the Executive Committee as a whole; and
 - (c) Notwithstanding any of the provisions in this Constitution, the Executive Committee shall have power to perform any function on behalf of the Association if, in the opinion of the Executive Committee, there is an urgent need to act for the benefit of the Association.

21. Powers and Functions of Advocacy and Ethics Committee

The Advocacy and Ethics Committee shall have the following powers and functions:

- (a) To be the principal advisor of the Association on all ethical issues;
- (b) To receive complaints relating to unethical behaviour or any misconduct of any member of the Association;
- (c) To make inquiry on any allegations made against any member of the Association;
- (d) To summon any member of the Association and hear his/her defence in relation to any allegations made against him/her;
- (e) To recommend to the Executive Committee or General Assembly any appropriate measures to be taken against any member who has been found guilty of any allegations;
- (f) To issue warning to any member of the Association on any unethical behaviour or misconduct which is calculated to tarnish the good name of the Association or its members;
- (g) To develop advocacy programmes or activities which may be used to raise awareness of the general public on activities done by the Association; and
- (h) To perform any other function as may be directed by the General Assembly.

22. Powers and Functions of Finance Committee

The Finance Committee shall have the following functions;

- (a) To advise the Executive Committee and General Assembly on all financial matters of the Association;
- (b) To receive, discuss and recommend the annual budget of the Association as may be proposed by the Executive Committee before being tabled to the General Assembly for approval;

- (c) To receive, discuss and recommend the annual financial report of the Association before being tabled for approval by the General Assembly;
- (d) To advise the General Assembly on any matter in relation to any proposed annual budget or annual financial reports of the Association;
- (e) To develop proposals and solicit funds which may finance various activities or projects of the Association; and
- (f) To do any other function as may be directed by the General Assembly or Executive Committee.

23. Powers and Functions Research, Consultancy and Publication Committee

The Research, Consultancy and Publication Committee shall be responsible for:

- (a) Publicising the objectives of the Association;
- (b) Liaising with other stakeholders, both public and private, on the use of statistics in research and development;
- (c) Soliciting funds for research, workshops, conferences, seminars and symposia;
- (d) Sensitising and encouraging members of the Association to be proactive and active in research activities either individually or in collaboration with others;
- (e) Encouraging members to conduct consultancy services; and
- (f) In the event of the establishment of the journal for the Association, this Committee shall be responsible for nominating persons who shall be members of the Editorial Committee upon approval by the Executive Committee.

24. Power to Make Rules

- (a) Each organ of the Association shall have powers to make rules governing the conduct of its affairs provided that such rules shall not be inconsistent with any provision of this Constitution or its rules; and
- (b) The rules made by any organ of the Association shall be made public and accessible to any person interested to access them.

PART III: MEETINGS

25. Types of Meetings

There shall be the following types of meetings for the General Assembly;

- (a) The Annual General Meeting abbreviated as "the AGM" which shall take place once per each calendar year at such date, in June each year, as may be fixed by the Executive Committee; and
- (b) The Extraordinary General Meeting abbreviated as "the EGM" which shall take place at any such time when the need arises in accordance with the provisions of this Constitution.

26. Quorum of the Meetings

- (a) The Quorum of all General Meetings shall be one third of all members of the Association;
- (b) The Quorum of the General Meetings shall be determined at the time of starting the meeting and not otherwise;
- (c) The signatures of members who will be physically present in the meeting shall be used to determine the number of members required to form the required Quorum for each General Meeting;
- (d) For the avoidance of doubt, any member of the Association who will be physically absent from the meeting but who has assigned any other member his voting right (voting by proxy), in writing or by any electronic means, shall be deemed to be present in the meeting for the purpose of determining the issue of the quorum;
- (e) No right of voting by proxy which shall be exercised unless such right has been assigned to any member of the Association at least one hour before the commencement of the meeting;

- (f) In determining time for the purpose of (e) above, the time for which the signature was affixed on the letter of assignment or the time for which an electronic data message was received will be the determining factor;
- (g) No member of the Association may be assigned the right to vote by proxy by more than one member per meeting;
- (h) In case the Quorum is not met, the person presiding over the meeting shall ask the members whether to proceed with the meeting or not;
- (i) In case the members decide to proceed with the meeting, no resolution which shall be binding upon any member of the Association shall be passed; and
- (j) In case the members decide to postpone the meeting, they shall agree the appropriate date and time when the next meeting shall be held provided that no General Meeting shall be postponed before the lapse of at least half an hour from the time which the meeting was expected to commence.

27. Conduct of the General Assembly's Meetings

- (a) The Annual General Meeting of the Association shall be convened by the Executive General Secretary of the Association after consultation with the Chairperson;
- (b) Any meeting of the General Assembly shall be presided over by the Chairperson of the Association or, in his absence, the Vice-Chairperson;
- (c) In the event that both the Chairperson and the Vice-Chairperson of the Association are absent, the Executive General Secretary shall preside over the meeting;
- (d) The Notice of the Annual General Meeting or Extraordinary General Meeting shall be made in writing to all members and should reach them at least fourteen (14) days

before the date of the meeting. The Notice shall state the date, time and venue of the meeting;

- (e) The decision of the majority of the members present and entitled to vote at the meeting shall be deemed to be a decision of the Association;
- (f) Determination of any issue at the Annual General Meeting shall be by simple majority vote by all members present and, in case of equality in votes, the Chairperson shall have a Casting Vote;
- (g) The Chairperson of any meeting may, with the consent of the meeting, adjourn the meeting from time to time and from place to place but no business other than the business left unfinished at the meeting from which the adjournment took place shall be discussed;
- (h) The Annual General Meeting shall ordinarily be convened during the month of June in every year at a place and time to be determined by the Executive Committee. Provided that in case the Executive Committee has failed for two years consecutively without just reasons to convene the Annual General Meeting, at least two third of ordinary members who are entitled to vote, may sign a requisition and form a Caretaker Committee, which shall immediately call the Annual General Meeting; and
- (i) The Chairperson in consultation with the Executive Committee may, at any time, call an Extra-Ordinary General Meeting of the Association either on his/her own motion or upon a request, in writing, of a one third or more members of the Association stating explicitly the purpose for which the meeting is to be called to deliberate on and decide upon. The exact date, time and venue of the extraordinary meeting shall be determined by the Executive Committee. Provided that if the meeting is requested by

members, the notice of the meeting shall be issued within seven days since the receipt of a duly signed request.

28. Other Meetings

- (a) The Executive Committee shall have four ordinary meetings once at each quarter of the calendar year of the Association;
- (b) The Executive Committee may convene any extra-ordinary meeting to discuss the affairs of the Association or any matter of common concern;
- (c) All meetings of the Executive Committee shall be called by the Executive General Secretary after consultation with the Chairperson or, in his absence, the Vice-Chairperson;
- (d) The Quorum of any ordinary meeting of the Executive Committee shall be at least five members present physically at the commencement of the meeting;
- (e) The Quorum of the extra-ordinary meeting of the Executive Committee shall be five members physically present;
- (f) In the event that the office of any member of the Executive Committee falls vacant for any reason stated in this Constitution and such vacancy affects the quorum needed for any meeting, the remaining members of the Executive Committee may proceed with any meeting as scheduled and record in the minutes that reason;
- (g) Each Standing Committee shall fix its own meetings provided that the calendar for such meetings shall be tabled to the Executive Committee for approval except for extraordinary meetings;
- (h) For avoidance of doubt, no regulation which shall be enacted in accordance with the provisions of this Constitution authorizing sitting allowance to any person for any extra-ordinary meeting;

CHAPTER THREE

MANAGEMENT AND ADMINISTRATION OF THE ASSOCIATION

29. Officials of the Association

(a) The Association shall be run by officials who shall collectively be known as the "Executive Committee" of the Association established under Article 14 of this Constitution.

(b) Qualifications

The members of the Executive Committee shall be elected from amongst Ordinary Members of the Association.

(c) Tenure of office of the members of the Executive Committee

i. The members of the Executive Committee shall be elected by the members during the Annual General Meeting and shall hold the office for the period of three years;

ii. The member of the Executive Committee can cease to be a member of the Executive Committee by reason of inability to perform his/her functions due to termination or expulsion from the membership, conviction in any criminal offence, mental incapacity or failure to attend at least four Executive Committee's meetings consecutively without any justifiable reason; and

iii. A member of the Executive Committee can be re-elected for another term but it should not exceed two consecutive terms.

30. Powers and functions of office bearers

(a) The Chairperson of the Association shall have the following powers and functions:

i. To preside over all Executive Committee's and the General Assembly's Meetings except where it is otherwise stated in this Constitution;

ii. To be the head of the Executive Committee;

iii. To be the chief spokesman of the Association;

iv. To appoint, in consultation with the Executive General Secretary, amongst members of the Executive Committee or Standing Committees, representatives of the Association in various organs or meetings where such representation is needed;

v. To ensure that all the properties of the Association are kept in a good order as may be entrusted to the Executive Committee from time to time;

vi. To lead the Association in a manner that will uphold the true spirit of togetherness, unity and solidarity in order to achieve the best results of the Association's goals;

vii. To work efficiently, diligently and with reasonable transparency in leading the Association; and

viii. To do any other thing as may be directed by the Executive Committee or the General Assembly from time to time.

(b) The Vice-chairperson of the Association shall have the following powers and functions:

i. To advise the Chairperson on any matter for the benefit of the Association;

ii. To assist the Chairperson in the execution of any function assigned to the Chairperson by this Constitution;

- iii. To assume the powers and functions of the Chairperson in the absence or vacancy of the post of the Chairperson;
 - iv. To be the head of the Research, Consultancy and Publication Committee; and
 - v. To do any other function as may be directed by the General Assembly or Chairperson.
- (c) The Executive General Secretary of the Association shall have the following powers and functions:
- i. To be a secretary in all Executive Committee's and the General Assembly's meetings except where it is provided otherwise in this Constitution;
 - ii. In the absence of the Chairperson or Vice-chairperson or where there is vacancy of the two, to assume all responsibilities vested to the Chairperson of the Association until such vacancy is filled in accordance with this Constitution;
 - iii. To be the head of the Advocacy and Ethics Committee;
 - iv. To keep the records of all meetings conducted under the auspices of the Association or those which the Association was represented by any member;
 - v. To call all the meetings of the Association subject to any other provision of this Constitution and after consultation with the Chairperson of the Association or when directed by the Chairperson of the Association to do so;
 - vi. To register any concern from individual members or other stakeholders and present them to appropriate body;
 - vii. To ensure that the Association has better working tools and environment;

- viii. To authorise, where necessary after consultation with the Chairperson, any publication of information made in the name of the Association;
 - ix. To keep in safe custody all official documents of the Association, electronic materials or any other materials received or kept in the name of the Association;
 - x. To supervise all such persons employed by the Association and hold them accountable for anything that has been done contrary to the objectives of this Constitution; and
 - xi. To do any other function as may be directed by the Chairperson, Executive Committee or General Assembly.
- (d) The Treasurer shall have the following powers and functions:
- i. To be the custodian of all funds of the Association;
 - ii. To compile the proposed budgets of all organs of the Association and table the main budget before the Executive Committee and General Assembly for the deliberations and approval;
 - iii. To be the head of the Finance Committee;
 - iv. To advise all organs of the Association on any financial matter(s);
 - v. To effect the payment of duly approved expenditure of the Association upon consultation with the Chairperson or Executive General Secretary of the Association;
 - vi. To keep all financial related documents or records in safe custody;
 - vii. To keep the record of assets and liabilities of the Association;

- viii. To plan, formulate and advise the Association on any activity which can generate funds to assist the operation of the Association;
- ix. To prepare the annual financial report of the Association and present the same before the Executive Committee and General Assembly; and
- x. To do any other function as may be directed by the Chairperson, Executive General Secretary, Executive Committee or General Assembly.

31. **Vote of No Confidence**

- (a) Where the General Assembly, duly constituted and by a resolution supported by two third of all members present in a meeting, is of the opinion that any member or members of a certain organ of the Association other than the General Assembly itself has/have failed to fulfil his/their official obligations by the reason of conducts or omissions which are inconsistent with the objectives of this Constitution, may pass a vote of no confidence to remove such incumbent member or all members of the particular organ from the office;
- (b) For the avoidance of doubt, a vote of no confidence may be passed if any of the following has occurred:
 - i. An incumbent member has misappropriated or embezzled the funds of the Association;
 - ii. An incumbent member has/is conducting himself/herself contrary to the objectives of this Constitution and contrary to resolutions passed by the General Assembly;
 - iii. An incumbent member is conducting himself/herself in a manner that is impeding the implementation or execution of any of the objectives of this Constitution or resolutions passed by the General Assembly; and

- iv. An incumbent member has committed any offence which in the opinions of the General Assembly tarnishes the good name of the Association if the person is left to serve in the office;
- (c) Before any vote of no confidence is passed against any office bearer or organ of the Association, the following procedures must be fully complied with:
 - i. There should be a petition signed by not less than one third of all registered ordinary members of the Association stating the nature of allegations and the member or members to whom the allegations are made against;
 - ii. The petition, duly signed by the members, shall be submitted to the Executive General Secretary or Chairperson of the Association in case the allegations are against the Executive General Secretary, who shall, upon receiving it and after having been satisfied that the conditions in (i) above have been met, inform in writing, any member or organ to whom the allegations are made against and give the member or organ 7days to prepare defence if any;
 - iii. After the expiry of 7days in (ii) above, the Chairperson or Vice Chairperson (in case the vote of no confidence is against the Chairperson) of the Association shall call for an Extra-Ordinary General Meeting of the General Assembly to consider the nature of the allegations made and the defence, if any, that has been made and thereupon vote for or against removal of the member or organ from the office;
 - iv. The General Assembly may invite any honorary member to preside over the meeting under which a vote of no confidence is at issue;

- v. The Chairperson shall allow the questions and open discussions from members following any defence made herein and ask the members whether to proceed with voting for or against vote of no confidence;
- vi. The decision to vote or not shall be determined by simple majority in a manner that the Chairperson shall deem it fit;
- vii. If the decision is to continue with a vote of no confidence, the Executive General Secretary or any person who is the secretary in the meeting shall count the number of members present and announce that number to members and issue the ballot papers where the members will be required to write "YES" for removal and "NO" for retaining the office bearer or bearers in the office;
- viii. The departure of any member before the voting process is done shall not vitiate the quorum that was duly constituted at the start of the meeting and any decision reached in this meeting shall be deemed to have been reached by all members of the Association;
- ix. Any member who decides not to cast his vote in this meeting shall be deemed to have supported any majority decision after the counting of votes;
- x. In the event that the votes for YES are equal to the votes for NO, the General Assembly shall be deemed to have passed the resolution against vote of no confidence;
- xi. The Chairperson shall announce the results after the process of counting of votes has been completed and declare the decision made by members through voting process; and

- xii. Notwithstanding any provision in this Constitution, the office bearer shall not be removed from the office if 2/3 or more of members present in a meeting did not support the resolution.

- (d) Once a vote of no confidence has been passed against any member or organ of the General Assembly, that member or organ shall forthwith cease to hold the office and shall be given 3 days to hand over the office to the person or persons appointed by the General Assembly to fill that vacancy or to any person who is entitled under this Constitution to assume such office in case it is vacant;
- (e) In the event that the vote of no confidence has been passed against all members of a certain organ, the General Assembly shall appoint an Ad hoc Committee to perform the functions of the said organ until the next General election is held in accordance with this Constitution;
- (f) Notwithstanding any provision in this Constitution, the General Assembly, upon passing a vote of no confidence against all members of the Executive Committee, may resolve to call on the General Election for the members of the Executive Committee and once that election is done the tenure of newly elected members shall commence afresh in accordance with the provisions of this Constitution;
- (g) In the event that a vote of no confidence is passed against any of the members or some of the members of a certain organ of the Association and the remaining members decide to resign from their office showing dissatisfaction with such vote of no confidence, the provisions of (e) or (f) above shall apply;
- (h) For avoidance of doubt, nothing under this Constitution shall be deemed to give power to the Chairperson or Executive General Secretary of the Association to

disapprove any petition duly signed by members if such petition fulfils the necessary requirements stipulated in this Constitution; and

- (i) The General Assembly shall in all cases, under this Article, balance a desire to have a stable, efficient and effective leadership against a need to remove such leadership from the office.

32. Accountability of Office Bearers

Any person appointed or elected in any post in the Association shall be held accountable for his acts or omissions to the General Assembly of the Association provided that each organ of the Association retains powers to make rules which will govern the conduct of affairs in each respective organ and take disciplinary actions against any of its members who has breached such rules.

33. Benefits of the Office Bearers

- (a) A person appointed to serve in any of the offices in the Association shall not be paid any salary;
- (b) The service in the Association shall be voluntary aiming at achieving the best to the objectives of the Association;
- (c) The General Assembly may approve allowances to be paid to all office bearers from time to time;
- (d) In determining the allowances to be paid to office bearers, the General Assembly shall consider the following:
 - i. The nature of the post to which a member is appointed or elected to serve;
 - ii. The financial position of the Association;
 - iii. Other priorities set by the Association in its long or short-term plans; and
 - iv. Any other factor which the General Assembly may deem it relevant.

- (e) Any office bearer shall be reimbursed any costs he or she has incurred in good faith on behalf of the Association upon submission of relevant documents to the treasurer justifying such costs; and

- (f) For avoidance of doubt, the Association shall meet the costs for any activity done in the name of the Association provided that such activity is within the budget approved by the General Assembly.

CHAPTER FOUR

FINANCIAL MATTERS

34. Financial Year

The financial year of the Association shall be the period of twelve months commencing from the first day of July, ending on the last day of June of the next year.

35. Fund Deposits

All funds of the Association shall be deposited with such Bank or Banks as the Executive Committee may determine and shall only be withdrawn by cheques endorsed by the authorised signatories.

36. Composition of Funds and Resources of the Association

The funds of the Association will be composed of:

- (a) Dues from members of the Association;
- (b) Proceeds from the Association's activities;
- (c) Subversions, gifts, donations, grants, loans and other resources negotiated or accepted by the Executive Committee and approved by the Members; and
- (d) Consultancy fee.

37. Dues

- (a) Members of the Association shall pay annual subscriptions;
- (b) The amount to cover annual dues shall be determined by the Members in the General Meeting; and
- (c) Members who fail to pay dues for two consecutive years and for no good reasons shall cease to be members of the Association;

38. Other Sources of Funds

- (a) The Executive Committee shall be mandated, when the need arises, to charge a registration fee to members attending a conference organised by the Association;
- (b) The Executive Committee may negotiate or accept, on behalf of the Association, gifts, grants, subversions, loans or any other resource; and
- (c) The Executive Committee, on behalf of the Research and Consultancy Committee, shall charge a prescribed percentage on any earnings by members carrying consultancy works using the name of the Association;

39. Finance Committee

- (a) The Financial affairs and records of finances of the Association shall be administered by the Treasurer;
- (b) The Finance Committee shall be accountable to the Executive Committee of the Association;
- (c) The Finance Committee established under this Constitution shall be the principal adviser of the Executive Committee and the Association on all matters relating to finance of the Association; and
- (d) The Finance Committee shall submit financial report to the Executive Committee before the General Assembly Meeting.

40. Expenditure

All expenditures shall be authorised by the Executive Committee.

41. Signatories

There shall be two categories of signatories:

- (a) Category A which will comprise Chairperson and Vice Chairperson; and

- (b) Category B which will comprise Treasurer and Executive General Secretary.

42. Auditors

- (a) The General Assembly, where necessary or upon recommendations made by the Financial Committee, shall appoint the qualified Auditors who shall examine the books, vouchers and accounts of the Association;
- (b) The Executive General Secretary together with the Treasurer shall provide necessary assistance to the appointed auditors in facilitating their work; and
- (c) The Report of the Auditors shall be submitted to the Annual General Meeting through the Executive General Secretary. The audited report shall include:
- i. A statement of income and expenditure during the previous financial year;
 - ii. A statement of sources and application of funds during the previous financial year;
 - iii. A statement of the assets and liabilities of the Association as at the last day of the financial year of the Association;
 - iv. A report of the auditors on the audited accounts;
 - v. The audited accounts of the Association, which shall be made available for inspection to the members of the Association at any time; and
 - vi. Any other matter as the auditors may deem necessary for the General Assembly to know.

CHAPTER FIVE

CONDUCT OF ELECTIONS

43. Types of Elections

- (a) There shall be two types of elections:
- i. General election; and
 - ii. By election.
- (b) The General Election of the Association shall be conducted after every three years except where any other circumstance occurs in accordance with the provisions of this Constitution;
- (c) In the event that more than half of members of Executive Committee resigns at once for any reason, the remaining members shall meet within three months and call for a General Election for all posts;
- (d) By election may be conducted upon occurrence of any vacancy in any of the posts of the Association in accordance with the provisions of this Constitution; and
- (e) No By election shall be conducted in the event that the time left for next General Election is one year.

44. Electoral Authority

- (a) The Executive Committee shall appoint five members of Electoral Authority and present the names to the Annual General Assembly for approval;
- (b) Among the appointed five members in (a) above, three shall be non-ordinary members and two shall be non-members of the Association;
- (c) The Chairperson of the authority shall be among non-members of the Association and the Secretary of the Electoral Authority shall be among the non-ordinary members of the Association;

- (d) All records of the Electoral Authority shall be kept by its Secretary;
- (e) The Electoral Authority shall be responsible for the whole process of conducting election including the preparation of election regulations;
- (f) Election regulations shall be approved by the Annual General Assembly; and
- (g) The Electoral Authority shall exist for three years.

45. Posts to be Contested

- (a) The following posts in the Association shall be contested in any General election subject to any other provisions of this Constitution:
 - i. The Chairperson of the Association;
 - ii. The Vice-Chairperson;
 - iii. Executive General Secretary;
 - iv. Treasurer; and
 - v. All posts of the Standing Committees (Chairperson, Secretary and three members).
- (b) Nothing under this Constitution shall prevent the General Assembly from assigning to any organ the powers vested on it for the purpose of filling the gap existing in any post or posts of the leadership within the Association.

46. Qualifications of Voters

- (a) All members except honorary members of the Association shall have the right to vote in any election;
- (b) No member of the Association shall be disqualified from voting for the mere fact that he/she is not physically present in a meeting;
- (c) For the purpose of (b) above, a member of the Association who is not physically present in the meeting shall have the right to vote in any election through a right to vote by proxy

provided that he/she complies with the requirements needed for the exercise of that right;

- (d) No member shall be entitled to vote if he/she has not fully paid his/her annual subscription fee;
- (e) For the purpose of (d) above, an evidence of paying slip shall be the conclusive evidence in determining the right to vote or otherwise to any member; and
- (f) The Association shall maintain a Register of all members of the Association and such Register may be used, in the event of any dispute, to identify the categories of members for the purpose of election process.

47. Qualifications of Candidates

- (a) Any person who contests in any election for any post in the Association shall be required to possess the following minimum qualifications:
 - i. Ordinary member of the Association;
 - ii. Not having any criminal case pending before any court; and
 - iii. Not having any disciplinary case that may result to his/her dismissal at his/her working place.
- (b) A person nominated or appointed to be a candidate in any of the Association's elections shall have the duty to declare any interests that may conflict with the role he or she is going to play in the Association's leadership.

48. Election and Results

- (a) The Chairperson of the Electoral Committee or any person appointed by him/her amongst members of the Electoral Authority shall have power to announce the electoral results before the General Assembly;

- (d) All records of the Electoral Authority shall be kept by its Secretary;
- (e) The Electoral Authority shall be responsible for the whole process of conducting election including the preparation of election regulations;
- (f) Election regulations shall be approved by the Annual General Assembly; and
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- (e) For the purpose of (d) above, an evidence of paying slip shall be the conclusive evidence in determining the right to vote or otherwise to any member; and
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 - iii. Not having any disciplinary case that may result to his/her dismissal at his/her working place.
- (b) A person nominated or appointed to be a candidate in any of the Association's elections shall have the duty to declare any interests that may conflict with the role he or she is going to play in the Association's leadership.

48. Election and Results

- (a) The Chairperson of the Electoral Committee or any person appointed by him/her amongst members of the Electoral Authority shall have power to announce the electoral results before the General Assembly;

- (b) Any member or the candidate in a particular election who is aggrieved by the results of the election may challenge such results soon after the declaration of the election results;
- (c) Appeal shall be lodged to the Electoral Authority within 24 hours since the declaration of results; and
- (d) The Electoral Authority shall have the final say on any complaint lodged against election results.

49. Budget for Election

- (a) The budget for the election shall be presented by the Executive Committee as part of the Annual budget of the Association in such year in which the General Election is expected to be conducted;
- (b) In the absence of any prior approved budget for any election, the Electoral Authority shall prepare its own budget which shall be presented before the General Assembly for approval;
- (c) The Electoral Authority or Executive Committee may request from any person or authority any assistance for the purpose of smooth running of the electoral process; and
- (d) The Electoral Authority shall account, to the General Assembly, for all such expenditures incurred in accordance with the approved budget or in excess thereof.

CHAPTER SIX

AFFILIATIONS

50. Applying for Affiliation Membership

- (a) The Association may take any necessary arrangements to join as an affiliation to the regional and international statistical Associations; and
- (b) The Association shall not join any regional or international Association or Organization whose policies and objectives are contrary to the laws of the Country.

CHAPTER SEVEN

DISSOLUTION

51. Passing of Resolution

The Association may be dissolved by a resolution passed at the Extra-Ordinary General Meeting convened for that purpose only by the two thirds of the members who are eligible to vote.

52. Notice of Dissolution

In all cases, the notice for any proposed dissolution shall be communicated to all members at least thirty (30) days before the date of the Extra-Ordinary General Meeting fixed for the deliberations of the proposed dissolution.

53. Surrender of the Association's Properties

Upon dissolution of the Association, the remaining assets or any property whatsoever shall be surrendered to the Board of Trustees immediately.

54. Role of the Board of Trustees in Dissolution

The Trustees shall immediately engage a Liquidator who will arrange the disposition of all assets of the Association. After verification of all debts and liabilities of the Association, the proceeds to be obtained, together with any available cash, shall be divided among the members of the dissolved Association.

CHAPTER EIGHT

AMENDMENT TO THIS CONSTITUTION

55. Persons who may Propose Amendment

- (a) Any proposed amendment may be brought by either the Executive Committee or any member(s) of the Association. Provided that if an amendment is moved by a member, then it must be supported by at least ten other members of the Association; and
- (b) The proposed amendment by a member of the Association shall be submitted to the Executive Committee for coordination.

56. Notice of Amendment

In all cases, the notice for any proposed amendments shall be communicated to all members at least thirty (30) days before the date of the General Meeting fixed for the deliberations of the proposed amendment(s).

57. Guidelines

In the event that there is something that needs to be done consistent with the objectives of the Association but which is not clearly regulated by this Constitution or any regulation made herein, such a thing or matter shall be regulated temporarily by the guidelines issued by the Executive Committee until the Regulations or amendments to the Constitution are made.

58. Quorum for Amendments

Any provision of this Constitution may be amended by a two-third (2/3) majority vote of the members who are eligible to vote during the Annual General Meeting.



Constitution

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