

**CHATO COLLEGE OF HEALTH SCIENCE AND
TECHNOLOGY**



Policy Documents

**P.O.BOX73
CHATO-GEITA
TANZANIA**

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PREAMBLE:

WHEREAS the staffs of Chato College of Health Science and Technology understand and believe that the Institute plays its role that naturally makes the organization serve the Nation in its own unique environment and system;

WHEREAS the staffs and other stakeholders understand and believe that only a diligent, autonomous and independent involuntary organization run democratically by the staffs themselves will be completely responsible to themselves and hence serve their interests to its best level;

WHEREAS history has shown that a diligent Chato College of Health Science and Technology organization will improve to a great extent a cordial relationship based on mutual understanding between the staffs of this Institutes and other legitimate organizations;

WHEREAS the Chato College of Health Science and Technology organization has been efficaciously in operation and existence duly accepted and recognized by the members , the government and the society at large both within and outside Tanzania; AND

Where as history has shown that NGO's have successfully and collectively performed the responsibilities given to them by the nation as youths, citizens and future leaders of the/their nations under numerous independent associations of this institution of the medical related and that some of this NGO's are respected officials of their nations and the world at large.

THEREFORE;

This constitution is enacted by the Constituent Assembly of the Staffs of the Chato College of Health Science and Technology for the purpose of enhancing Quality Medical Services, Research and academic prosperity good governance, democracy and human rights observance, fight against socioeconomic segregation, apartheid, corruption and disease hence the Chato College of Health Science and

Technology will always cherish, co-operate and associate in all civil activities as it deems fit for the interests of its members.

ARTICLE 1: NAME AND HEADQUARTERS;

- 1.1 This Policy documents shall be signed as THE POLICY AND REGULATIONS OF THE CHATO COLLEGE OF HEALTH SCIENCE AND TECHNOLOGY OF 2015 and shall be for the Non Government Institutes.
- 1.2 The headquarters of Chato College of Health Science and Technology shall be at Chato Urban area where its health facility is operating services and Administrative activities shall take place. The office premises shall be any of the officially accepted rooms/halls etc at CHATO urban area as the case may be.
- 1.3 The organization shall pursue its activities in Tanzania or outside as the case may be if her members undertake official duties, but initially will take place at all Districts of Geita Region, AND all over the country.
- 1.4 The office of Chato College of Health Science and Technology shall be open all the time during official hours unless otherwise stated and / or provided.

ARTICLE 2: INTERPRETATION

- 2.0 The following words shall have the meanings assigned to them as follows:
- 2.1 **“INFORMAL MEETING”** means any unscheduled meeting of any Chato College of Health Science and Technology organ duly convened.
- 2.2 **“Chato college of Health Science and Technology BOARD”** means the executive organ of the Institute and it shall serve as Disciplinary Committee .
- 2.3 **“RULES”** means the rules made by the Chato College of Health Science and Technology BOARD under the provision of this constitution.
- 2.4 **“STATUS”** means the status of Chato college of Health Science and Technology as described under this Policy.
- 2.12. **Chato College of Health Science and Technology.**
- 2.13. **“COLLEGE INSTITUTES”** Means institutes established or founded under the campus college(s) as our target to establish medical related colleges like clinical officers college, nursing college ,Laboratory college,Dispensing college etc.
- 2.14. **“PUBLICATIONS”** means publications published by Chato College of Health Science and Technology on the approval of the BOARD. It includes leaflets newspapers, news letters and any other document that shall be approved by the BOARD.

2.15. **The following abbreviations have been used in one or the other part of this Constitution and shall have their long forms as;**

CCOHEST=Chato College of Health sciences and Technology.

MO =Medical officer

AMO=Assistant Medical Officer.

CO= Clinical officer.

ACO=Assistant Clinical officer.

NO=Nursing Officer.

ANO=Assistant Nursing Officer

DPFA=Director of Planning, Finance and Administration.

EN =Enrolled Nurse.

Ex-Com=Executive Committee

FFAO= Final Financial Accounting Officer

CHF=Chato Health Foundation Tanzania LTD.

HRO=Human Resource Officer.

MLT-Medical Laboratory Technology.

PHS=Public Health Specialists.

P.C=Palliative Care.

QAO=Quality Assurance Officer.

2.26. Words, phrases, expressions and other grammatical signs, not expressly defined herein shall be given an ordinary interpretation assigned to them depending on context and technique or legal expression and shall be given their technical or statutory meaning as the technical legal practice allows.

ARTICLE 3: OFFICIAL LANGUAGES:

- 3.1 The official languages of CHF shall be English and Kiswahili.
- 3.2 Any language other than English or Kiswahili as the case may be shall be translated and documented.
- 3.3 All documentation shall be in English and/ or Kiswahili.

ARTICLE 4: STATUS:

4 CHF (T) LTD shall be a non Government Organization at all Districts of Geita Region AND all over the country of Tanzania as defined in this Constitution and under the Trusteeship.

4.1 Thus CHF shall be autonomous, non-governmental and shall be capable in law of purchasing, holding, alienating, managing and disposing of any property whatsoever whether by way of a movable or immovable and whether by way of investment or otherwise, entering into such contracts as may be necessary or expedient for the performance of its functions under this Constitution.

4.2 CHF shall have power of signing and terminating any contract(s) that in one way or another touch or involves the CHF members whenever necessary.

4.3 During the tendering process staffs should be given priority if no staff who are capable the next priority should be to any staff member and the last alternative should be non-staff .

4.4 The tendering process must be advertised in public so as to advocate environment for fairness and transparency.

ARTICLE 5: OBJECTIVES AND FUNCTIONS OF GMIRC

5.1 OBJECTIVES.

5.1.1 To provide medical AND Education services through establishing of health services like Hospiatals,Health centres, Dispensaries,Health training institutes and other education colleges according to the ministry of Health regulations,National Council for Technical Education

(NACTE), Research activities which is more based on clinical research, Training of Medical related carders like Clinical officers, Clinical assistants, Assistant Nursing officers, Enrolled Nurses as well as Laboratory Technicians and assistants and to promote health education to the community in all aspects of their lives and economic status.

- 5.1.2 To establish a proper organization basis for the communication between the government authorities and the Institute as well as maintain harmonious relation between Staffs and academic institutions and community members.
- 5.1.3 To ensure the academic and social well being of the CHF (T) LTD members and to promote good relations between CHF members and others.
- 5.1.4 To liaise with other NGO's for exchange of ideas knowledge and experience so as to be versed with what is happening globally.
- 5.1.5 To contribute to the intellectual life of Tanzania by furthering the image of the Institution as a center of excellence in terms of knowledge creation, skills building, effective entrepreneurship and formation of responsible attitude for the betterment of the community and the nation.
- 5.1.6 To promote love and respect for learning, the pursuit of truth, and to ensure that every member understands his or her responsibility to educate – himself to the best of his capabilities and “to – search knowledge” for the betterment of humankind and in so doing cherish and promote academic freedom as an inalienable right of a staffs at this institution.

- 5.1.7 To stimulate and promote all desirable aspects of cultural development which inculcate the spirit and love for different means.
- 5.1.8 To ensure that every member has the right to believe and/or worship according to his belief without being interfered by, or interfering any other members in accordance with the laws of the land.
- 5.1.9 To promote and maintain fraternal relations with other institutions in Tanzania, East Africa, Africa and the world over.
- 5.1.10 To promote the spirit of voluntary activities in life saving or rescue operations especially during epidemics.
- 5.1.11 To provide scientific and up to date health/ medical information to her members and others or youths organization wherever and at whatever time.
- 5.1.12 To sensitize members to be necessary and sufficient catalysts in health sector reforms, spear heading health education campaigns in the country and else where, in leadership practice.
- 5.1.13 To prepare members to defend the nation and be ready to fight against all sorts of socio economic evils like corruption, ignorance, poverty, diseases, apartheid, tribalism, religions etc.
- 5.1.14 To ensure that, rule of law, good governance, transparency and active community involvements are given priority for the betterment of CHF and the nation at large.

- 5.1.15 To perform duties and exercise all powers vested in or conferred on the Ccohest's Organization by or under any provisions of the CHF Constitution.
- 5.1.16 To do all such other things as may be conducive to the attainment of the foregoing objectives or anyone of them and to question any one of them and to question any other things whatsoever, which appears to compromise the status and wellbeing of Ccohest.
- 5.1.17 Chato College of Health Science and Technology in pursuit of her objectives stated hereinabove may carry out any or all of following functions.
- 5.1.18 To initiate sponsor or undertake activities for the benefits of the community and their health.
- 5.1.19 To organize debates, seminars, workshops, conferences, congresses, study tours send symposia so as to enhance intellectual, civic awareness of the community.
- 5.1.20 To mobilize funding, cause and sponsor Student researches in all academic fields in order to promote creativity and originality community and the nation.
- 5.1.21 To publish and broadcast, journals, books, newspapers, newsletters, leaflets, magazines, recordings or otherwise through any other means of presenting information to the public.

ARTICLE 6: MEMBERSHIP, RIGHTS AND OBLIGATIONS;

6.1.0. MEMBERSHIP.

6.1.1 Memberships is compulsory to all registered medical related staffs including Medical officers, Assistant medical officers, Clinical officers, Nursing officers/ANO, Laboratory Technicians, and/or any other award of the University shall become a member of Ccohest and shall pay the annual subscription fees without delay.

6.2.0 RIGHTS.

6.2.1 Every Ccohest member shall be entitled to participate in general activities of Ccohest, and hold office when elected or appointed.

6.2.2 Inspect and obtain copies of all documents of Ccohest upon request to the managing Director.

6.2.3 Request and receive all Publications of Chato College of Health Science and Technology if any as the case may be.

6.2.4 The right of appearance and appeal before any organ that may determine the member's vital interest for Ccohest.

6.2.5 The right of audience and freedom of expression before all organs of Ccohest and all its media, provided that in the course of stay and enjoyment of the rights stated in this Constitution nothing shall be construed to entitle a member of Ccohest to hinder in any way other members to enjoy the same.

6.3.0 OBLIGATIONS

- 6.3.1 All Co College of Health Science and Technology members are duty bound to, promote and preserve the sanctity of this Constitution, endeavor to educate oneself to the best of one's ability, and use one's education for the benefits of humanity.
- 6.3.2 To participate in execution of decisions made by Ccohest, every member shall pay fees and annual subscription when due and as may be prescribed from time to time by rules made by the BOAD/Executive committee as established under this constitution and in accordance with Ccohest financial regulations and Bye-Laws.
- 6.3.3 All members of Ccohest shall attend meetings regularly and discharge assignments, exhibit high self discipline, ethical and daily responsibilities, participate in all Ccohest activities, and refrain from influencing Ccohest or her office bearers in a way or manner which may appear to prejudice the status. The length of membership begins once someone gains an official registration until that or such circumstances like death, discontinuation and/or others that may cause loss of membership.
- 6.3.4 The general conduct of Ccohest members shall be reflected and observed as per **by-laws and all judgment will base on the ,Ccohest constitution and regulations made by Executive BOARD. Failure to observe the above, the court action can be applied after The Approval of disciplinary committee.**

ARTICLE 7: STRUCTURE/ORGANS, COMPOSITION AND FUNCTIONS;

7.1.0. STRUCTURE/ORGANS;

7.1.1 The Structure / Organs of Ccohest shall be;

- i. Executive Committee/Ccohest BOARD.
- ii. The Staffs General meeting.
- iii. Departments.

7.2.0. COMPOSITION AND FUNCTIONS

7.2.1. THE GMIRC EXECUTIVE COMMITTEE:

7.2.1.1 The Executive committee/Board shall constitute managing Director, Director of Planning, Finance and Administration, Quality assurance officer, coordinator of clinical research, accountant, palliative care coordinator. and shall be the supreme decision making organ of Ccohest as well as other organs established under its authority are subordinate and accountable to it.

7.2.1.2 The MANAGING DIRECTOR shall preside over the meeting unless otherwise stated elsewhere in this constitution who shall be the **chief spokes person** of the government to it and the Director of Human Resource shall be the executive to it.

7.2.1.3.

- i) To review and approve or disapprove policies and actions of Ccphest wherever it considers it necessary or desirable so to do;
- ii) To consider the annual general handing over reports on activities of Ccohest submitted to it by the government office bearers;
- iii) To make provisions for all matters relating to funds of Ccohest including but not limited to preparation of annual estimated of income and expenditure, accounting and periodical financial;
- iv) To approve or disapprove budget estimates presented by the finance office at the budget session that will be prepared by Ccohest;
- v) To make provisions in any appropriate manner for regular watching books of accounts of all organs of Ccohest to ensure a sound, proper and efficient administration of Chato college of Heath Science and Technology funds. There shall be an annual audit report of Chato Cohest accounts by the chief internal Auditor of the organization;
- vi) To investigate and make appropriate disciplinary and legal measure against any of the Ccohest members and or office bearers of the Chato cohest in cases of malpractice;

- vii) budget session every new year at a time when other Chato College of Health Science and Technology organs are preparing the annual budget;
- viii) To discipline any Ccohest officer including suspension of his/ her services provided that two-third (2/3) of the members attending the meeting shall have voted for that. The suspension of the Ccohest shall be approved or disapproved by the relevant authority elected her/ him to office directly or indirectly;
- ix) To establish committees as may be found necessary for the execution of its functions; and
- x) To perform any other duties as the Institution.

7.4.1 MANAGING DIRECTOR

7.4.2 The Director shall be the head of Chato Health Foundation (T) LTD and chief spokes person and shall preside over- the Chato College of Health Science and Technology BARD meetings.

7.4.3 The Chato Health Foundation (T)LTD managing Director in consultation with other shall have power to make and terminate appointments to members of the CHF staff provided that such appointment shall be subject to approval or disapproval by the Executive commitee.

7.4.4 For the purpose of expediency and prompt reaction to emergencies, the Managing Director may convene an informal meeting of all staffs provided that no resolutions of such meeting shall be binding on it.

7.4.5 THE DIRECTOR OF PLANNING, FINANCE AND ADMINISTRATION.

7.7.1 She/ he shall be appointed by the managing Director.

7.7.2 He/She shall be the Chief Executive officer/Protocol officer who is dealing with administrative issues.

7.7.3 He/she shall in his/ her absence will be acted by Executive Secretary who shall cease to act in that office as soon as the DPFA returns and assumes/ commences to discharge the functions of his/her office.

7.7.4 It shall be responsibility of the DPFA to prepare and submit before the executive committee a brief report of the events that occurred during the representation of Chato Cohest to any tour, symposium seminar, workshop, conference or congress by any member or group of members of Chato Health Foundation (T) LTD.

7.7.5 The DPFA shall cause to be prepared and kept an up to date register of all Chato cohest members with entries denoting courses, year of study, sponsor, hall of residence, nationality and such other entries as smooth administration of staffs' affairs

7.8.0 EXECUTIVE SECRETARY.

- **Will ensure provision of quality services of all organ of the institute as stipulated in this constitution.**
- **Will ensure a good relationship between the community and an institute/staffs and the other NGO's.**
- **To collect and solve complains from the clients concerning unethical issues made by Chato college of Health Science and Technology staffs and/or members.**

7.8.1 COORDINATOR OF ACADEMIC, RESEARCH AND CONSULTANCY..

- Shall be the in-charge of all academic matters concerning all the staffs of chato college of Health Science and Technology as well as Chato Health Foundation Tanzania Limited(CHF).
- Shall organize all academic/clinical events concerning chato cohest.
- Planning of research area and all resources needed, needs for the research and present to the executive committee before starting research.
- Shall perform such other duties as directed by managing Director/or other responsible person.

7.8.2 COORDINATOR OF PALLIATIVE CARE.

- Provision of palliative care to the clients.
- Training of staffs to provide palliative following the principles of palliative care.
- Visiting to rural areas to do follow up of individual with incurable diseases so that to make easier to provide care and counseling.

7.8.3 ACCOUNTANT.

Shall be the secretary of finance committee.

- Shall be the co-signatory to all Chato Health Foundation transactions.
- Shall take initiatives of raising Chato Health Foundation funds with the approval of Chato Health Foundation secretariat.
- Shall be responsible in collection of union fees.
- Shall be responsible for all payments after being approved by senior staffs.
- Shall seek advice on Chato Health Foundation financial affairs from executive committee, finance committee and administration accordingly.

7.10.0 THE FUNCTIONS AND OBLIGATIONS OF CHF BOARD;

The board shall have powers to act as **disciplinary authority** which in respect to both office and non-office bearers shall recommend the necessary punitive, sanctions and remedies to the authorities.

Shall prepare policies ,working protocols, Finance regulations.
Raising funds, Availability of all Resources.

ARTICLE 10: FINANCE AND PROPERTY ADMINISTRATION;

10.1. The accountant or the secretary depending on the Chato Health Founda level or organization subject to supervision of the DPFA/managing director shall govern all matter of finance of **Chato Health Foundation Tanzania Limited.**

- 10.2. The executive responsibilities, liabilities and power over **Chato Health Foundation (T) LTD** fund shall be in accordance with the Institute financial regulations (**IFR**) appended as part of the rules.
- 10.3. The chief internal Auditor's (CIA) report shall be made available for discussion and action by the Executive committee. The management / administration of all the property wealth of **Chato Health Foundation (T) LTD** shall be the responsibility of the BOARD.
- 10.4. Chato Health Foundation (T) LTD may employ permanent and/or temporary staff as it considers necessary through the **Chato Health Foundation team**.
- 10.5. Chato Health Foundation shall maintain Chato Health Foundation bank account. The authorized signatures shall be the managing Director, Director of Planning, Finance and Administration, Executive Secretary, Accountant and three signatories will ensure withdrawal provided the managing Director and Executive Secretary are **COMPULSORY** or **ABSOLUTORY SIGNATORY**.
- 10.6 The sources of funds of Chato Health Foundation shall be the cost sharing from provision of medical services, Students tuition fees/ sub-scription fees, and the money from various donors.

ARTICLE 11: POWER TO MAKE RULES;

- 11.0 The Chato Health Foundation **executive committee** from time to time propose rules and amendments thereon to the General meetings for ratification.

11.1. Such rules and/ or amendments may also be proposed by any member (s) of Chato Health Foundation (T) LTD through relevant organs and –work-upon- recommendations shall- be the responsibility of the executive committee.

ARTICLE 12: CONSTITUTION AMENDMENT(S)

12.1. The executive committee when needs arise, shall appoint a committee of five(5) members to collect proposals, opinion and comments from the members, other legal personalities if it deem necessary, the effect of which shall be the preparation of proposal of amendment(s).

12.2. The proposal of amendment(s) shall be discussed and notified in the General meetings.

LEADERSHIP AND STAKEHOLDERS

S/NO	NAME	TITLE
1	Dr JOEL LIMBU MADUHU	Managig Director
2	Mr Martin Barnabas Charahani	General Secretary
3	Dr Pius Buchukundi Ntamkiza	Director of Training & Research
4	Mrs Bahaye Andrew	Member
5	Mrs Flora peter Zagiliza	Member
6		Member

