Constitution
Of

Nanutamba
Rehabilitation
Centre for Children
The institution shall hereinafter be called Namutamba Rehabilitation Centre for Children (NRC).

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1. Mission Statement

Our Mission is to offer services to children with physical disability in Mityana Diocese (Kiboga, Mubende, Kyankwazi and Mityana Districts).

- We shall provide medical rehabilitation, while making the Gospel of Jesus Christ the Saviour as the centre of all services provided.
- The amount and degree of rehabilitation work shall always be in accordance with the standards set by the Ministry of Health of the Government of Uganda.
- Our services shall be to people of all communities, nationalities, religions and status without discrimination.

2. Objectives

- To provide medical rehabilitation to children with disabilities (CWD), between 0-25 years primarily within Mityana Diocese
- To reach CWD with the word of God, both practically and theoretically showing that they are worthwhile in His view
- To teach the parents how to improve their children’s situation and involve them in the process of rehabilitation
- To make communities aware of their responsibilities for the welfare of CWD
- And any other activity that is incidental to the above objectives

3. Services offered

Our aim is to provide a Community Based Rehabilitation (CBR) - programme by:

- Admitting children with Polio, Cerebral Palsy, Congenital deformities, Osteomyelitis, Amputations, Clubfoot, Muscular Dystrophy, Post burn-Contractures, Post septic Joints, TB- spine and other disabilities to the Centre for rehabilitation
- Visiting specialists and hospitals and arranging operations if necessary
- Referring blind and deaf children for specialised care
- Recommending and providing the right appliances
- Pre and Post operative care, Physiotherapy and Occupational Therapy
- Training parents in the continuation of care and exercises
- Ensuring re- integration into their families and communities and teaching skills to enable them to be more self-reliant
- Epilepsy programme; distributing treatment for children with Epilepsy
- Field work, which includes:
  - Follow up home visits
  - Community awareness raising
  - Identifying children with disabilities
  - Training and supervision of Volunteer Mediators
4. Management of the Institution

4.1 Patron of the institution
The institution shall have a Patron. The Patron shall be the sitting Bishop of Mityana Diocese.
The duties of the Patron will be to act as an adviser, to ensure a smooth running of the organization, to connect the organization with outside world and to seek donors.

4.2 Personnel and Administration

Board of Governors (Germany)  Board of Governors (Uganda)

Executive Committee
(Chairman of Ugandan Board, NRC-Leader, Deputy, a representative of the partner mission)

NRC -Leadership
(NRC Leader; Deputy)

NRC - Management
(Departmental Leaders, Member of the partner mission)

Medical Departm. Voc. training Departm. Catering Departm. Workshop Departm. Agriculture Department Follow up and Fieldwork

Physiotherapy/Nursing
Occupational Therapy
4.3 The Board of Governors

The Board is the leading and responsible body of the NRC. A Board of 11 (eleven) members is constituted by the leader, deputy, supporting partners, 1 (one) member from the Church of Uganda and such other members.

4.3.1 Term of Office:
The Board shall serve a term of three years. Board members are free to be re-elected. A member to the Board can resign, by giving a written notice to the standing committee through the Chairman.

The members of the Board shall be appointed by the general consensus of the Executive Committee members and if need arises in consultation with the Bishop. Board members should be people who are ready to sacrifice their time to the work of NRC with limited facilitation.

4.3.2 The Board will constitute the following posts:

- Chairman
- Vice Chairman
- Secretary
- Representative for PWD
- And such other members

4.3.3 Duties of the Board are as follows:

- To discuss and pass policies governing the running of the institution,
- To safeguard the property and staff of the institution,
- To safeguard the objectives and interests of the institution,
- To approve appointment of staff,
- To discuss and approve the budget of the institution.

4.3.4 Board meetings:
The Board shall sit 2 times a year or for additional emergency meetings (extraordinary meetings).
The Board of Governors can always seat if 2/3 of the members are present.

If there is any matter requiring professional and technical knowledge, it will be decided by relevant technical and professional people. The Board will therefore from time to time invite such people into the Board meeting.

The Board may restrict medical activities but cannot decide on what has to be done medically. This has to be sorted out by the NRC-leadership presented by the Medical In charge.

All agreements, minutes and resolutions of the board meetings need to be put down in writing and presented to the German Board.
4.4 Executive Committee (EC):

The Executive Committee is the acting body between the Board meetings. The Chairman, the NRC-Leader, the Deputy, a representative of the partner mission shall be the EC within the Board.
The EC shall sit when the need arises, but not less than 4 times a year.

4.5 The NRC- Leadership

The NRC- Leadership consists of the NRC –Leader and the Deputy.

The NRC -Leader is primarily in charge of the administration and organisation of the work. It is the responsibility of the Leader, to know and safeguard all assets of the Centre. Any work done for the Centre and in the Centre by the leader is already paid within the salary. Additional jobs and contracts apart from the NRC are not allowed. He is the one who shall be contacted first by the staff in any problem.

The NRC -Leader shall be in correspondence with the partner mission.
The Deputy is primarily in charge of the medical part of the rehabilitation programme and the care of the children.

4.6 The NRC- Management

This management within the NRC -staff meets weekly to solve medical problems or to discuss aims of the work like standards, employment, further training of local staff, or planning the duty rota and weekly duties.
The members of the NRC-Management are:
- NRC-Leader
- Medical In charge
- Departmental Leaders
- Member of the partner mission

Together they are responsible for the regular running of the NRC. They are answerable to the Board.
A Representative of the Neukirchener Mission has an additional advising role within the NRC. He is invited to the weekly meetings of the NRC -Management.
The members of the NRC -Management discuss:
- The assignment of specific tasks to the staff
- How the rehabilitation concepts shall be put into practice for the children
- Duty rota and Annual leave for staff members
- House keeping, catering, maintenance matters, outfit of the NRC
- Issues from each department

In case of disagreement within the NRC -Leadership / Management or fundamental changes the Boards need to be involved.
5. Staffing of the institution

5.1 Recruitment:

The interviews with the applicants are done by the Executive Committee. For the employment of trained staff members, the German Board shall be requested.

An appointment letter, with a probation period of 6 month, shall be given to the one who has passed the interview as recommended by the interviewing panel.

The Board can terminate service of any employee within this probation period without notice; likewise an employee can terminate service without notice, but only within this probation period.

On appointment the appointee must have the following:

- A release letter from previous employer
- A letter from the previous L.C.1 Chairman
- An application letter
- A medical fitness check
- A reference or Diploma as applicable

5.2 Appointment:

With every staff member a contract should be made. This should include:

- Tasks and duties (working hours, on calls)
- Relations of subordination
- Salary and a note that there is no claim possible regarding extra payments (which doesn’t exclude these)
- Measure taken in case of absence from duty for which the employee is responsible, being not punctual, carelessness in behavior and handling of material and equipment
- Annual leave
- Regulations on further payment of salary in case of illness
- Reasons for immediate dismissal
- Modalities of normal cancellation of contract

The size of staff shall always depend on the approved establishment and the budget as advised by the RC-Leadership and approved by the Board.

A booklet with Terms and Conditions of Service shall be given to each member of staff. Staff salaries shall be paid monthly, as stated in the appointment letter in line with the salary structure in force.

The salary structure and salary increase shall be reviewed every 2 years and be prepared by the NRC- leadership, discussed and approved by the Board in Uganda and Germany.
5.3 Disciplinary Measures:

The right of disciplining members of staff is primarily with the NRC-leader. If major problems arise one should always try to inform the Board by an objective description and statement of one’s own expectations. Any accusations should be avoided. Conflicts tend rather be worsened by accusations instead of being solved.

The disciplinary procedures will apply to all members of staff. The purpose of disciplinary procedure is to ensure that all members of staff are treated fairly depending on the gravity of the offence.

5.3.1 Minor Offences:

These include lateness, poor performance at work, carelessness, poor cooperation with other staff, verbal abuse to colleague or members of the public, refusal to follow clear and reasonable instructions. Verbal warning shall be given to staff in respect to the above minor offences and such warnings should be properly recorded in personnel files. Failure to respond positively to two verbal warnings shall result into a written warning. One written warning to a member of staff without a positive response shall result into a dismissal of the staff concerned.

5.3.2 Gross Misconduct:

Certain offences are sufficiently serious to warrant instant dismissal without notice. The contract stops and no salary will be paid until the clearing of the case. Termination in consequence of a gross misconduct will be given by the NRC-Leadership and must be confirmed by the Chairman of the Board. The entitled salary will be paid only after written confirmation that there are no claims towards the NRC. A dismissed member of staff will receive a Dismissal letter. This includes the following:

- Fraud, or intent to defraud by falsely claiming sickness or other benefits,
- Misappropriation of NRC-funds, or false expenditure statements,
- Misuse, or serious damage of NRC-property through carelessness,
- Theft of money or property of NRC,
- Assault causing bodily harm to another member of staff, patient or anybody,
- Immorality within or outside the staff
- Getting drunk while on duty
- Others, as may be deemed by the NRC-Leadership
6. The Concept of Rehabilitation

- In each case there will be done an individual check up whether there is a chance for rehabilitation. It will be fixed whether an operative or conservative therapy is reasonable.
- The parents of each child will be informed about the possibilities of the suggested therapy and about their co-operation needed. It will be made clear to them, which are the responsibilities, the duties and the tasks of themselves and the patients.
- The conditions of admission into the NRC are made clear as well as the individual aim and criteria when the patient will be discharged again.
- The contribution from the parent’s side
- A program concerning therapy and any treatment afterward will be put up. The children shall receive some schooling and, as far as possible, some help for their vocational training.
- Children and parents will be taught how to go on with their rehabilitation after discharge and the follow up will be planned.
- There are guidelines of the NRC for the rehabilitation of the different types of disabilities.
- Criteria for accepting a child:
  - It must be sure that an operative treatment in connection with a rehabilitative therapy or any conservative therapy realistically promises improvement. For operative treatment the child will be seen by the co-operating Doctor in Kampala. He will put up a detailed treatment schedule.
  - The funds for treatment and rehabilitation must be made clear before hand and coverage of the costs has to be secure. Only as many children shall be admitted as there are financial resources for their rehabilitation available.
  - Before a child is admitted it must be made clear, that the child can return to his or her family or that there is any other possibility of re-integration into a family.
  - The parent should sign on the admission form that they remain with full responsibility for their child, if the child is admitted at the Center.
- Missionary efforts in order to reach children and attendants with the gospel.
7. Books and Account

The institution is a non-profit making organization.

As the NRC cannot run its work self-sustainingly, it is up to the Board to find the necessary sources of income.

Neukirchener Mission supports as a partner the endeavors of the Board in this direction by sending some money and also personnel. Other sources of funds are donations to the NRC, supplementations from MOH, Liliane Foundation and patient fees.

The parents shall have to contribute for the services their children get from the institution. The charges should be at a level so that all people can afford them. In case the family can’t pay the charge the NRC -Leadership should discuss other ways of contribution.

As far as the further development of the NRC is concerned other sources shall be identified or adequate money -raising project will be sought. This money should be used for the day by day running costs and for the development of the institution:

- Salaries of staff
- Drugs, materials and equipment
- Medical treatment,
- The running costs for the NRC
- Maintenance and possibly extension of the NRC

Where the donor has specified the area then the donation has to be directed to that cause.

The handling of the funds shall be such that the expenses always are covered by the income. Creating debts must be avoided.

The funds of the NRC are not to be used for any private purpose.

The funds shall be kept at the bank on an account in the name of the institution. The NRC -Leadership will be the signatories to the account.

The staff from the partner mission will be the custodian of any funds from the partners. He sends a quarterly record of the use of the donated funds to the partner mission. The NRC-Leader will use the money for the day by day running of the Center in agreement with his counterpart from the partner mission. They are responsible for the book – keeping and the statement on all income and expenditures.

The NRC -Leadership shall check together income and expenditures monthly and the expenses for the next month shall be planned.

A monthly report on the book-keeping shall be prepared by the NRC -Leader and to be discussed and signed by the Chairman of the Board during the Executive Committee meetings.
8. The Assets of the NRC

8.1 Vehicles and Motorcycle of the NRC

The vehicles and the motorcycle are belonging to the NRC and are only available for the work of the NRC. They are not available for private use of staff or Board.

The NRC is responsible for the maintenance of the cars and motorcycle as well as covering the running costs. The NRC -Leadership decides which individuals are authorized to use the vehicles. It is not allowed that someone drives without a driver’s license. Anyone who drives the vehicle has first to check for safe conditions to drive. A trip record book shall be kept into which the following will be noted:

- Date of trip
- Purpose
- Any fees received
- Any problems with the vehicle detected
- Name of the driver

At the back of the record book a separate list is kept, stating which repair has been done and at which date. A third list contains expenses of repair and fuel.

On each trip with the car, a car guide shall accompany the driver.

Offering a lift to other persons for an adequate fee can be done, as long as there is enough space and a valid insurance is provided so that passengers are covered in case of an accident.

By any means the vehicle must not be overloaded. When the vehicle is parked it must always be locked (even if in front of the NRC or the house of the one who drives). If the car is parked in Kampala or Mityana, a car guide needs to stay inside. If the car remains parked in Kampala or somewhere else over night, it has to be put to a safe place.

Any unnecessary trip should be avoided. The car shall not be used for holiday trips. The Ambulance-car shall not be used for transporting building materials or other private goods.

8.2 The land and buildings of the NRC

Sharing the vision of the founder of the NRC the leadership of the Centre commits to do the ministry in the spirit of social and missionary love to the glory of the LORD. This applies especially to the use of the property and the buildings of the NRC.

The leadership will fulfill all legal and social responsibilities arising from the land title towards the government and the community in their proper time.

The leadership commits to the upkeep of the property and buildings in such a way that the ministry can operate smoothly.
In case the ministry is discontinued and the NRC dissolved, the Ugandan Board will consult the German Board and then transfer the land title to another Christian ministry that is committed to work with disabled children, shares the same vision and will actively use the property for its ministry. The receiving ministry will pay for the legal procedures of the transfer. Otherwise no payment will have to be made.

8.3 Other properties that the NRC may own

They shall be utilized and disposed of using the principles in 8.1 and 8.2 above.

9. The missionary work

First priority is placed on a good fellowship among the staff. Everyone should then be encouraged and introduced into the evangelistic and counseling work for the children and their parents. There are many possibilities to develop an intense spiritual fellowship:

- Morning prayers with the staff and children, which are led by a staff member
- Evening prayers for children
- Bible studies for members of staff
- Contribution to the Sunday services of the local church
- Common activities on weekends
- Bible teaching for children; Sunday school

10. Connections between the NRC and Neukirchener Mission and the Supporter’s Group

The NRC-Leadership sends quarterly statistics on the activities of the NRC and the use of the finances to Neukirchener Mission and also to the Board. As there is a sponsorship program being organized, the NRC-Leadership is requested to write a quarterly prayer letter so that the supporters in Germany are informed about the work at the NRC.
11. Cooperation with other organizations

The institution will be free to work with any organization which:
- May wish to cooperate with it
- May wish to offer sponsorship
- May have similar objectives and interests,
- May have services that can be utilized by the institution,
- The Board of Governors has accepted.

An exchange of constitution or guidelines from either party has to take place which have to be studied by the Board or the Executive Committee so as to have a common base of cooperation. For minor cooperation the decision can be taken by the NRC-Leadership.

12. Amendment of the Constitution

The Ugandan and the German Board shall have the mandate to amend this constitution. If 2/3 of the Boards move the bill to amend the constitution then it will be done.

November 1997

Amended: April 2011

Dr. Gordon Sematiko Katende
Board Chairman

Ute Rüdiger
Secretary