

# **TANZANIA PUBLIC SECTOR HUMAN RESOURCE MANAGERS' NETWORK**



**2024**

# THE CONSTITUTION OF THE TANZANIA PUBLIC SECTOR HUMAN RESOURCES MANAGERS' NETWORK, 2024

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# **THE CONSTITUTION OF THE TANZANIA PUBLIC SECTOR HUMAN RESOURCES MANAGERS' NETWORK, 2024**

## **PREFACE**

The 5<sup>th</sup> African Public Sector Human Resources Manager's Network (APS-HRMnet) held in Kampala – Uganda from 27<sup>th</sup> to 31<sup>st</sup> August, 2018, resolved that each member state of the Network should establish its Local Chapter. Furthermore, the Executive Council of the Network issued Guidelines for forming APS-HRMnet Local Chapter.

The Guidelines provide that the Ministry responsible for Public Service Management in the respective countries shall spearhead the formation of the Local Chapter. It is in this context that the Permanent Secretary, President's Office Public Service Management and Good Governance formed a Committee to prepare a constitution that guide the establishment and management of the affairs of the Tanzania Public Sector Human Resources Manager's Network (TPS-HRMnet) chapter.

Therefore, in recognizing the need for developing competent Human Resources practitioners, and in order to promote best practice, experiences and competencies in the public service, the forum of Human Resources fraternity assembled in Arusha on 12 day of October, 2023 hereby formally resolve to form the Tanzania Public Sector Human Resources Manager's Network (TPS-HRMnet) and adopt this constitution.

# PART I

## PROCLAMATION, OBJECTIVES, FUNCTIONS AND MEMBERSHIP

ARTICLE 1 NAME	
<p>1. The Network shall be called “Tanzania Public Sector Human Resource Managers’ Network” (<b>TPS-HRMnet</b>) hereafter referred to as “<i>The HRM Network</i>”.</p>	NAME
<p style="text-align: center;"><b>ARTICLE 2: INTERPRETATION</b></p> <p>“<b>The HRM Network</b>” shall mean the Tanzania Public Sector Human Resource Managers Network.</p> <p>“<b>The General Assembly</b>” shall mean the Assembly constituted in accordance with this Constitution.</p> <p>“<b>The Executive Committee</b>” means the Committee constituted in accordance with this Constitution.</p> <p>“<b>The Cluster</b>” means the Clusters constituted in accordance with this Constitution.</p> <p>“<b>The Public Service</b>” shall include the Ministries, Local Government Authorities, Public Institutions, Agencies and Independent Departments.</p> <p>“<b>Managers</b>” shall include Directors, Assistant Directors, Head of Divisions/Departments/Sections, Managers, responsible for Administration and Human Resource Management in Public Sector</p>	INTERPRETATION
<p style="text-align: center;"><b>ARTICLE 3: OBJECTIVES</b></p> <p>2. The HRM Network shall have the following objectives:</p> <p>(a) To promote integrity, excellence, and professional standards in the practice of Human Resource Management and</p>	OBJECTIVES

<p>Administration in the Tanzania Public Service;</p> <ul style="list-style-type: none"> <li>(b) To share best practices in Human Resource Management and Administration so as to assist Public Service organizations improve their performance;</li> <li>(c) To provide Human Resource Management and Administration practitioners in the Tanzania Public Service with a platform to improve their career;</li> <li>(d) To uphold continuous learning, enhance knowledge, improve skills and develop the current and next generation of human resource management and administration professionals in the Public Service;</li> <li>(e) To support and advocate for the strategic positioning of Human Resource and Administration practitioners as prominent and essential strategic partners in Public Service development planning and management as well as reforms;</li> <li>(f) To support the national efforts to implement harmonized public service commitments such as the Charter for Public Service in Africa;</li> <li>(g) To promote development of consultancy services in Human Resource Management and Administration in Tanzania;</li> <li>(h) To undertake professional studies and foster exchange of information in Human Resources Management and Administration field;</li> <li>(i) To adopt effective Human Resources Management and Administration systems and practices from the Africa region and across the globe;</li> <li>(j) To promote research in addressing Human Resources Management and Administration challenges in Tanzania;</li> <li>(k) To foster affiliation and maintain liaison with international bodies and organizations interested in the progress of Human Resources Management and Administration; and</li> <li>(l) To document and disseminate information on Human Resources and Administration innovations for improving Public Service.</li> </ul>	
<p style="text-align: center;"><b>ARTICLE 4:</b> <b>FUNCTIONS OF THE NETWORK</b></p>	<p style="text-align: center;"><b>FUNCTIONS OF</b></p>



<p><b>3. The HRM Network shall perform the following functions: -</b></p> <ul style="list-style-type: none"> <li>(a) To promote good governance in the public sector.</li> <li>(b) To mobilise and enroll individual and institutional members;</li> <li>(c) To organise Human Resources Management and Administration Conferences, Workshops and Seminars;</li> <li>(d) To promote research in Human Resources Management and Administration;</li> <li>(e) To publish newsletter, research papers, monographs and journal promoting; the development of Human Resources Management and Administration;</li> <li>(f) To provide consultancy services in areas of Human Resources Management and Administration in the manner that shall be provided in the Rules;</li> <li>(g) To establish links with national and international bodies, organizations, and individuals interested in progression of Human Resources Management and Administration career;</li> <li>(h) To mobilize funds and other resources to promote the attainment of the objectives of the HRM Network;</li> <li>(i) To undertake advocacy activities to promote best practices in Human Resources Management and Administration;</li> <li>(j) To advocate to relevant organs and authorities in the Public Service to integrate international Agenda in Human Resources Management and Administration; and</li> <li>(k)</li> </ul>	<p><b>THE NETWORK</b></p>
<p style="text-align: center;"><b>ARTICLE 5: MEMBERSHIP</b></p> <p><b>4. The HRM Network membership shall consist of the following categories :</b></p> <p><b>(a) Ordinary Membership</b></p> <p>This category includes members who join the association by virtue of their position as Managers of Human Resources Management and Administration working with the Government of United Republic of Tanzania.</p>	<p><b>MEMBERSHIP</b></p>

<p><b>(b) Honorary Membership</b></p> <p>This category shall include any individual who has made distinguished contribution to the advancement of Human Resource Management and Administration in Tanzania and shall be honored such membership by the General Assembly upon receiving recommendations from the Executive Committee.</p> <p><b>(c) Corporate Membership</b></p> <p>This category shall comprise any Institution, Organization, Association, Government Department, donor and international organization or agency whose purposes and activities are in consonance with the objectives of the HRM Network.</p> <p><b>(d) Individual Membership</b></p> <p>This category shall comprise of individuals who were bona fide members of this network in category A above and their managerial positions were removed by their appointing authorities. Their membership will be valid subject to approval from the Executive Committee.</p>	
<p style="text-align: center;"><b>ARTICLE 6:</b> <b>RIGHTS AND OBLIGATIONS</b></p> <p><b>5. Members of the HRM Network shall have the following rights and obligations: -</b></p> <p><b>1) Rights of Members</b></p> <ul style="list-style-type: none"> <li>(i) Every member has the right to participate in the duties and functions of HRM Network.</li> <li>(ii) Every member has the right to vote or contest for a vacant post unless disqualified by the provision of this constitution.</li> <li>(iii) Every member has the right to inspect the books of HRM Network with the authority of the executive committee.</li> <li>(iv) Members admitted into the HRM Network pursuant to paragraph (b) and (c) of Article 4 shall have the right to attend HR Network meetings but shall have no right to vote at such meetings.</li> </ul>	<p style="text-align: center;"><b>RIGHTS AND OBLIGATIONS</b></p>



<p><b>2) Obligations of Members</b></p> <ul style="list-style-type: none"> <li>(i) Members will be obliged to promote the objectives of the HRM Network in every way, including the formation and promotion of growth of the HRM Network and advance its work in their respective place in accordance with the provisions of this Constitution;</li> <li>(ii) Members shall be obliged to pay their annual subscription fees;</li> <li>(iii) Members shall be obliged to respect the HRM Network Constitution; and</li> <li>(iv) Members shall be obliged to promote the HRM Network.</li> </ul>	
<p style="text-align: center;"><b>ARTICLE 7: OFFICE BEARERS AND THEIR DUTIES</b></p> <p><b>6. Cessation of Membership</b></p> <ul style="list-style-type: none"> <li>(1) The membership of a member will cease due to: <ul style="list-style-type: none"> <li>(i) Retirement, or resignation.</li> <li>(ii) A member who lose his/ her managerial position</li> <li>(iii) Health disabilities that is developing mental illness or unsound mind.</li> <li>(iv) The violation of the Constitution and subsequent decision of the executive committee to revoke membership of the violating member(s).</li> <li>iv) A member(s) putting the existence or welfare of the HRMNETWORK in jeopardy as determined by the executive committee.</li> </ul> </li> <li>(2) Any member of the HRM Network who resigns or is removed from membership, such a member shall not be entitled to a refund of any subscriptions to the HRM Network or any part thereof or any monies contributed by such a member at any time.</li> <li>(3) Any member who ceases to be a member of the HRM Network shall automatically cease to be an office bearer of the HRM Network.</li> </ul>	<p><b>Cessation of Membership</b></p>

## PART II

### STRUCTURE OF THE NETWORK

<p style="text-align: center;"><b>ARTICLE 8: OFFICE BEARERS</b></p> <p>7. The HRM Network shall have the following office bearers:</p> <ul style="list-style-type: none"> <li>(a) Chairperson</li> <li>(b) Vice Chairperson</li> <li>(c) General Secretary;</li> <li>(d) Publicity Secretary</li> <li>(e) Treasurer;</li> <li>(f) Assistant Treasurer</li> </ul>	<p style="text-align: center;"><b>OFFICE BEARERS OF THE NETWORK</b></p>
<p style="text-align: center;"><b>ARTICLE 8: ORGANS OF THE HRM NETWORK</b></p> <p>The HRM Network shall have the following organs:</p> <ul style="list-style-type: none"> <li>(a) General Assembly</li> <li>(b) The Executive Committee</li> <li>(c) Sub Committee</li> <li>(d) Clusters</li> <li>(e) The Secretariat</li> </ul>	<p style="text-align: center;"><b>ORGANS OF THE HRM NETWORK</b></p>
<p><b>A. General Assembly</b></p> <p>There shall be a General Assembly of Regular Members. The General Assembly of the Association shall be the supreme organ of the Association whose functions shall include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>a. Appointing members of the Executive Committee including specification of the Chairperson and the General Secretary.</li> <li>b. Appointing of the Network Auditors.</li> <li>c. Voting on any amendment of the Constitution of the Association.</li> <li>d. Approving the Association transformation and or dissolution through a special resolution.</li> </ul> <p><b>B. Executive Committee</b></p> <p>There shall be an Executive Committee of the Association</p>	

elected at an Annual General Meeting (AGM).Members of the Executive Committee of the Association shall be officers of a good and regular standing in the Association and to the general public.

### **Composition of the Executive Committee**

The Executive Committee shall consist of the following:

- a. The Chairperson
- b. The Vice Chairperson
- c. The General Secretary
- d. The Publicity Secretary
- e. The Treasurer
- f. The Assistant Treasurer
- g. Six (6) Committee Members representing Ministries, Independent Departments, Regional Secretariat, Executive Agencies, Local Government Authorities and Public Institutions.

### **Term of Office**

The Term of Office of all the office bearers shall be for three (3) years and will be eligible for re-election only once.

### **Functions of the Executive Committee:**

The Executive Committee shall be responsible for:

- a. The daily management of the Association;
- b. Reviewing and recommending policy of the Association to the AGM for approval;
- c. Defining the internal and external policies of the Association;
- d. Forming sub committees and ad hoc committees and acting on their recommendations;
- e. Setting targets for the annual performance of the Association;
- f. Appraising and evaluating the performance of the management of the Association;
- g. Preparing the Annual Budget for approval by the AGM;
- h. Raising funds for routine and general management of the Association;
- i. Preparing agenda and call for a general assembly meeting;
- j. maintaining and updating the most current voting members of the Association;
- k. Determine the organizational structure and staffing of the Association; and
- l. Appointing and disciplining members of staff of the Association;
- m. Perform any other function relating to the above as the AGM may direct.

### **Sub Committees:**

The Executive Committee, in consultation with the members may establish sub-committees or ad-hoc committees including co-

<p>opting members with specialized skills subject to and as may be deemed necessary by the Executive Committee to assist it in running and discharging the affairs of the Association. In the event of an office falling vacant by any reason, the Executive Committee shall within a period of thirty (30) days, cause or appoint an acting office bearer who will serve till the election.</p>	
<p><b>(i) The Clusters of the HRM Network</b></p> <p>The functions of the Cluster Executive Committee of the HRM Network shall be to facilitate and implement all functions of the HRM Network Executive Committee by:</p> <ul style="list-style-type: none"> <li>(i) Mobilizing enrolment of individual and institutional members;</li> <li>(ii) Mobilizing Members to pay subscription fees for both TPS-HRMnet and APS-HRMnet;</li> <li>(iii) Mobilizing members to attend capacity building conferences organized by TPS-HRMnet and APS-HRMnet; and</li> <li>(iv) Engaging members to participate in identified opportunities for Professional development.</li> </ul>	
<p style="text-align: center;"><b>ARTICLE 11:</b></p> <p style="text-align: center;"><b>ELECTION OF THE OFFICE BEARERS</b></p> <p><b>8.</b> Election of office bearers shall be conducted as follow:</p> <ul style="list-style-type: none"> <li>(a) The Executive Committee shall be elected by the General Assembly after every three years.</li> <li>(b) Each candidate vying for election to the Executive Committee, except the office bearers, must be nominated by at least two other members. Such nominations should be received by the General Secretary two weeks before the date set for the election.</li> <li>(c) All elections of the HRM Network shall be by secret ballot. No member shall be qualified to vote or be voted for unless he is an active member.</li> <li>(d) Membership of the Executive Committee shall be for three years and such members shall be eligible for re-election for a</li> </ul>	<p style="text-align: center;"><b>ELECTION OF THE OFFICE BEARERS</b></p>

<p>second term of three years provided that no member of the Executive Committee shall exceed a period of six years in office.</p> <p>(e) Decision of the Executive Committee shall be made at a properly convened meeting by a majority of the members present and voting.</p> <p>(f) The Chairperson of the HRM Network shall preside at all meetings of the General Assembly and the Executive Committee and in the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, one of the Executive Committee member shall be nominated by members to preside at any meeting of the HRM Network.</p> <p>(g) In carrying out its functions, the Executive Committee may, at its own discretion, establish committees and subcommittees to handle, on its behalf, certain specialized functions. (A sub-committee may include one or more members of the Executive Committee, but where more people are required; the Executive Committee shall have the power to co-opt persons who are not members of the Executive Committee to be members of the subcommittees.) Members of the committees or sub-committees will be appointed on the basis of their skills and experience relevant to the committee to which they are appointed.</p> <p>(h) Appointment to any sub-committee pursuant to paragraph (h) shall not, under any circumstances, make such person a member of the Executive Committee.</p> <p>(i) All land, buildings and other immovable property and all investments and securities of the HRM Network shall be vested in the Executive Committee. The properties vested in the Executive Committee shall be managed, on behalf of the Executive Committee, by the General Secretary of the HRM Network.</p>	
<p><b>ARTICLE 12:</b></p>	<p><b>THE</b></p>



<p style="text-align: center;"><b>THE SECRETARIAT</b></p> <p><b>9.</b> The Executive Secretary shall be appointed in accordance with the following procedure:</p> <ul style="list-style-type: none"> <li>(a) The Executive Committee shall appoint an Executive Secretary who shall be the head of the Secretariat.</li> <li>(b) The Executive Committee shall determine the terms, conditions and tenure of service of the Executive Secretary.</li> <li>(c) The Executive Committee may, from time to time, appoint such number of staff to the Secretariat as may be necessary for the proper discharge of the functions of the HRM Network on such terms and conditions as the Executive Committee may determine.</li> </ul>	<p style="text-align: center;"><b>SECRETARIAT</b></p>
<p style="text-align: center;"><b>ARTICLE 13:</b></p> <p style="text-align: center;"><b>THE EXECUTIVE COMMITTEE MEETING AND QUORUM</b></p> <p><b>10.</b> The Executive Committee shall meet quarterly of which one meeting will be held during the Annual Seminar/ Roundtable Conference of the HRM Network. The quorum for the Executive Committee shall not be less than 50 Percent of its total members</p>	<p style="text-align: center;"><b>THE EXECUTIVE COMMITTEE MEETING AND QUORUM</b></p>
<p><b>11.</b> The Ministry will be responsible for;</p> <ul style="list-style-type: none"> <li>(a) Supporting the TPS-HRMnet;</li> <li>(b) Extending financial support where possible;</li> <li>(c) Supporting capacity building forums;</li> <li>(d) Resolving disputes emanating from members of the Executive Committee; and</li> <li>(e) Being an ex- officio member of the HRM Network Executive Committee through the Permanent Secretary or his/her representative.</li> </ul>	<p style="text-align: center;"><b>MINISTRY RESPONSIBLE FOR PUBLIC SERVICE MANAGEMENT</b></p>

### PART III

### RESOURCES



<p style="text-align: center;"><b>ARTICLE 14:</b> <b>SOURCES OF FUNDS</b></p> <p><b>12.</b> (1) The sources of Funds for the HRM Network shall consist of:</p> <ul style="list-style-type: none"> <li>(i) Registration /Entrance Fees;</li> <li>(ii) Annual subscriptions fees;</li> <li>(iii) Payment for services rendered;</li> <li>(iv) Proceeds from the sale of publications;</li> <li>(v) Donation and legacies;</li> <li>(vi) Grants from organizations, governments or individuals;</li> <li>(vii) Subventions from corporate members.</li> </ul> <p>(ii)</p>	<p><b>SOURCES OF FUNDS</b></p>
<p style="text-align: center;"><b>ARTICLE 15:</b> <b>ANNUAL MEMBERSHIP AND SUBSCRIPTIONS</b></p> <p><b>13.</b> Registration fees and annual subscription by members shall be determined by the General Assembly after being recommended by Executive Committee.</p>	<p><b>ANNUAL MEMBERSHIP AND SUBSCRIPTIONS</b></p>
<p style="text-align: center;"><b>ARTICLE 16:</b> <b>ACCOUNTS AND AUDIT</b></p> <p><b>14.</b> (1) The fiscal year of the HRM Network shall run from the 1<sup>st</sup> January to 31<sup>st</sup> December of every year.</p> <p>(2) The Accounts of the HRM Network shall be audited annually by an Auditor recommended by the Executive Committee and approved by the General Assembly.</p>	<p><b>ACCOUNTS AND AUDIT</b></p>
<p style="text-align: center;"><b>ARTICLE 16:</b> <b>AMENDMENT TO THE CONSTITUTION</b></p> <p><b>15.</b> The Constitution may be amended by the General Assembly under the following conditions:</p> <ul style="list-style-type: none"> <li>(a) Following the proposal of the Executive Committee or upon a request of not less than ten members of the HRM Network.</li> </ul>	<p><b>AMENDMENT TO THE CONSTITUTION</b></p>

<p>Amendments shall be adopted by a two-third majority of the members present and voting at the General Assembly.</p> <p>(b) Notwithstanding the provision of amendment of the constitution shall require majority voting (more than 50%) from General Assembly.</p>	
<p style="text-align: center;"><b>ARTICLE 18:</b> THE SEAL AND EMBLEM</p> <p><b>16.</b> (1) The HRM Network shall have a seal inscribed “<b>TANZANIA PUBLIC SECTOR HUMAN RESOURCE MANAGERS NETWORK</b>” which shall be kept in the safe custody of the Executive Secretary at the Secretariat or in such a place as the Executive Committee may from time to time direct. The seal shall not be affixed to any document except by the authority of the Executive Committee.</p> <p>(2) The HRM Network emblem shall be affixed to every document prepared and signed by the General Secretary.</p>	<p style="text-align: center;"><b>THE SEAL AND EMBLEM</b></p>
<p style="text-align: center;"><b>ARTICLE 19:</b> ACQUISITION OF PROPERTY</p> <p><b>17.</b> (1) The HRM Network shall have the power to acquire, hold and dispose property both movable and immovable.</p> <p>(2) In the interim period, the HRM Network shall be hosted at the premises where it is convenient to support its operations.</p>	<p style="text-align: center;"><b>ACQUISITION OF PROPERTY</b></p>
<p style="text-align: center;"><b>ARTICLE 20</b> REPLACEMENT OF OFFICE BEARERS</p> <p><b>18.</b> (1) Any vacancy in the membership of any of the organs of the HRM Network caused by death, resignation, expiry of term of office, incapacitation or ill health shall be filled by the Executive Committee during the succeeding Members’ Assembly of the HRM Network.</p> <p>(2) Vacancies caused by the suspension or revocation of the membership of any member of the HRM Network shall be filled by persons elected at the General Assembly.</p>	<p style="text-align: center;"><b>REPLACEMENT OF OFFICE BEARERS</b></p>

<p>(3) Any vacancy in the membership of the HRM Network shall not affect the powers of any organ of the HRM Network to transact any of its business</p>	
<p style="text-align: center;"><b>ARTICLE 21</b> DISSOLUTION</p> <p><b>19.</b> (1) The dissolution of the HRM Network may be proclaimed by the General Assembly convened for this purpose, through a vote of two third of the total number of members.</p> <p>(2) In the event of dissolution, the assets of the HRM Network remaining after discharge of all liabilities shall be disposed of by the Executive Committee in such a manner as the General Assembly may by ordinary resolution determine, PROVIDED that no property whatsoever shall be given or transferred to or distributed amongst the members of the HRM Network BUT shall be given or transferred to some other institution or institutions having similar objectives as APS-HRMnet and whose constitution also prohibits the distribution of its assets amongst its members.</p>	<p style="text-align: center;"><b>DISSOLUTION</b></p>
<p style="text-align: center;"><b>ARTICLE 22</b> DISPUTE RESOLUTION</p> <p><b>20.</b> (1) Disputes or disagreements between members of the HRM Network shall be referred to and resolved by the Executive Committee. If the dispute or disagreement is between members of the Executive Committee, the same shall be resolved by a panel to be appointed by the General Assembly.</p> <p>(2) All disputes or disagreements between members of the HRM Network shall be settled by the Executive Committee. Any member who is aggrieved by the decision of the Executive Committee shall appeal to the General Assembly, who will convene the pannel to determine the dispute. Decision of the General Assembly, in respect of any dispute, shall be final.</p>	<p style="text-align: center;"><b>DISPUTE RESOLUTION</b></p>

<p style="text-align: center;"><b>ARTICLE 22</b></p> <p style="text-align: center;"><b>RULES</b></p> <p><b>21.</b> The Executive Committee shall lay down the rules for implementation of the HRM Network Constitution.</p>	<p><b>RULES</b></p>

