



THE UGANDA SOCIETY OF PROFESSIONAL CHEMISTS (USPC)

GUIDANCE NOTES FOR SETTING UP A USPC BRANCH

A USPC Branch is an extension of the Society that is composed of and based at a particular organization or region. The Branch aims to bring the services of the Society closer to members in an organization or region, while also creating leadership opportunities for members in that area.

1. MINIMUM REQUIREMENTS

- a. To establish a branch, there has to be a minimum of ten (10) chemists
- b. The branch must also have decent premises in which to conduct the business of the branch, such as storage documents, meeting place, etc.

2. BRANCH ORGANISATION

- a. The boundaries of a branch must be specifically defined in the request for organization of the branch to the Council.
- b. Each such branch may draw up its local regulations, and any subsequent changes thereto must be submitted to the Council for approval before becoming effective.
- c. Each organized branch shall elect annually from its membership a Chairperson, a Vice-Chairperson, Secretary and a Treasurer who must be members of the Society who shall constitute the Branch Executive Committee.
- d. Other branch office bearers may be elected as may be provided for in the local regulations.
- e. Names of branch office bearers on being elected shall be submitted to the Council for approval before such officers take on office.
- f. Whereas it will be the sole discretion of a branch to constitute its own leadership, the elected or appointed committee shall be subject to approval by the Council of the Society. Further, the branch shall communicate to the Council, the method employed in electing / appointing the governing committee.
- g. The Chairman shall undertake the general supervision of the branch affairs and shall preside over all branch meetings.
- h. In the absence of the Chairman, the Vice-Chairman shall deputize any matters pertaining to the supervision of the branch affairs.
- i. The branch sub-committee may be appointed by the Branch Executive Committee as may be considered necessary to deal with various activities and work of the branch and which shall be in conformity with the Constitution of the Society.

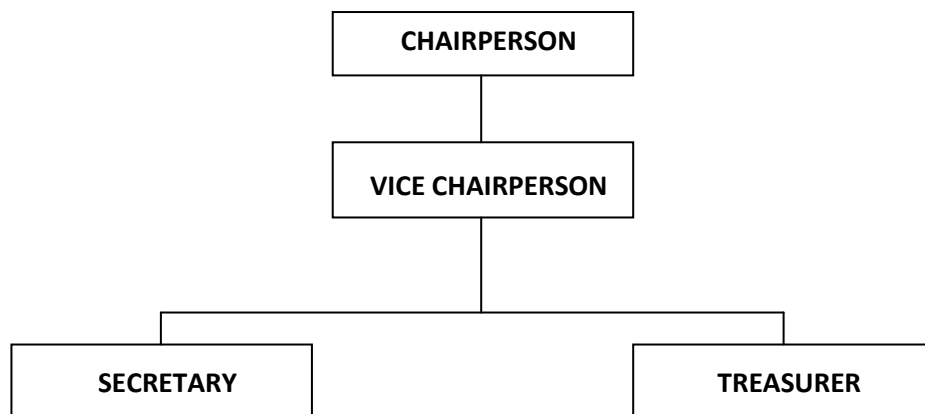


THE UGANDA SOCIETY OF PROFESSIONAL CHEMISTS (USPC)

GUIDANCE NOTES FOR SETTING UP A USPC BRANCH

- j. The branch Chairman shall be expected to prepare and deliver at the Annual General meeting of the Society a written summary report of activities of the branch for the preceding year. Such a report shall be submitted to the Secretary of the Society 14 days before the Annual General meeting.
- k. Likewise, the Branch Treasurer shall prepare for delivery a statement of accounts audited by the Society's auditor for the branch for the preceding year to be incorporated in the Branch Chairman's report for the AGM.
- l. Each branch shall entirely be responsible for all its financial commitments. The Society shall not therefore be responsible for any debits or financial commitments incurred or entered in by the Branch.
- m. All dues as prescribed by the Society shall be paid directly to the Society's Treasury.
- n. Each branch shall conduct its own AGM within 21 days after the Society's AGM.
- o. To facilitate co-ordination of activities of the Society and those of the approved branch, each branch executive committee shall organize their local activities with full consultation with the Society Secretariat.

3. USPC BRANCH ORGANISATIONAL STRUCTURE





THE UGANDA SOCIETY OF PROFESSIONAL CHEMISTS (USPC)

GUIDANCE NOTES FOR SETTING UP A USPC BRANCH

Please contact the Society's Head Office at the following address should you encounter any problems:

The Secretary

Uganda Society of Professional Chemists

PO Box 30002

Kampala – Uganda

Email: info@uspc.or.ug

Website: www.uspc.or.ug