



TANZANIA LOGISTICS AND TRANSPORT ASSOCIATION - TALTA

ASSOCIATION'S REGULATIONS, 2023

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LIST OF ABBREVIATIONS

AGM	Annual General Meeting
CPA	Certified Public Accountant
CSOs	Civil Society Organizations
NBAA	National Board of Accountants and Auditors
R&D	Research and Development
SGM	Special General Meeting
TALTA	Tanzania Logistics and Transport Association

DEFINITIONS OF TERMS

Association: Is a group of people organized for common purpose and interest, and in this context, it refers to Tanzania Logistics and Transport Association (TALTA).

Auditor: Means the person appointed or elected by the Board of Trustees to act for and on behalf of the Association to review and verify the accuracy of financial records.

Board of Trustee: Means person or group of individuals appointed or elected by the Executive and approved by AGM to preside over Association, govern and manage the asset of the Association, protect and to oversee the interest of the Association.

Executive Committee: Means the supervisory body of the Association comprised of President, Vice President, Secretary General, Deputy Secretary General, Treasurer and Chairpersons of Chapters of the Association as appointed by AGM or SGM.

Logistics: Means the management of transportation of goods and people from one place to another. It involves all actions in the movement of passengers as well as products including their storage.

Membership: Means a status of person to become a member of the Association and who have duly acquired membership status by paying entrance fees and subscription fee of the Association, it denotes also who holds either a Full, Affiliate, Associate or Honorary membership.

President: Means the person duly elected by the AGM to serve for the tenure of presidency for three consecutive terms for and behalf of the Association.

Secretary General: Means the person duly elected by the AGM to serve for and on behalf of the Association for tenure of three years on administration matters, communication and correspondence, and to uphold the legal requirements of governing documents of Association.

Transport: Means the carrying of people and goods from one place to another by means of a vehicle, aircraft, ship, train, pipe or any other means.

Treasurer: Means a person appointed or elected by AGM/Association to administer, manage financial, assets and liabilities of the Association. Receipt, care, and disbursement of funds of the Association.

Vice President: Means the person duly elected to act for and on behalf of the Association for tenure of three years.

PRELIMINARY PROVISIONS

1. CITATION

These Regulations may be cited as the Tanzania Logistics and Transport Association Regulations.

2. EFFECTIVE DATE

These regulations shall come into force upon approval by the Association's Annual General Meeting (AGM) and shall be subject to review as and when need arises.

3. INTERPRETATION

"Association" means Tanzania Logistic and Transport Association.

"Financial year" means a period of twelve months ending on 31st December of each year.

"Executive Committee" means Executive Committee of the Association.

"Member" means a Member of the Association who holds either a Full, Affiliate, Associate or Honorary membership.

"President" means President of the Association.

"The Executive Committee" means the Executive Committee of the Association.

"Year" means a calendar year or part thereof.

"Past Presidents" means the Past Presidents of the Association.

1.0 REGULATION 1: NAME AND CONTACT OF THE ASSOCIATION

1.1 NAME

- i. The name of the association shall be TANZANIA LOGISTICS AND TRANSPORT ASSOCIATION – TALTA and is hereafter referred to as the Association.
- ii. The duration shall be perpetual

1.2 CONTACTS

1.2.1 Headquarters

Mabibo Street Post Code No.: 16109 at the premises of the National Institute of Transport (NIT) in Dar es Salaam City.

1.2.2 Address

Secretary General,
Tanzania Logistics and Transport Association (TALTA),
P.O. Box 705,
Dar es Salaam,
TANZANIA.

2.0 REGULATION 2: MEMBERSHIP

2.1 BASIC MEMBERSHIP CONDITIONS

Any Tanzanian:

- (i) Holding a basic Technician Certificate in Logistics and Transport studies and any related studies from any recognized training institution within and outside the country and above;
- (ii) Scholar attending similar course can be a member of the Association.

2.2 TYPES OF MEMBERSHIP

Membership of the Association shall be of four categories:

2.2.1 Full Membership

- (i) A full member shall be a citizen of Tanzania and the resident of United Republic of Tanzania.
- (ii) He/She shall have the right to present proposals for discussion in the Associations meeting.
- (iii) He/she will have the right to be voted and be entitled to hold office in the Association if elected.
- (iv) A full membership shall be open to all sympathizers of the Association and such other individuals who are interested in participating in achieving TALTA objectives.

2.2.2 Affiliate Membership

- (i) Shall be one who qualify to be a full member except for the fact that their residence is outside Tanzania.

- (ii) His privilege remains those of full a member provided that he/she shall not be able to hold the office in the association for the period he/she retain his/her residence outside Tanzania.
- (iii) A full member leaving Tanzania for the period of more than one year shall automatically be considered as an Associate member until when him/her returns and his/her subscriptions shall be adjusted accordingly.

2.2.3 Associate Membership

- (i) Shall be the one who is a citizen and resident of United Republic of Tanzania undergoing a recognized training in logistics and transport studies of either a basic certificate or Diploma/Degree or above.
- (ii) He/She shall have the right of a full member and shall have the right of voting and be elected to hold office.
- (iii) Shall be open to any other properly registered Associations and voluntary social agencies engaged in transport and logistics industries (institutions, companies and individuals).

2.2.4 Honorary Membership

- (i) Shall be restricted to individuals with outstanding contributions to the Association. Such a person shall be nominated by the Executive Committee and ratified by the Board of Trustees.
- (ii) The Honorary member shall be exempted to pay fees and subscriptions but may present a proposal for discussion at the Association meetings.
- (iii) He/She will not have voting rights.

2.3 APPLICATION FOR MEMBERSHIP

- (i) Application for membership shall be addressed to the Secretary General who will be responsible to present the names of applicant(s) to the Executive Committee for consideration.
- (ii) The Executive Committee shall vote on the individuals' application for acceptance and the Chairperson presiding all the casting votes.
- (iii) The applicant once rejected for reason(s) other than fulfilling the requirement(s) in **Regulation 2.2** shall not be reconsidered for Membership at least 6 months after his/her application has been rejected.
- (iv) The Secretary General shall advise the applicant and the next AGM of the decision and reasons of the Executive Committee.

- (v) The AGM (or Special General Meeting – SGM) shall question the decision of the Executive Committee on acceptance or rejection of a particular applicant. If satisfactory reasons are not given to the AGM/SGM, the matter shall be voted on. The majority vote shall be the final decision on the matter.
- (vi) Provided that the applicant member is fulfilling membership conditions as provided in this Regulations shall automatically be accepted as a member after payment of the entrance fee, subscription and agree to the terms and conditions of this Regulations and associated Constitution.

2.4 ENTRANCE FEE & SUBSCRIPTION

The entrance fee and subscription shall be as hereunder unless otherwise revised by the AGM:

- (i) Entrance fee shall be TZS 30,000/=.
- (ii) Subscription fee shall be 20,000/= per year.

2.5 MEMBERS TO SIGN MEMBERSHIP FORM

The Association may admit hereafter any person to anyone of the categories listed under Subsection 2.2 who may qualify for Membership and such persons shall sign Membership Form or such form to the like effect as may from time to time be authorised by the Executive Committee.

2.6 WITHDRAWAL OF MEMBERSHIP

- (i) TALTA may by a resolution of the AGM/SGM withdraw temporally or permanently membership of any member if the conduct of such a member damages the dignity and reputation of the Association, and deemed averse to the smooth running of the Association based on recommendations given by the Disciplinary Committee.
- (ii) A member may resign by writing to the Secretary General but shall not be entitled to a refund of any money paid to the Association or any service rendered to the Association prior to his/her resignation.
- (iii) The Association shall reserve the right to demand any sums dues from a resigning member till the time of resignation by virtue of his being a member and/or dues of holding the offices in the Association.
- (iv) Such resigned member, unless prosecuted for dues, shall have the right to reapply for membership as in 2.4 above provided his/her outstanding debt shall have been paid.

- (v) The member who shall be in arrears of subscription for a period of more than one year shall be notified by the Treasurer and failure to clear the debt within twelve (12) months, shall be deemed to have resigned from the date of notification by the Treasurer.

3.0 REGULATION ORGANIZATION STURCTURE OF THE ASSOCIATION

3.1 ORGANS OF THE ASSOCIATION

The organization structure of Tanzania Logistics and Transport Association (TALTA) shall be as follows:

- (i) AGM
- (ii) Executive Committee
- (iii) The Board of Trustees

3.2 THE EXECUTIVE COMMITTEE

- (i) The Executive Committee shall be composed of the:
 - a. President
 - b. Vice President
 - c. Secretary General
 - d. Deputy Secretary General
 - e. Treasurer
 - f. Accountant
 - g. Chairpersons of Chapters of the Association.
- (ii) The above office bearers shall be elected by the Annual General Meeting (AGM) except for the Secretary General and Accountant who will be employees of the Association on contractual basis.
- (iii) The Secretary General and Accountant shall be full time employees of the Association on a three-year contract.
- (iv) Other members of the Executive Committee shall have remuneration packages to be approved by the Board of Trustees.

3.3 BOARD OF TRUSTEES

3.3.1 Appointment and Composition of the Board

There shall be a Board of Trustees composed of not than seven (7) members who will be proposed by the Executive Committee and approved by the AGM. The members of the terms and conditions of the Board of Trustees shall be:

- (i) Chairman of the Board of Trustees shall be proposed and elected by fellow Board members.
- (ii) TALTA President will be the Secretary of the Board of Trustee.
- (iii) The tenure of office of appointed Trustees shall be a period not exceeding three years.
- (iv) A Trustee may not be eligible for re-appointment on the expiration of his/her term of office until at least a lapse of one office tenure period.
- (v) Any post occurring by resignation, disability, or death among members of the Board members shall be filled by any other member proposed by Executives Committee and approved by AGM or SGM.

3.4 TERMINATION OF OFFICE

3.4.1 Resignation

- (i) A member of the Executive Committee shall resign by rendering his resignation to the entire Executive Committee and members of the Board of Trustees after giving a one month written notice.
- (ii) In the event of the Treasurer resigning before his term of office has expired, the said Treasurer shall hand over a signed financial statement to the Chairperson of Board of Trustees for approval by the Board.

3.4.2 Removal of Executive Committee from Office

In the event of gross misconduct of Executive Committee member or the Committee as a whole, the AGM shall take disciplinary action or remove the member or the whole Committee and replace by majority of votes casted.

4.0 REGULATION 4: MEETINGS

4.1 THE GENERAL MEETING

The Annual General Meeting to be held once per annum is the supreme body of the Association.

4.2 DUTIES OF THE ANNUAL GENERAL MEETING

Duties of the Annual General Meeting shall be:

- (i) To determine general policies of the TALTA.

- (ii) To receive and consider reports on the activities of the Executive Committee and take appropriate action.
- (iii) To Establish special committees or any other body it may deem necessary and to determine their terms of references, co-ordinate their activities and consider their recommendations.
- (iv) To elect members of the Executive Committee during the AGM.
- (v) To propose Board of Trustees members.

4.3 SPECIAL GENERAL MEETING (SGM)

An Extra Ordinary Meeting hereinafter referred to as Special General Meeting (SGM) shall be called:

- (i) When the Executive Committee deems it necessary, or
- (ii) In case of one third (1/3) of all members of the TALTA request for it.

4.4 PROCEEDING AT GENERAL MEETINGS

- (i) Fifty percent (50%) of the members shall form a quorum at any General Meeting provided that no quorum shall be necessary for any adjourned meeting where any number of members present shall be deemed to form a quorum. Provided further that at an adjourned meeting no amendment of the constitution of the TALTA shall be made.
- (ii) The President of the TALTA, or in his/her absence, the Vice-President shall take the chair at every General Meeting.
- (iii) At a General Meeting a resolution put to the vote by the meeting shall be decided by a show of hands unless the members present decide by majority that voting should be by secret ballot.
- (iv) A resolution shall be deemed carried by a decision of a majority in its favour. However, where a resolution seeks to amend the Constitution of the TALTA, resolution shall be carried if a majority of not less than two thirds (2/3) of the members entitled to vote, support it.

4.5 AGENDA FOR ANNUAL GENERAL MEETINGS

Agenda for the annual general meetings shall include the following: -

- (i) To read and confirm the Minutes of the last General Meeting.

- (ii) To receive and adopt the report of the Executive Committee for the preceding financial year of the Association.
- (iii) To receive and adopt the Financial Report and Audited Accounts for the preceding year.
- (iv) To elect members of the Executive Committee and Auditors as provided in the constitution.
- (v) To receive and adopt Budget Estimates, for the ensuring year.
- (vi) To discuss other matters as provided for in the Constitution.

5.0 REGULATION 5: SOURCES AND MANAGEMENT OF INCOME

- (i) In order for the Association to fulfill its objectives, need for identifying its source of income is inevitable including laying ground for proper management of the resources;
- (ii) All sources of income shall have to meet legal requirements of United Republic of Tanzania;
- (iii) Donations, gifts and grants to be received by the Association shall be reported to the Ministry responsible for Finance as required by the Law of United Republic of Tanzania.

5.1 SOURCES OF INCOME

The following are the source of income to the Association:

- (i) Entrance fees and annual subscriptions from members.
- (ii) Donations, Gifts and Grants received from guests and trusts.
- (iii) Interest and profits accrued from the Association's property and capital investments.
- (iv) Consultation fees obtained from studies and researches undertaken on behalf of other entities.
- (v) Any other source or means approved by the Executive Committee and the AGM.
- (vi) Any income which may be generated from investments of Association.
- (vii) Funds acquired by legacy, last will and testament or codicil.
- (viii) Sponsor Money.
- (ix) Any other legal entitlement to the Association.

5.2 MANAGEMENT OF FUNDS

These Financial Management Regulations provide the framework for managing the Association's financial affairs. They apply to every member and officer of the Association and any one acting on its behalf.

Save as otherwise provided for in this Regulation:

- (i) The Executive Committee shall appoint the Association's Banker and approved by AGM or SGM.
- (ii) The Treasurer shall deposit all monies and all cheques with the aforesaid bank as soon as possible and shall only keep in his possession a limited amount of cash as shall be determined by the Executive Committee from time to time.
- (iii) The authority to expend and withdraw the Association's funds shall rest with the signatories (Treasurer, Chairperson and Secretary General and any other approved person by the Executive Committee).
- (iv) Cheques shall be honored after at least three signatories have signed it. However, Executive Secretary and Treasurer must be part of the signatories.
- (v) The Treasurer shall issue receipt(s) in the name of the Association, whenever he/she receives money due to the Association.
- (vi) The financial year of the Association shall run from January 1st to December 31st.
- (vii) The President must ensure auditing of the Financial Accounts is undertaken not more than three months after the end of each calendar year.
- (viii) The Auditors Report must be availed to members through the AGM (or SGM) not more than twelve months after initiation of the auditing procedure.

6.0 REGULATION 6: RULES GOVERNING ELECTION OF LEADERSHIP

6.1 ELECTION OF THE EXECUTIVE COMMITTEE

- (i) An Election Committee shall preside over all matters related to election of the Executive Committee.
- (ii) The Executive Committee will be elected during an AGM or SGM.
- (iii) Voting shall be by secret ballot on specially provided voting papers and online arrangements that will ensure one member one vote system.
- (iv) Every Executive Committee candidate shall be proposed by voting members of the TALTA.
- (v) Four members of the Election Committee who shall be amongst voting members present at the AGM to count the votes.

- (vi) The Executive Committee shall hold office for three (3) years until it has handed over to the next Executive Committee elected at the subsequent AGM, but all its members shall be eligible for re-election for only one more term.
- (vii) Executive Committee members who have been in office for two back-to-back terms will be eligible for being elected after lapse of one Executive Committee office term.
- (viii) The out-going Executive Committee shall be required to hand over the management of the affairs of the TALTA to the newly elected Committee within two weeks of the General Meeting.
- (ix) The Board of Trustee shall have the mandate to employ all permanent employees of the Association.

6.2 ELECTION OF THE BOARD OF TRUSTEES

- (i) The Board of Trustees will be elected by the Executive Committee and approved by the AGM or SGM.
- (ii) Voting shall be by secret ballot on specially provided voting papers.
- (iii) The Board of Trustees shall hold office for three (3) years until it has handed over to the next Board of Trustees.
- (iv) Members shall be eligible for re-election for only two back-to-back terms.
- (v) The out-going Board of Trustees shall be required to hand over the management of the affairs of the TALTA to the newly elected Board within two weeks after election.

6.3 APPEALS RELATED TO ELECTIONS

- (i) All appeals against elections shall be submitted to the Chairperson of the Appeal Committee.
- (ii) All election appeals shall be heard if submitted to the Appeal Committee within one month of the election.
- (iii) The Appeal Committee shall summon all stakeholders within a week of the submitted appeal.
- (iv) Verdict of the appeal shall be announced by the Chairperson within fourteen (14) days after the Committee has received it and shall be final.
- (v) The Committee shall inform members of the Association about receiving of an appeal immediately thereafter using approved media by the Association.
- (vi) The Committee shall inform members of the Association about its decision related to an appeal within 24 hours after it has made its decision.

7.0 REGULATION 7: FORMATION OF COMMITTEES

7.1 COMMUNICATION COMMITTEE

- (i) A Communication Committee shall be formed to over see all matters related to communicating to stakeholders agreed issues by the Executive Committee and the AGM or SGM.
- (ii) The Committee will be formed by a Head of the Section who will be a permanent employee of the Association assisted by a number of non-employees to be determined by the Executive Committee.
- (iii) They will use of means of technology to disseminate information deemed necessary by the Executive Committee.
- (iv) The Communication Committee shall hold office for three (3) years.

7.2 ELECTION COMMITTEE

- (i) An Election Committee shall be formed to preside over all matters related to election of the Executive Committee.
- (ii) The Committee will be elected during an AGM or SGM as the first agenda of the meeting.
- (iii) The Committee shall be formed by voting members.
- (iv) There shall be Chairman of the Committee who must voted in office by more than half the voting members present in the AGM/SGM.
- (v) There shall be Secretary of the Committee who must voted in office by more than half the voting members present in the AGM/SGM.
- (vi) There shall be four members of the Election Committee who shall be voted in office by voting members present in the AGM/SGM.
- (vii) The Committee shall announce at least a month before the election using media approved by the Association procedures of the Elections.
- (viii) The Election Committee shall hold office for three (3) years.
- (ix) The first election of the Executive Committee shall be presided by the Interim Executive Committee.

7.3 APPEAL COMMITTEE

- (i) The Board of Trustees plus three other voting members shall form the Appeal Committee.
- (ii) Voting to conclude appeal matters shall be by secret ballot.
- (iii) The Election Committee shall hold office for three (3) years until it has handed over to the next Board of Trustees.
- (iv) Three other Members of the Committee shall be eligible for re-election for only two back-to-back terms.
- (v) The Appeal Committee shall have the final answer to appeals.

7.4 DISCIPLINARY COMMITTEE

- (i) A Disciplinary Committee shall be formed to oversee and propose disciplinary action against misbehaving members.
- (ii) The Committee shall also have powers to hear appeals against them the EC as given to misbehaving members.
- (iii) Norms of the Association as provided in Article II: Membership sub article 2.3 Rights and Obligations of a Member forms the basic foundation of discipline of Association's members.
- (iv) The Committee may also use other disciplinary procedures in United Republic of Tanzania which are standard.
- (v) The Disciplinary Committee shall hold office for three (3) years.
- (vi) Members of the Committee shall be eligible for re-election for only two back-to-back terms.
- (vii) The Committee shall have the final answer to appeals.
- (viii) If the appellant is not satisfied by the ruling of the Disciplinary Committee, shall have appeal to the AGM/SGM.

7.5 EVENTS COMMITTEE

- (i) The Executive Committee shall have powers to nominate Events Committees.
- (ii) These shall be ad-hoc Committees to plan, manage and oversee different types of events as proposed by the EC. They shall include events like Workshops, Trainings, etc.
- (iii) Members of these ad-hoc Committees shall be those who have track records on such events.
- (iv) Number of the members of these Committees shall be decided by EC meetings.
- (v) Report of such events must be reported to the AGM/SGM as well as in the media approved by the Association.
- (vi) The events Committee shall have an obligation of holding at least four events per year. These may include but not limited to seminars and workshops.

7.6 RESEARCH AND DEVELOPMENT COMMITTEES

- (i) The Executive Committee shall have powers to nominate Research and Development (R&D) Committees.
- (ii) These shall be ad-hoc Committees to plan, manage and oversee different types of researches, studies and related, etc.
- (iii) Members of these ad-hoc Committees shall be those who have track records on such activities.
- (iv) Number of the members of these Committees shall be decided by EC meetings.

- (v) Report of such activities must be reported to the AGM/SGM as well as in the media approved by the Association.
- (vi) The events Committee shall have an obligation of holding at least two activities per year.

8.0 REGULATION 8: AMENDMENT OF THE CONSTITUTION

8.1 TIMING OF AMENDMENTS

Amendment of the Constitution (to all or any of the fore going articles) may be made from time to time by resolution of the AGM of the Association; Provided that:

- (i) Such resolution is passed by not less than three quarters (3/4) of members present and voting at an Annual General Meeting.
- (ii) Ninety (90) days clear notice has to be given, specifying the nature of amendment(s) proposed and
- (iii) A quorum is realized.

9.0 REGULATION 9: INTERMM EXECUTIVE COMMITTEE AND PERIOD

9.1 THE INTERIM EXECUTIVE COMMITTEE

The Interim Executive Committee shall comprise the following:

- (i) The President
- (ii) Vice President
- (iii) Secretary General
- (iv) Deputy Secretary General
- (v) Treasurer
- (vi) Accountant
- (vii) Four members to be proposed to the AGM by the Committee that drafted the Constitution and Regulations of the Association.

9.2 THE INTERIM PERIOD

- (i) The Interim Executive Committee shall lead the Association up to not later than December, 2026.
- (ii) Shall prepare and supervise general election to be held not later than December, 2026.