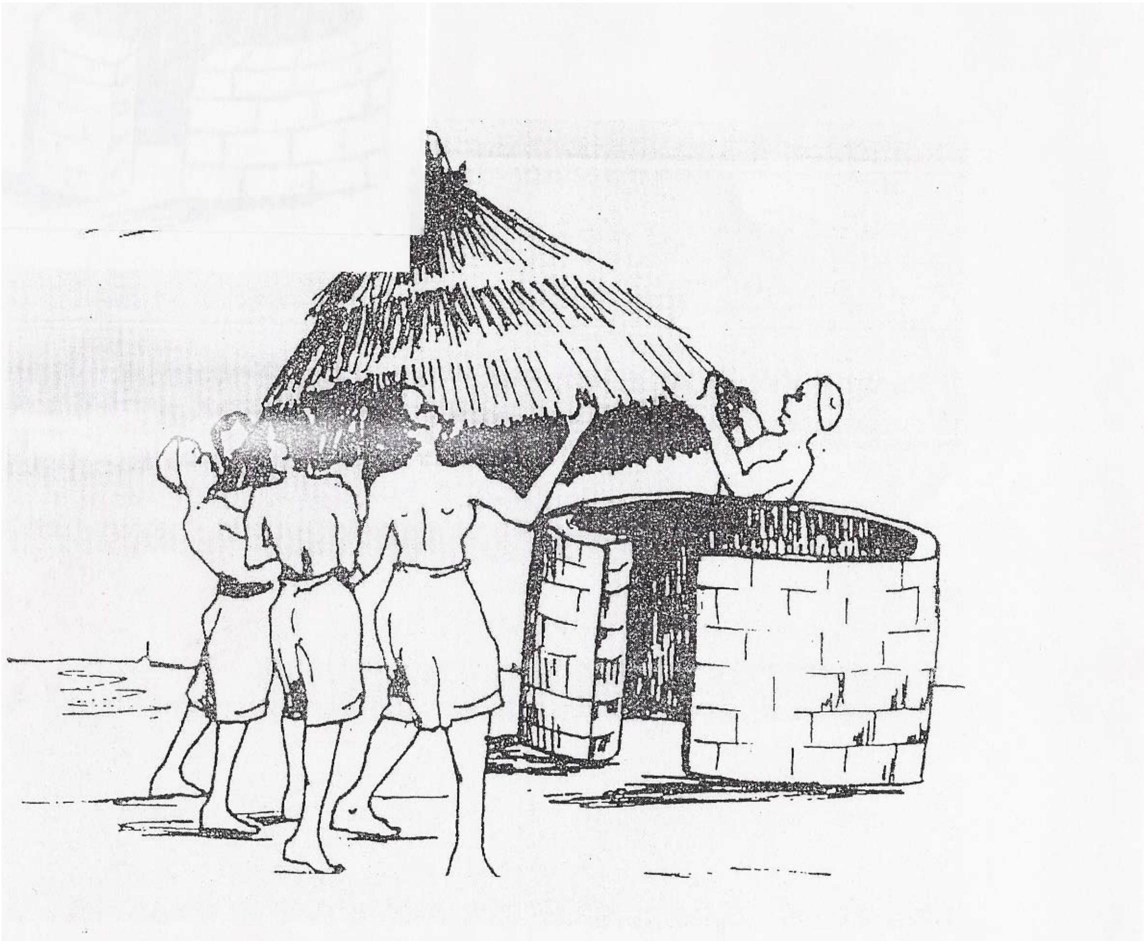
Agence Japonaise de Coopération Internationale

Ministère du Développement Agricole

Etude de Développement des Oasis Sahéliennes (EDOS)
en République du Niger



KUNDIN HORON
MEMBOBIN KOMITIN ZARTARWA NA KUNGIYAR KULLA, TATTALI DA AMFANI DA MADATSA RUWA

Juillet 2007

Agence Japonaise des Ressources Vertes (J-Green)

Elaboré par l'ONG ADA dans un cadre contractuel signé avec EDOS

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I. TUNANEN TSARIN AYUKKAN KWANAN BAYA KAHIN ZOWA HORON

A tuna da ayukkan da aka yi don tahiyar da wanan tsari na kahwa ƙunjiyoyi

Kahin a kahwa ƙunjiyoyi, an yi waɗansu ayukka kamar haka:

- Sanin ko tam tam cewa da mutanen dake amfani da madatsa ruwa ;
- Tara masu amfani da madatsa ruwan don basu shawara da gargaɗin kahwa ƙungiya;

- Bin gari gari don zaɓen waƙillaye da za su zowa baban taron kahwa ƙungiya;

- kira, tsarawa da gudanar da baban taron kahwa ƙungiya.

II. <u>BAYANNEN BADA DAMAR GIRKAWA DA GANEWAR TAHIYAR ƘUNGIYA</u>

<u>Minene ƙungiya</u>

Ƙungiya ko haɗin guwal ƙungiwoyi, gungu ne na mutane ko ƙungiwoyi da ke sana'a iri ɗaya ko wani arziki ya gama, ke huskantal matsaloli iri ɗaya, da su ka yarda da junan su don cimma gurin kiyaye matsalolin, ta hanyar kafa ƙungiya da za su tahiyar da ita ta tahwarkin demockraɗiya. Dukan su mambobin sun amince da sa hannu don ƙungiya ta tahi da kyaw, kuma su yi aiki tare cikin wuya ko daɗi.

Abunda ke banbanta ƙungiyal karkara ta kowane panni da sauran :

- Ƙungiya haɗin guiwa ne, kama hannu juna ne ;
- Matsala ko matsaloli iri guda ne ke cima mu na tuwo a ƙwarya ;
- Kowane mamba ya amince da a yi aiki tare don cimma guri da aka sa gaba, don kuma ƙungiya ta tahi da kiyaw ;
- Cinkayen kahwa baban kampani ;
- Zaman kowa daidai da kowa yake.

<u>Manuhwa da guri ko gurorin ƙungiya</u>

Manuhwa

- Baban manuhwa it ace cin gashin kay da kay = zumuwa tawa kan ta zaƙi

Guri ko gurorin su ne :

- Gama ƙarhi da ƙarhe ;
- Tattalin arzikin mambobin, ta hayar bunƙasa ayunka su na yaw da kulum, samun kayan aiki, tsarin hulotin unhwanin ayunkan, kula, gyara da ƙarhwahwa madatsa ruwa don jin daɗin rayuwal mambobin ;
- Karan danƙon zumunci tsakanin juna, manoma da makiyaya, da kuma sawran jama'a ;
- Tsara ko ɗaukan matakai don karfafa gargaɗi da horo zuwa ga mambobin ƙungiya.

<u>Hanyoyin karɓuwar ƙungiyoyi a haƙumance</u>

Doka maï lamba 96 – 067/PRN/MAG/EL ta ranar 9 ga watan novemba 1996 da kuma takarda zartarwa maï lamba 96 – 430/PRN/MAG/EL da shigaban ƙasa ya sama hannu don aïki da dokar, ta bada dama kahwa ƙungiyoyi a cikin karkara. Dangance da wannan dokar ƙungiyoyi na iya samun karmuwa ga haƙuma : ƙaramar bariki (mairie) ko babban bariki (prefecture) ta bata takarda da a ke cema agrema. Ama samun agrema ya na tare da sharuɗɗa da ƙungiya ta kamata ta cika:

1) bayanin babban taro da ya girka ƙungiya;

2) sunayen membobin da suka girka ƙungiya tare da rubuta abunda kowanen su ya zuba na shiga ƙungiya
3) sunayen membubin buro da aka kahwa tare da bada shekarun su, da mazamnin su, matsayin su da aïkin su ;
4) copies 3 na Kundin dokokin ƙungiya ;
5) tsarin ayukan da ƙungiyar za ta gudanarwa nan da shekara uku ;
6) kundin ka-idodin ƙungiyar.

Duka walahwa waɗanan takardu, da sa hannu haƙuma ga agrema na bukatar kuɗi, don haka yakamata ƙungiya ta tanadi zubin shiga ƙungiya ga membobi kan ta hwara zirgazirgar neman agrema.

<u>A rike da kiyaw</u> :

In za a aje dose neman agrema a taï da takardar aïka takardu (Bordereau) wanda za a tabatarwar cewa lale an age dose neman agrema kuma ga wanda ya sa hannun karɓa shi;

In an age a anso takardar cewa an age dosen : itta ake ce ma resipise;

Ana iya aïki da resipise kahin agrema ya hito da ga wurin haƙuma;

In haƙuma ta ki yin signe agrema ana iya tabayar ta donmi, in bata bada hujja ba ana iya ƙarar ta.

Kundin dokokin ƙungiya da kundin ka-idodin ƙungiya

Duka mutanen da su ka haɗu don kahwa ƙungiya, ya kamata su tsara kundin dokoki da kundin ka-idodi kungiya da babban taron duka mambobin ƙungiyar za su amincewa da shi. Kundayen biyu na bima junan su kuma kundin ka-idodi na cike gurabun kundin dokoki ƙungiya.

1) **Bayanin shaidan babban taron girka kungiya**

Babban taro da ya taru a garin …………. Ƙaramar haƙumar………………...   , ranar ………… domin girka ƙungiya, mambobin da suka halarci taron, kuma suka sama wannan bayanin hannu, sun amince ma matakai kamar haka :

Mataki na 1:

Ranar …………. A garin ……………, ƙaramar haƙumar ……….. , anyi babban taron girka ƙungiya mai suna ………………., dangance da doka mai lamba 96 – 067/PRN/MAG/EL ta ranar 09 ga watan novamba 1996.

<u>Gurin ƙungiyar shine</u> :

- Kula, gyara da ƙarfafa madatsa ruwa;
- Bunƙasa noman damana ;

- Bunƙasa noman rani;
- Bunƙasa kiwo ;
- Tsara hulotin kayan noma ;
- Kokowa da talawci ta hanyar bunƙasa sana'o'i ;
- Karfafa zumuncin jama'a, manoma da makiyaya ;
- Kiyawtata rayuwar jama'a da suka shiga cikin ta.

Mazamnin ƙungiyar na garin …………, ƙaramar haƙumar ………………… ;

Lambar salula ……………………

Mataki na 2 :

A zaman babban taron, an zaɓi buro da kwamitoci masu mambobi kamar haka :

a) Buro

sunaye	shekaru	mazamni	aiki	matsayi

b) Kwamitin yen bincike

sunaye	shekaru	mazamni	aiki

A garin …………………. Ranar ……………

2) sunayen membobin da suka girka ƙungiya tare da rubuta abunda kowanen su ya zuba na shiga ƙungiya

sunaye	Zubin shiga ƙungiya	Bayannen (gari/quartier)

3) sunayen membubin buro da aka kahwa tare da bada shekarun su, da mazamnin su, matsayin su da aïkin su

sunaye	shekaru	mazamni	aiki	matsayi

A garin …………………. Ranar ……………

4) <u>Kundin DOKOKIN ƘUNGIYA</u>

Kudiri na 1 : girkawa/cibiya da raɗa sunan ƙungiya;

Kudiri na 2 : manufa da gurin ƙungiya;

Kudiri na 3 : tsawon rayuwa da mazamnin ƙungiya;

Kudiri na 4 : lokacin ayukan ƙungiya;

Kudiri na 5 : shiga ƙungiya;

Kudiri na 6 : hakin mamba

Kudiri na 7 : nawyin da ya rataya ga mamba;

Kudiri na 8 : hita ko kora daga cikin ƙungiya;

Kudiri na 9 : zubin kuɗin shiga ƙungiya;

Kudiri na 10 : tara;

Kudiri na 11 : masu unfani da ƙungiya daba mamba ba;

Kudiri na 12 : baban taro ;

Kudiri na 13 : buron ƙungiya ;

Kudiri na 14 : komitin bincike ;

Kudiri na 15 : hanyoyin shigowar kuɗin ƙungiya ;

Kudiri na 16 : tahiyar da lissahin kuɗin ƙungiya;

Kudiri na 17 : roshe ƙungiya;

Kudiri na 18 : dammar mambobin ƙungiya don amfani da takardun ƙungiya;

Kudiri na 19 : shigar ƙungiya cikin ƙungiyoyin haɗin guiwa;

Kudiri na 20 : kundin ka-idodi;

Kudiri na 21 : sake wasu ƙudirori na kundin dokokin ƙungiya;

Kudiri na 22 : amincewa da kundi dokokin ƙungiya.

Ƙungiyar garin ………… rana…………………

Yarda da amincewar babban taro

Shigaban ƙungiya

Suna da sa hannu

5) Tsarin ayukan da ƙungiyar za ta gudanarwa nan da shekara uku

6) <u>Kundin ka-idodin ƙungiya</u>

Ya na cike gurbin kundin dokoki ƙungiya

Babi na 1 : girka ƙungiya

Kudiri na 1 : tsare tsare na dokokin wannan kundi zasu taïmakawa don tahiyar da ƙungiya;

Kudiri na 2 : bin dokokin wannan kundi da kowa ya amince da shi a babban taro ya zan cilass ga kowane mamba;

Kudiri na 3 : kowane mamba na da inci ya san abinda kundin ka-idodi ya kumsa;

Babi na 2 : matsayin mambobi

Kudiri na 4 : shiga ƙungiya baïda dole, amma duka maï gona bakin dam ya zama mamba in ya zuba kuɗin shiga ƙungiya ;

Kudiri na 5 : hakin mamba ga ƙungiya;

Kudiri na 6 : abubuwan da suka zama cilass ga mamba;

Kudiri na 7 : ɗa-a mamba kan bin ka-idodi ;

Kudiri na 8 : hukunci;

Kudiri na 9 : tara ;

Kudiri na 10 : tuhuma ko kara ;

Babi na 3 : gungu gungu na ƙungiya

Kudiri na 11 : babban taro ;

Kudiri na 12 : lokacin kiran babban taro ;

Kudiri na 13 : wakilcin wani mamba a babban taro;

Kudiri na 14 : jagorancin babban taro in shigaba ba shi nan;

Kudiri na 15 : buron ƙungiya;

Kudiri na 16 : nawyin da rataya wuyan mambobin buro;

Kudiri na 17 : komiti bincike;

Babi na 4 : arzikin ƙungiya

Kudiri na 18 : jarin ƙungiya;

Kudiri na 19 : waɗan su hanyoyi shigar kuɗin ƙungiya;

Kudiri na 20 : kasahin kuɗin ƙungiya;

Babi na 5 : hulɗa da wage

Kudiri na 21 : rajejeniya, kwangila da wasu alƙawulla;

Babi na 6 : tsarin karshe

Kudiri na 22 : bin dokoki da aïki da su, ya zama cilass ga kowane mamba ;

Kudiri na 23 : ana iya saw yawa ko gyaran huska ga ƙudurorin wanan kundi.

Ƙungiyar garin ……………. rana ……………

Yarda da amincewar babban taro

Shigaban ƙungiya

Suna da sa hannu

7) Takadar tambayar agrema

Jahar : Tahoua
Gundumar :
Ƙaramar hakumar :
Ƙungiyar garin ……………… Garin………ranar …..

Dalili : tambayar agrema

Shugaban Ƙungiya zuwa ga
Magagin gari na

Dangance da doka mai lamba 96 – 067/PRN/MAG/EL ta tara ga watan novamba 1996, ina bukatar al hurmakku don sammun agrema ga ƙungiyar mu mai suna …………. Da muka kafa a garin ………. Ranar ………..

Gaisuwa da fatan alheri zuwa gareku.

Shugaban
Suna da sawar hannu

Tare da takardu kamar haka :

- Bayanin shedar babban taro;
- Sunayen membobin da suka girka ƙungiya tare da rubuta abunda kowanen su ya zuba na shiga ƙungiya ;
- Sunayen membubin buro da aka kahwa tare da bada shekarun su, da mazamnin su, matsayin su da aïkin su ;
- Copies 3 na dokokin ƙungiya ;
- Tsarin ayukan da ƙungiyar za ta gudanarwa nan da shekara uku ;
- Kundin ka-idodin ƙungiyar.

III. TSARIN TAHIYAR DA AÏKIN ƘUNGIYA

Ƙungiya ta kasu gungu - gungu:

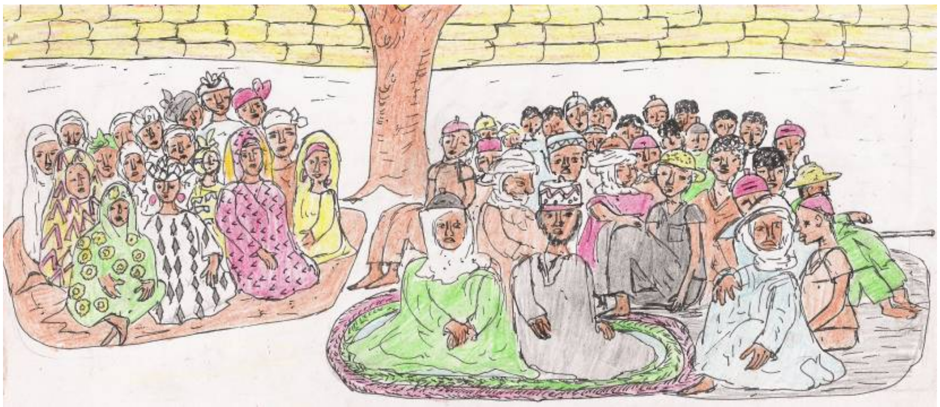
Gungu na 1 = babban taro;

Gungu na 2 = buro, ko komitin zartarwa;

Gungu na 3 = komiti bincike;

Gungu na 4 = wasu komiti na masaman

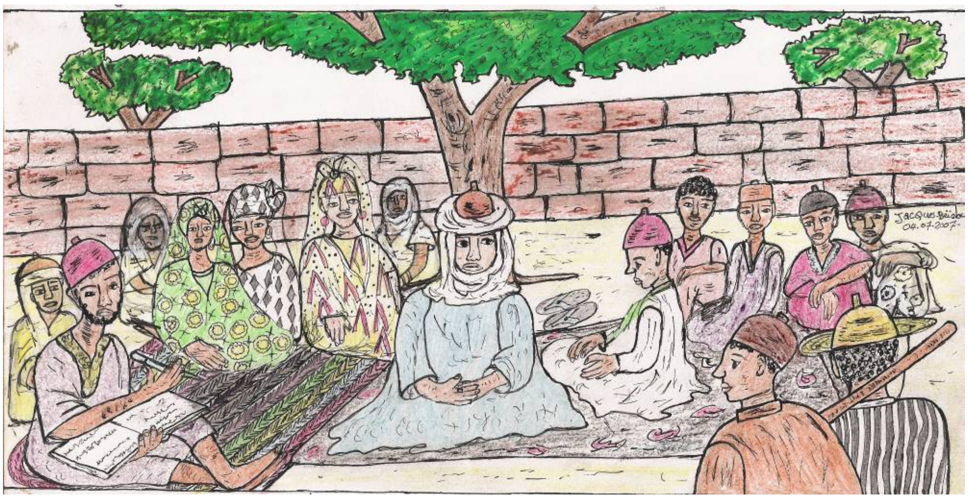
Babban taro



Nawyin da rataya wuyan shi:

1. zaɓin mambobin gungu – gungu;
2. tsaïda ayunkan da ƙungiya zata yi;
3. tsarawa da amincewa da kundin dokoki, da kundin ka-idodin ƙungiya;
4. roshe ƙungiya in haka ta kama;
5. yanke hukumci ga mambobi;
6. bada dammar shiga ƙungiya, ko kuma hiddawa daga cikin ƙungiya;
7. kawo sawyi ga kundin dokoki ko na ka-idodin ƙungiya;
8. ba buro umurnin aykin daza shiyi;
9. amincewa da karɓo bashi ko bada shi ga wani mamba;
10. tsaïda lokacin kiran tarurukan kungiya;
11. anfani da kuɗi ko ƙadarorin ƙungiya saïda izinin babban taro ;
12. shi ne maï cikaken ikko.

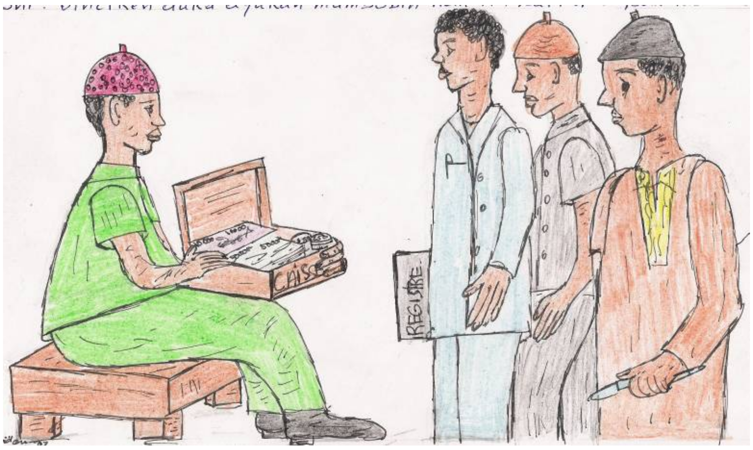
Buro ko komintin zartarwa



Nawyin da rataya wuyan buron ƙungiya :

1) jagorancin ayukkan da aka tsaïda a babban taro;
2) kulla da ayukkan kowane gungun ƙungiya;
3) tsarawa da gudanarwa tarurukan ƙungiya;
4) waƙiltar ƙungiya a duka inda ya kamata;
5) sanarwar abinda ƙungiya take ciki ga duka mambobin ta, tahayar wallafa bayannaï;
6) bada sakamakon ayukan da aka yi lokaci zuwa lokaci ga babban taro;
7) kaïma babban taro shawara da ta dace.

Komitin bincike



Nawyin da rataya wuyan komitin bincike :

1) sanin duka abubuwan da babban taro ke tsaïdawa;
2) binciken duka mambobin gungu gungu na ƙungiya, ba tare da an sanar da su ba;
3) bada labarin binciken da yayi, ga babban taro;

4) kiran babban taro in shigaba ƙungiya ya ƙi, bayan gargaɗi ukku.

Komiti na masaman

Suna aïki kalkashi komitin zartarwan ƙungiya, bisa pannin da yasa aka aza su :

1) komitin kulla da madatsar ruwa

- Su na sa iddo ga duka sasan madatsa ruwa, in su ga ɓana suna sanar da komitin zartarwa don ɗaukar matakai ;
- Su na gudanar ko jagorancin ayukka gyaran madatsa ruwan.

2) Komitin watsa husa'o'in zamani

- Bayan ya sami horo bisa husa'o'in zamani ta kowane panni, zai bin mambobin ƙungiya don kawo su ga ganewa da aiki da su.

A tashin hwarko, mataïmakan mambobin buro ko komitin zartarwa na iya jagorancin waɗan nan komiti biyu tare da ban hannun dalagen garuruwa ko gikadu

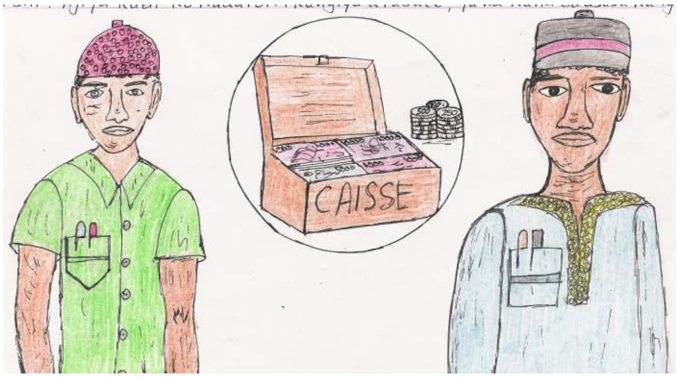
IV. Buro ko komitin zartarwa na ƙumshe da mutane kamar haka

1) shigaban ƙungiya da mataïmakin shi ;

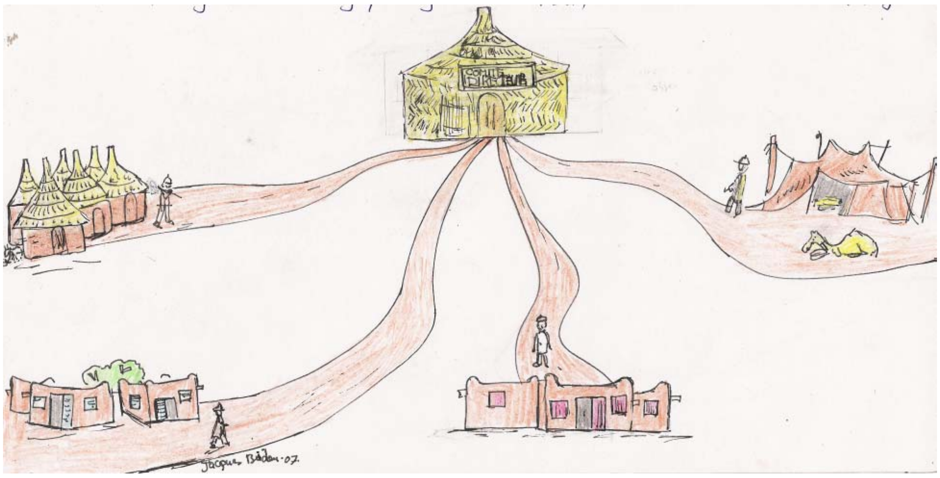
2) magatakarda da mataïmakin shi

3) maïwatsa labaru da mataïmakin shi;

4) maï-agiya da mataïmakin shi;



5) waƙilan garuruwa (mutun guda ko wane gari/ruga/zango).



saï nawyin da rataya wuyan kowane da ga cikin su :

shigaban ƙungiya

1) kiran taro, gudanar dashi da ruhe taro ;
2) sa hannu bisa dukan takardun da suka shahi ƙungiya ;
3) sa hannu na biyu bayan sa hannun maï – agiya, ga duka takardun kuɗi ko ƙadarorin ƙungiya ;
4) jawabin, gargaɗi, zuwa ga mambobi, lokacin buɗawa ko ruhe taron ƙungiya ;
5) waƙiltar ƙungiya a wage ;
6) hanƙuri da jama-a ;
7) kulla da ayukkan mambobin buro, dana wasu gungu gungu na ƙungiya.

mataïmakin shigaba

1) tayar da shigaba gudanar da ayukkan da aka zana sama ;
2) yana riƙon ƙwarya in shigaba bayanan.

maï – agiya

1) ajiya kuɗi ko ƙadarorin ƙungiya a rubuce;
2) tahiyar da lissahi, abinda ya shiga ko ya hita;
3) kulla da asusun ƙungiya;
4) sa hannu ga takardu na ajewa ko ɗaukowar kuɗin ƙungiya tare da shigaba;
5) bada halin hada-hadar kuɗi ko ƙadara ƙungiya a gida ko banki.

Mataïmakin maï-agiya

1. tayar da maï-agiya gudanar da ayukkan da aka zana sama ;
2. yana riƙon ƙwarya in maï-agiya bayanan.

magatakarda

1) wallafa bayannan da taro ya ƙumsa;
2) wallafa wasiku ko duka wata takarda da ta shahi ƙungiya ;
3) kulla da duka takardun da ƙungiya ta mallaka ;
4) karantawa da rubutun takardun ƙungiya da zasu zuwa wani wuri ko suka zo ;
5) tsarin gudanar da taro :
    - takardun gayata ;
    - bidan wurin da za-a zaman taron ;
    - tsaïda locin da za-a hwara taron.
6) bada bayanin taron baya, kahin a soma sabon taron;

mataïmakin magatakarda

1) tayar da magatakarda gudanar da ayukkan da aka zana sama ;
2) yana riƙon ƙwarya in magatakarda bayanan.

Maïwatsa labaru

1) watsa labarum ƙungiya ga mambobin ta :
- kiran taro ;
- sabin matakaï ;
- buɗa ruwa ;
- soma sayen kayan gona ;
- matsayin ƙungiya.
2) tallata ƙungiya a wage ta hanyar sadarwa in da hali;
3) tallata kayan ƙungiya na saïdawa;
4) watsa labaru zuwa garuruwan dake hulɗa da ƙungiya
5) waƙiltar ƙungiya a salloli (salla manoma, taron baje koli).

mataïmakin Maïwatsa labaru

1) tayar da Maïwatsa labaru gudanar da ayukkan da aka zana sama ;
2) yana riƙon ƙwarya in Maïwatsa labaru, bayanan.

Waƙilan garuruwa, karce, rugage, zanguna, ko tungage

sou ne jikadun ƙungiya a garuruwan su, rugagen su, zangunan su ko tungagen su, mutane ne da aka zaɓa guda ko wane gari.

Suna kan shawaran da komitin zartarwa ya tsaida ga mutanen su, su na kawo ma komitin zartarwa ra'ayin mutanen su bisa ko wane mataki da komitin ke son aikatawa dan tahiyar da umurnin da baban taro ya bashi.

V. <u>IREN IREN ZAƁE DA YA KAMATA A SHIRYA TARE DA WAKILAN GARURUWA</u>

Ɗauka hannu

Abun nuhi

Dukka waɗanda su ka amince ma ɗan takarar da aka hidda, ko dokar da ake son ɗauka, ko kuma mataki, su ɗauka hannun su sama. In yen takara da yawa ne, guda ɗaya ake da izinin ɗauka ma hannu. In yen takara biyu sun zo dai dai, sai a yi zagaye na biyu domin raba su.

Daɗin irin wanan zaɓen

Bada damar yin zaɓen kirki ;

Baya da wuyar tsarawa ;

Saurin fa'intar shi ga mutanen karkara ;

Ya hi dacewa ga ɗaukar dokoki ko matakkai.

Matsalolin shi

Ya na iya kawo gaba tsakanin jama'a ;

Tsoron hwage, ko na wanda ba a zaɓa ba.

Sulhu tsakanin juna

Abun nuhi

Masu zaɓe su koma ƙauye, su yi shawarar da ta dace, don ɗaukar wanda yakamata.

Daɗin irin wanan zaɓen

Saurin fa'intar shi ga mutanen karkara ;

Baya da wuyar tsarawa ;
Ya hi dacewa in waƙillaï ne za su zaɓen.
Matsalolin shi
Ya na iya kawo gaba tsakanin jama'a ;
Tsoron hwage, ko na wanda ba a zaɓa ba.

Na jehwa ƙuri'a

Abun nuhi
Kowane ɗan takara yana da kalar takardar shi ;

Maï zaɓe zai ɗaukar takardun duka yen takara da envelope, ya laɓa bayan wani wuri mai siri, ya sa takardar ɗan takara da ya ke so cikin envelope, ya komo table ɗin zaɓe ya jehwa envelope cikin akwati ko karto, in kowa ya ƙare, sai a ƙilga ƙuri'u, a ga wanda ya ci zaɓe.

Daɗin irin wanan zaɓen
Yana da siri ;
Yana bada damar zaɓen wanda mutun ke so ba tare da tababa ba;
Yana tsare masu zaɓe da ga tuhumar yen takara.
Matsalolin shi
Wuyal gane wa ga mutanen karkara ;
Yana bukatar kayan tsara shi da waɗan su abubuwa (akwati ko karto, envelope, kalolin takardu);

Kahin a hwara zaɓe, ana ɗaukar komitin zaɓe (shigaban zaɓe, magatakarda da mutun biyu don kama masu) ;

A na bada haske bisa aikin komitin zaɓe, don su san aikin su ;

Komiti na binciken sunayen waɗanda yakamata su yi zaɓe, don tabatar da cewa yawan su ya isa a yi zaɓe.

Komiti na ɗaukar sunayen yen takara na kowane matsayi, ana jawo hankali dukan masu zaɓe bisa zancen mata don kar a mance da su.

Mushe na kama komitin zaɓe don ya tahiyar da zaɓe da kiyaw.