

USANII FORUM FOR DEVELOPMENT

# THE CONSTITUTION



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**CONTACTS:**



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**The USANII Forum Development**

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**Geographical Location**

**Bungoma Cereals Board Buildings**

**Along Kanduyi - Mumias Rd**

**Bungoma South District**

## **Preamble**

**The USANII Forum for Development** is a non-profit, non partisan, non- political dedicated to helping all development initiatives supporting women and young people both in learning institutions and the community at large. This goal requires the forum to avail opportunities, support, and services that enable women and young people in the community to develop and prosper and contribute to the larger livelihood of their communities. The **Usanii Forum** will provide young and adult persons in the community with the information, technical assistance, training, network support, and partnership opportunities needed to increase the quality of livelihoods and community involvement.

### **Our Vision Statement:**

To support community based positive change and development initiatives

### **Our Mission Statement:**

Enable communities realize wealth creation strategies and initiatives through training, advocacy, lobbying, exchange and mentorship programs

### **Our Programs:**

1. Art-entrepreneurship
2. Rural youth Development Support
3. Counseling

## **NAME OF ORGANIZATION**

The name of the organization will be USANII FORUM FOR DEVELOPMENT

## **OBJECTIVES OF THE FORUM**

1. To improve livelihoods, creating a supporting environment by providing a platform for expression through arts and media.
2. To facilitate social and support activities for a violence free community for women and young people.
3. To network and collaborate with other organizations in promoting community activities.
4. To enable a suitable and supporting environment for sustainable development in the community.

## **MEMBERSHIP**

**There are two types of members**

- 1. Individual members**
- 2. Associate members**

### **INDIVIDUAL MEMBER REQUIREMENTS**

- a) Persons not less than 18years will be **eligible** for membership
- b) a written application to the membership secretary,
- c) having read and understood the forum's constitution and returning a signed consent
- d) A copy of a valid national identification.
- e) two passport size photos and A sum of **Ksh. 100.00 (Non refundable)**

Membership will begin no later than **14 working days** when all the above has been met and as soon as the board of directors have come to an agreement on the eligibility of the applicant.

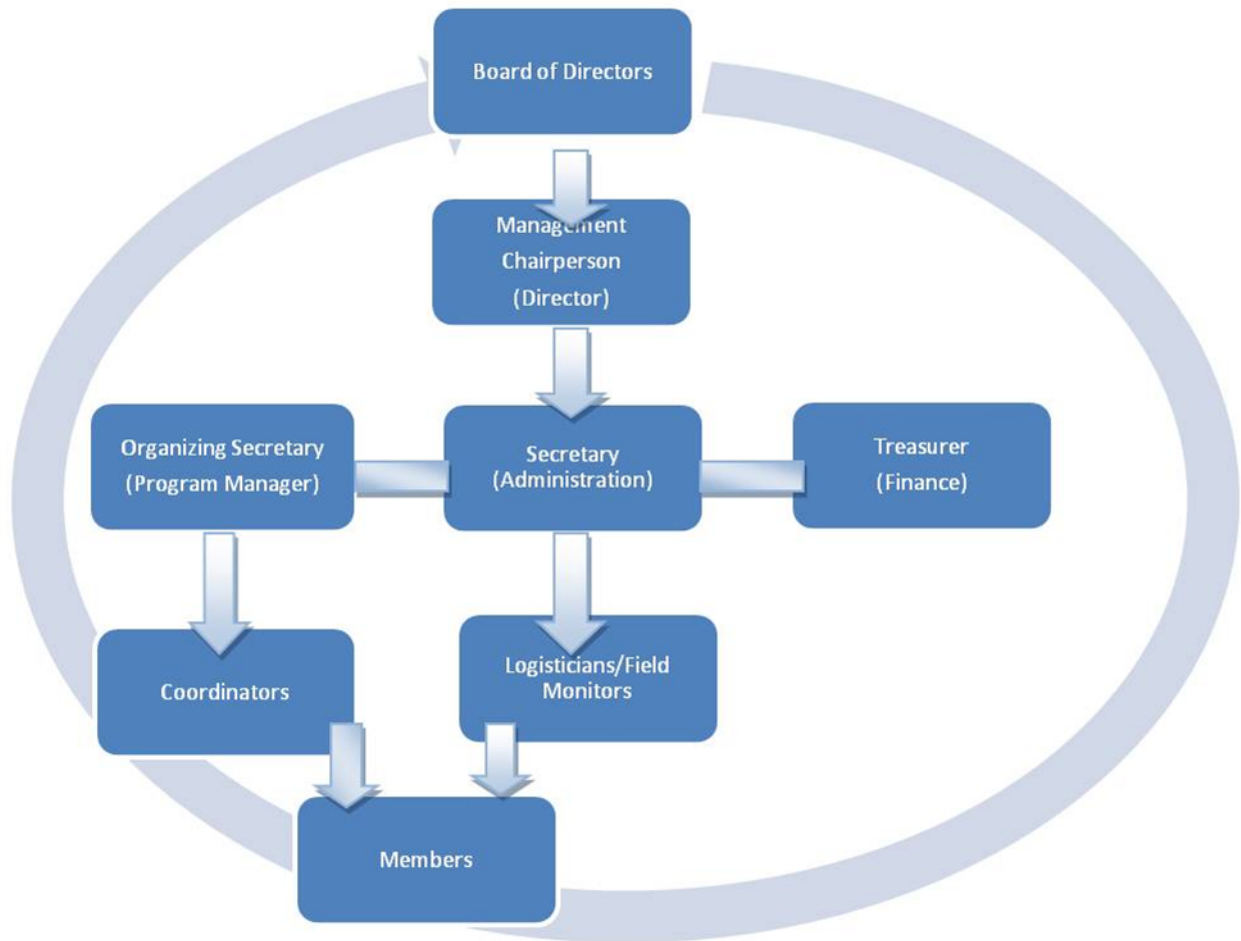
Individual members will be required to pay an annual fee of **Ksh. 500.00**

## **ASOCIATE MEMBERS**

### **These are groups or institutions**

- a. Minutes in relation to membership agreement
- b. A copy of registration certificate
- c. Signed list of officials and members
- d. Contact person
- e. Ksh. 1000.00 (Non refundable)**
- f. Annual subscription fee of ksh.1000.00

# ORGANIZATION TREE



Usanii Forum for Development will be governed by a **Board of Directors** who will oversee the general smooth running of the organization. The Board of Directors will comprise of a (chairperson) **Director**, (Organizing secretary) **Programs Manager**, (Administrator) **Secretary**, (Finance manager) **Treasurer** and **three ordinary**

**members.** The board of directors will be elected at the Annual General Meetings or whenever an office falls vacant.

The Board of Directors shall oversee and approve the following responsibilities:

- ∞ Resource mobilization, investment promotion and management,
- ∞ Planning and strategic management,
- ∞ Human resource contractual, employment and termination,
- ∞ Programs/project management,

The Director has the duty to ensure that the forum continues to be a going concern.

## **DIRECTOR**

The responsibility of the Director will be to:

- a) Directly implement resolutions passed by the Board of Directors.
- b) Chair all meetings

The Director will be elected by the Board of Directors.

## **ADMINISTRATIVE OFFICE**

This shall compose of a Program Manager, **two (2) coordinators, a secretary and an accountant** who shall manage the day-to-day running of activities in the respective programs of the Forum. The program coordinators shall report to the **Program Manager** who shall liaise with the Director. The respective portfolios and shall be:

1. Art entrepreneurship
2. Rural Support for women and youth Development
3. Counseling

### **1.2.1 Duties of the Program Manager**

- a) He/she Shall be responsible for the smooth running of programs and projects
- b) He/she shall develop unique programs from local and international partners.
- c) He/she shall develop and recommend to the Director short, medium and long-term strategies, activities and operating budgets.
- d) He/she shall establish proper activity monitoring and control systems and procedures.
- e) He/she shall provide general guidance to the program coordinators.
- f) He/she liaise with the administrator and the treasurer for proper project

implementation.

- g) He/she shall assist in drawing up and management of the overall Forum, budget.

### **1.2.2 Program Coordinator(s) Responsibilities**

- a) Advise the program manager on the suitable approach to projects
- b) Direct project implementations as assigned by the project manager
- c) Mobilizing and organizing community outreach projects

### **1.2.4 Secretary**

- a) He/she shall ensure compliance with laid down standing operating procedures.
- b) She/he shall take minutes for Board of Directors meetings.
- c) She/he shall be in charge of human resource management and staff welfare
- d) She/he shall be in charge of archiving the organizations documents and records

### **1.2.3 Treasurer**

- a) She/he shall ensure sound financial management of the organization.
- b) Advise the Board of Directors on financial matters.
- c) Develop proper financial accountability systems.

## **EMPLOYMENT POLICIES**

**I.** The forum will not discriminate on the basis of race, sex, disability, age or on any basis of political, religious or other opinions. A male/ female above the age of 18 years with formal education and professional competence subject to successful interview/ internship and the approval by the Board of Directors shall be eligible for employment in the Forum.

**II.** All members of staff shall serve a three month renewable contract after the successful completion of a one-month probation period.

**III.** A member of staff as per clause (i) above is to go through a one-month probation period during which the respective Departmental Heads will assess his/hers capabilities and recommend a suitable department for a three-month renewable contract or terminate his/her services.

**IV.** Any staff member desiring to resign from the organization shall submit his/her



resignation through the organization secretary to the Board of Directors who will decide within 14 days to accept or disapprove after discussing the member's file.

**V.** Any staff member who has resigned or had his/her service terminated shall only be entitled to payment of monies as per the time he/she was in service.

**VI.** Any staff member may have his/her contract terminated if the Board of Directors so recommends on the grounds that his/her conduct has negatively affected the reputation/dignity of the Forum. The administrative office shall have power to suspend the services of such a member of staff from active service until sufficient evidence is provided for termination or reinstatement.

**VII.** Notwithstanding such disciplinary measure a member of staff shall have the right to seek redress from the Board of Directors' office for the case. Such a member if found innocent shall be reinstated and paid pending dues. If found guilty, such a member of staff may have his/her services permanently terminated with legal prosecution as a last option.

**VIII.** Absenteeism without permission or a valid reason will not be tolerated and any member of staff who breaches this part of the contract will be subject to appropriate disciplinary action.

**IX.** All staff members shall maintain confidentiality and privacy of the organizations activities, programs, data and records that **SHALL NOT BE DISCLOSED TO ANY UNAUTHORISED PERSON AT ANY GIVEN TIME UNDER ANY CIRCUMSTANCES.**

Any member found guilty of violating this policy shall have his contract terminated.

**X.** Any staff member who incites others promotes insubordination or exemplifies any disrespect either to fellow staff, office bearer or Forum policies will face suspension with possibility of discharge after proper investigation.

**XI.** Office bearers may be removed from office in the same way as it is laid down for the expulsion of members of staff in the rule (iv) and vacancies created shall be filled by persons approved by the Board of Directors' office.

**XII.** Office bearers shall be responsible for the management of the Forum programs and projects and for that purpose give directions to the Board of Directors as to the manner in which within the law, improvement should be made.

## **Conduct of the Board of Directors**

1. **THE BOARD OF DIRECTORS** shall be expected to uphold and adhere to ethics and professionalism.
2. A member of the board shall be expected to shun personal interests and act in the best interest of the organization.
3. Violation of the above shall lead to appropriate disciplinary action as recommended by an independent body selected from the members

## **MEETINGS**

- i. The quorum for the Board of Directors will comprise of a **Director** (chairperson), **Programs Manager**, **Secretary** (Administrator), **Treasurer** and **two ordinary members**.
- ii. The quorum for the Annual General Meeting will comprise of  $\frac{2}{3}$  of all ordinary members, all office bearers including staff members.
- iii. The annual general meeting (AGM) shall be held not later than 31st December in each year. Notice in writing of such A.G.M. accompanied by the annual statement of accounts and the agenda for the meeting shall be sent to all members no later than 14 days to the date of the meeting.
- iv. The agenda for any A.G.M. shall consist of the following: -
  - Consideration of the minutes of the previous A.G.M,
  - Consideration of accounts,
  - Election of new office bearers,
  - Announcement of management/administration changes.
  - Announcement of the New Year strategic plan and deliberations.
  - A.O.B.
- v. The Director, the Program Manager and the Program Coordinators may call a special meeting for any specific purpose. Notice in writing of such meetings shall be sent to all concerned staff members no later than 12 hours before commencement of such meeting.
- vi. Quorum for special meetings must include **ALL CONCERNED PARTIES** and

minutes filed with the administrator.

- vii. The Board of Directors will elect a chairperson who shall chair all Annual General Meetings of the Forum. He/she will accept resolutions decided by simple voting by a show of hands. In the case of equality of votes, the chairperson shall have a second or casting vote.

## **TRUSTEES**

I) All land, buildings and other immovable property and all investment and securities acquired by the organization shall be vested upon the Board of Directors which is the trustee of the forum.

## **ORGANIZATIONS FINANCES**

a) All funds and organization assets shall be managed, controlled and taken care of by the Trustees. The Director shall receive all funds on behalf of the organization.

b) No payment shall be made out of the bank account or petty cash account without written authorization of the board of directors and such payment signed either by the Director or Program Manager.

c) A sum not exceeding **Ksh. 5,000/=** may be kept in the office safe under lock and key by the Treasurer for Petty disbursements of which proper account records shall be kept.

I. The Board of Directors office shall have the power to suspend/terminate service and arrange for prosecution, of any office bearer, staff member, partner, client of the forum who it has reasonable cause and evidence to believe is not properly accounting for any of the funds or property of the organization.

II. The Board of Directors office has the power to appoint another person in his /her place as investigations get underway. Such action shall be reported to a special meeting to be convened no later than 2 days from the date of such action and the meeting shall have power to decide what future action should be taken in the matter.

III. Variance and potential overspending between submitted proposal requirements and actual expenditure must be justified through attached receipts, invoices, tickets or any other supporting documents such as photographs.

IV. An auditor/company of auditors/certified public Treasurer/Company of certified

public Treasurers shall be appointed by the Board of Directors office and shall inspect all organization accounts, records, and documents as arranged by the executive office.

V. The Program Manager shall provide an account of receipts; payments updated financial statements and program/ project reports no later than 4 weeks before the next A.G.M.

VI. The auditor(s) certified public Treasurer/Company of certified public Treasurers shall clarify, examine and approve such records and confirm that they are correct or duly vouched in respect with the law. He/she shall submit his report to the executive office and shall be paid such honorarium as resolved.

VII. She/he/they shall not be member(s) of the Organization.

## **AMMENDMENTS**

- i. Any constitutional amendments will only be done at the Annual General Meeting and recommendations to amend any part of this constitution may be submitted by any member to the organization secretary 30 days before the AGM.
- ii. These organization policies and any amendments to be made to it have to be approved by the Board of Directors.

## **WINDING UP THE ORGANIZATION**

The Forum may be wound if:

1. Lack of funding or support
2. Bankruptcy
3. Circumstances have changed and the objectives and aims of the Forum no longer serve the purpose within the target area.

At least  $\frac{2}{3}$  of members of the organization must be in attendance for the final meeting to decide on liquidation of assets and deliberate on the final decision to what charitable institution/organization should receive the funds.

**MEMBERS AGREEMENT FORM**

*TO BE FILLED BY ALL NEW MEMBERS IN BOLD.*

**I HEREBY CONFIRM THAT I HAVE READ AND UNDERSTOOD THE POLICIES  
OF USANII FORUM FOR DEVELOPMENT AND BY MY SIGNATURE BELOW  
COMMIT TO ABIDE BY IT AT ALL TIMES.**

**NAME:**

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**SIGNATURE:**

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**STAFF MEMBERSHIP NO:**

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