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| MUSA COMMUNITY DEVELOPMENT SUSTAINABILITY ORGANIZATION. |
| ORGANIZATION constitution |
| SAVING LIVES THROUGH NEW CHANGE |
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| CHIPASHA KERAN |
| 1/24/2021 |

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| Musa Community Development Sustainability Organization is a HUMANITARIAN organization based in musa village chief nkolemfumu along mpika road which was established on the 24th January,2021 whose mission is to save lives through new change by providing support to the people in need through NURTURING SUSTAINABLE DEVELOPMENT in rural areas, raise awareness on climate change mitigation and adaptation strategies for resilient communities, teach the importance of gender equality, teach about girl child education ,teach about hygiene in rural areas, care for widows, orphans, educate on how farming is a good investment, teach about early marriages in rural areas, caring for the disabled people. |

**Article 1.1**

Name of an organization is Musa Community Development Sustainability Organization.

**1.2 Address of the organization.**

 (i) Musa Village of Chief Nkolemfumu of Kasama District along Mpika road. P.O. Box 410174.

Kasama.

 (ii) Contact for the organization, email: Musacds@yahoo.com.

Facebook page: kerancds@Musa community development sustainability organization. Mobile contact: 0950956783/0762600260/ 0979605943

**1.3 Introduction.**

Musa Community Development and Sustainability Organization is a non-profit organization which was estabilished on the 24th January, 2021 by CHIPASHA KERAN.

**1.3**  An organization be non-profit making, non-partisan.

**1.4** An organization shall be deemed to have into force after registration.

**Article 2.1 logo.**

1. An organization shall have a logo to be used on its official social media pages and on written correspondences.
2. An organization shall only be in operation after registration.

**2.2 vision.**

The vision of an organization is to save lives through new change.

 **2.3 Mission.**

Our mission is to save lives through new change by going in remote areas providing support to the people in need and restore, protect and conserve the environment and its natural resources. These people include the old aged people, disabled peopled, orphans, widows, vulnerable, women and youths

**Article 3.1 Aim/Objectives**

1. Encouraging uneducated youths as part and tools of development in communities.

2. Environmental conservation and raising awareness about climate change mitigation and adaptation and promoting gender in fight against climate change and tree planting

3. Help orphans, old aged people, widows, disabled and vulnerable people meet their daily needs.

4. Promoting girl child education.

5. Prevent early marriages in remote areas.

6. Prevent and stop sexual gender based violence against women and children.

7. Women empowerment and gender equality.

8. Promoting early childhood education in remote areas.

9. Youth empowerment.

10. Contribute to developmental projects in the areas of operational.

11. Educate about hygiene. (WASHE).

12. climate smart agriculture(agroecology).

**Article 4.1 Activities.**

1. Community mobilization and sensitization about environment conservation, deforestation hazard to human and plating fruit trees and promoting women participation and young ones in fighting climate related issues through environmental education.
2. Teaching farmers the goodness of investing in farming growing different crops the whole year. SMART AGRICULTURE.
3. Going in remote areas encouraging and promoting early childhood education?
4. Going in remote areas encouraging and teaching about gender equality.
5. Encouraging entrepreneurial ideas and activities in remote areas.
6. Acting sketches teaching about the organization vision and mission.
7. Discourage early marriages in remote areas.
8. An organization having its poultry.
9. Discouraging alcohol and drug abuse among the youths in remote areas.
10. Paying tuition fees for vulnerable passionate pupils.
11. Advising the government to build more tertiary learning institutions in rural areas for example building of a carpentry and tailoring school in Musa through incorporation.
12. Implementing a gender based violence free society by engaging police officers, headmen, schools.

**Article 4.2 Office bearers.**

An organization shall have 10 board members who shall hold the offices and 20 general assembly members or the volunteers who shall serve as general workers.

**4.3 Structure of the organization.**

An organization shall comprise of the chairman, vice chairman, secretary, vice secretary, treasurer, asset manager, 2 administration officers and the 2 disciplinary officers and the general assembly or the volunteers and its 3 committees.

 **chairman**

 **vice chairman**

 **secretary vice secretary**

 **asset mngr treasurer admin officer**

 **disciplinary**

 **volunteers**

**4.4 Committees structure.**

 **Finance/Audit committee**

 **Human resource/administration committee.**

 **Disciplinary committee.**

**4.5 Duties and responsibilities of committees.**

An organization has three committees whose mandate is:

 **(i) Finance/Audit committee.**

This committee shall consist of 3 board members who shall:

- To check the transparency of transactions and accountability of the organization.

- To advise the organization on resource mobilization.

- To advise the organization of the usage of funds and apportioning.

- To review and recommend the financial report before sending to its funders.

- To prepare the summary budget for the organization.

 **(ii) Administration/human resource committee.**

- This committee shall consist of 4 board members whose mandate shall be:

- To recommend staffs for disciplinary action after proven guilty.

- To advise the organization on human resource matters, mobility of staffs to their station of duties.

- To interview candidates seem fit for a position in the presence of management.

- To ensure transparency and equality in the allocation of duties among staffs.

- To interprate the constitution and the code of conduct to its members to the level of understanding especially incoming volunteers.

 **(iii) Disciplinary committee.**

This is also refered as the action committee whose mandate shall be:

- Investigate any member accused and provide evidence in readiness for discipline.

- To give warning to the members violating the constitution regardless the position.

- To determine the period of dismissals. Eg summary dismissal.

- Take action on every member found wanting within the constitution mandate.

Recommend members for dismissals after found wanting

**Article 5.1 Duties and responsibilities for office bearers.**

These shall be the mandates in which one shall conduct during an execution of duty during his/her term of office.

**5.2 The executive.**

There shall be an executive committee of the organization comprising of the following positions.

1. Chairman/director
2. Vice chairperson
3. Secretary
4. Vice secretary
5. Treasurer
6. Administration officer
7. Asset manager
8. Disciplinary

**5.3 Duties and responsibilities of the executive.**

(a) act for and on behalf the organization in its day to day operations.

 (b) implement and execute decisions and policies passed by the general assembly.

 (c) discuss and decide on all important matters affecting the organization and bear collective responsibilities of all such matters discussed and agreed upon.

 (d) mobilize and manage organization funds and finances.

 (e) have powers to suspend any their members failing to abide to the constitution and fill the position waiting for elections during the general assembly.

 **5.4 The chairman.**

- He is the overall administrative head of the organization.

- call and preside over all executive committee meetings and the general assembly.

- summon all emergence meetings of the organization whenever deemed fit.

- coordinate all the activities of executive committee

- be the principal signatory to the organization bank account.

- He is the final authority in an organization to matters approved by the management.

- He shall spearhead in the programs of an organization.

- He shall assign and allocated duties as may be required by an organization but within the mandate of the constitution.

- He shall induce incoming members and explain the vision/mission of an organization to them.

- He shall attend meetings on behalf of an organization or delegate someone in case is committed by other duties.

- It is he to whom all correspondences shall be addressed to.

- He shall be not a member of any committee, therefore all reports must be represented to him before approving it.

 **5.5 The vice chairperson.**

This is the second principle officer, therefore the duties shall be:

- Shall be mandated to review all reports before submitting to the chairman for final approval.

- In the absence of the chairman he/she shall take up the duties of a chairman except withdraw of funds.

- Shall be a minute taker for the management/board.

- Shall work in collaboration with the chairman, treasurer, and administration officers in fundraising.

- Shall be the main advising board of the board/management.

 **5.6 The treasurer.**

**­**- Present audited accounts and financial report at annual general assembly meeting.

- keep proper books of accounts preserve the books and make them available for inspection for those allowed to do so.

- receive and disburse money belonging to MCDS and shall obtain receipts for all money paid out by him/her.

- deposit cash and cheques of MCDS to the bank.

- collect funds/donations from donors and membership fees from members

- Advising the organization on financial matters. Eg fundraising, strategy and usage of funds.

- Shall supervise the asset manager and ensure the register is updated whenever goods are received or retrieved.

- To introduce new fundraising sources. E.g innovative plans for money generation.

- Work in collaboration with the administrative officer to provide refreshments, allowances in times of seating with stakeholders, logistics for the organization with the approval of management.

- To prepare a financial report whenever required by management or by the principle officer.(chairman)

- To ensure transparency in transaction to avoid queries from funders.

- To attend financial/budgetary meetings on behalf of the organization internally and externally.

 **5.7 Administration officer.**

- Is an eye of the organization to whom all the inquiries from the general public shall be refer to.

- To supply an organization with logistics and other staffs in collaboration with the treasurer.

- To keep files for each staff.

- To manage events well. Eg meetings, holidays, public events.

- To carry out the employment process after identifying the vacancy and inform the management.

- To provide new members with the constitution of the organization and interprate to the understanding level of each member.

- To advise the organization on human resource matters since he shall be conducting also duties of the human resource.

- Ensure that all members acquire the identification tools during execution of duty.

- To keep records of the organization.

 **5.8 The secretary.**

- The secretary can termed as the general manager of the organization whose mandate shall be:

- keep up to date register of all members.

- Take minutes for the organization.

- give notice of meeting.

- take and keep records of all meetings.

- To distribute necessary information and mails to the responsible person.

- Shall be an assistant to the chairman in some duties as may be assigned.

**5.9 The asset manager.**

He shall be mandated to update an asset register of the organization on a weekly, monthly basis with the direct supervision of the treasurer.

**5.10 Volunteers.**

- These shall be individuals engaged in duty execution by the organization whose mandate shall be:

- To do assigned duties within the constitution jurisdiction

- Travel to an assigned area for execution of duties.

- To teach on given topics by management.

- To act as the watchmen of the organization to prevent loss of lives, properties and others.

**Article 6.1 Term of office for office bearers.**

The term of office for the board members shall be 3 years and he/shall save for only 2 terms except the chairman who shall hold his office as not part of the board for terms and unless his resignation.

The volunteers shall save unless his/her termination by management.

**Article 6.2 Membership.**

Anyone shall qualify to be a member of an organization if:

6.2(i) is a confirmed Christian from his church through a written recommendation.

 (ii) has a recommendation letter from his/her village headman.

 (iii) has paid a membership fee to be determined by board from time to time.

 (iv) is interviewed and approved by board.

 (v) approved by the chairman.

 (vi) is willing to serve without impartiality during execution of duties and willing not to be in an affair within the organization.

 (vii) has subscribes to the constitution of the organization.

**Article 7.1 Termination of membership.**

Any member shall be terminated if:

- Dies

- Resigns

- Any member who steals the property of an organization shall be expelled from the organization.

- Any member involved in politics shall be expelled from the organization with a written notice.

- Any member involved in alcohol and drug abuse, sexual gender based violence shall be expelled from the organization.

- Any member involved in violence scandal shall be expelled from the organization.

- Any member practicing impartiality during the execution of duty shall be given a written warning and if the act continues for3 times he shall be expelled from the organization.

- Any member proven to be accountable by other members shall be given a verbal warning first, second time written warning and if the act continues 3 times he shall be expelled from the organization.

- Any member who fails to handover properties of an organization shall be charged with theft.

- Any member(s) having an affair within the organization shall be expelled from the organization.

- Any member accepting funds, gifts on behalf of the organization shall be expelled from the organization except the prescribed person by management or delegated to do so by the receiver of funds and gifts.

- In case of sickness or circumstances a member must report to his supervisor, failure to which he/she will be charged with absenteeism and given a verbal warning.

- Any member failing to attend meetings and execute duties effectively shall be charged with absenteeism and if the act continues 3 times he shall be given a written warning then expelled on the 4th time.

- Any member failing to comply with the regulation/constittuion shall be expelled immediately.

- Any member performing partiality, gender inequality during duty execution shall be given a verbal warning, if the act continues 3 times he shall be expelled from the organization.

- fails to give respect to the people we save.

**Article 8.1 Discipline.**

* A disciplinary section and the disciplinary committee shall hold a meeting before imposing its action on every member found wanting and proven with evidence.
* A duration of the disciplinary action shall be determined by the crime committed by a member in accordance with the termination of membership article by the board.
* Discipline shall be imposed without favor or fear.
* The suspended member shall have the rights to appeal general assembly within 3 weeks from the date of decision of the executive.
* The general assembly shall have powers to reinstate, further suspend or expel such a person.

**Article 9. 1 Finances.**

- An organization shall have projects where they will be resourcing funds in order to achieve its objectives and aims.

- An organization shall lobe funds, gifts through written donation letters to organizations, government, individuals and online fundraising.

- an organization shall be partnering with other organizations to seek support in implementing projects.

- An organization shall have a bank account in which all funds shall be deposited.

**9.2 sources of funds.**

- Money contributed by members.

- Money accruing from fundraising activities.

- Donation from donors.

- Government and its line ministries.

- Any other lawful sources.

- An organization shall have 2 signatories.

- Shall have its resource of funds.

**9.3 Bank account.**

- A bank account of an organization shall be opened with any bank in Zambia agreed upon by executive.

- Except as may otherwise be authorized by executive the chairman and 2 other executive members to be approved by the general membership shall be the signatories to the organization bank account at any material withdraw.

- In an event of an intention to withdraw money exceeding k90,000 the executive shall first approve that.

**Article 10. Meetings.**

* An organization shall be having its annual general meeting one a year, its quarterly meeting three times a year, its board meeting every Monday and its purposes meeting two times a week.

**Article 11. Elections.**

* Subject to the provision of this constitution the term limit shall be equal to 3 years.
* Elections shall be conducted in the general assembly in the presence of every member.
* An organization shall be having its elections every three years to choose its board members except the chairman which is not an electable position.
* Members of the committees shall be elected among board members only.
* The method of voting shall be through a secret ballot and the winner must have third of the general assembly.
* Handling and taking over of offices shall be done within 5 working days from the date of elections.

**Article 12. Amendments to constitution.**

* A member wishing to propose any amendment to this constitution shall give notice of such proposal by sending it to the secretary of the executive committee at least 2 months before the meeting of the general assembly.
* Upon receipt of such proposal, the secretary shall circulate copie of the same to all members.
* The motion shall be called off if not raised at a right time.
* An amendment shall be effected by a majority vote of two thirds of the members present but entitled to vote.

**Article 13. Dissolution.**

* In an event of an admission that the objectives of the organization have failed to be attained by two third of the registered members, any member may upon such a basis move a motion of dissolution during the general assembly.
* Subject to the provision of this constitution, the matter of dissolution shall only be effected if the motion is duly debated and carried by three quarters of registered members provided that the proposal to move such a motion shall have been included on the agenda.

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**Article 14. Disposal assets upon dissolution.**

* In an event of dissolution and after settlement of the liabilities of an organization, the general assembly shall appoint a care taker committee to dispose off the assets of an organization.
* Asset shall be disposed of upon noticed depreciating in storage.
* Assets shall be disposed of upon unforeseen circumstances, like in case of theft.
* Assets shall be disposed upon noticing that an asset is damaged.
* Assets to be disposed shall be included in a report then give a notice of disposal atleast 3 months before the general meeting.
* A priority shall be given to members first if an asset is disposed with intent to be sold then to the public with a written notice.

**Article 15. regulations/code of conduct for the staffs.**

Musa Community Development Sustainability Organization is an interdenominational humanitarian faith based charity organization.

* An organization shall consist of its 10 board members. - An organization shall have 3 committees, the human resource committee, the finance and audit committee and the disciplinary committee.
* An organization shall have a minute a minute taker to be writing minutes for the organization.
* An organization shall be having an annual general meeting once a year, its quarterly meeting 3 times a year, its management meeting every Monday and its purposes meeting twice a week.
* The organization shall be audited by its funders and reports shall be given to its funders every closing of the project.
* The term of office for the management position shall be 1 year, in an incidence a board member dies, leaves or resigns, elections shall be conducted by the general organization to choose who shall take up the position.
* An organization director shall hold all organization members accountable.
* Appointments of new staffs shall be approved by management after seeing all the requirements then finally to the director for the final approval.
* Every after 3 years an organization shall be having elections to choose its board members except the director which is not the electable position.
* A directed shall be accountable to the management and they shall impose a disciplinary action on him with no favor.
* An organization shall target remote based areas.i.e mulanshi, mwalushi, polo village, katekwe village, musa village, nsando village, onole village, kapilikisha village, chibo village and later it shall be extending into other areas and there community schools.
* Only Christians shall serve in the organization.
* No salary shall be given to its employers since its not for profit except the volunteer living allowance decided and approved by management shall be given to sustain their simple life.
* Every member shall be accountable to the organization and maintain confidentiality.
* Every member shall maintain integrity in the society.
* Every member shall be self-disciplined.
* Members of an organization shall by no means be in an affair.
* Team members shall maintain impartiality during their execution of duties regardless sex, race, gender, disability, religion, political affair.
* An organization shall by no means affected by the crime committed by its members.
* Any member found wanting shall be disciplined according to the code of conduct of an organization regardless the position held in the organization.
* All members shall be contributing to developmental projects in the area of operation.
* Unity shall be the priority to all members.
* No one with a criminal record shall hold a managerial position in the organization.
* All regions where the attention of the organization is need has to be reached by an means.
* All members willing to serve in the organization shall be interviewed by management and sworn in by the director.
* All members serving in an organization shall be free from alcohol, drugs and violent activities.
* 1 recommendation letter from the church and 1 from the village head man and a copy of NRC shall be required to serve in the organization.
* Introduction shall be told upon duty execution and the identification be provided.
* No individual shall be receiving funds and gifts on behalf of the organization except the prescribed person by management.
* No individual must claim sex, gifts, payment in exchange for the charity work.
* No person shall withdraw funds from the account of an organization without the approval of management unless urgent but with the approval of the director with 2 signatures from 2 signatories to be chosen by management.
* No gifts shall be given to a community member privately without the approval of management.
* An organization shall have its official letterhead for correspondences.
* In case of a sickness, a member shall be exempted from duties until cleared by the medical person or clinic.
* In case of a funeral of a member, relative of a member, an organization shall refrain from performing duties until burial.
* In case of vacation of a member, he/she must handover ther properties of an organization 2 days before leaving.
* All the members shall be politically neutral.
* An organization shall have its mobile lines for public inquiries and be given to a prescribed person by management.
* Any discussed shall be written in minute book by the minute taker.
* An organization shall have its asset register.
* In an incidence assets expires, get damaged or is needed to be disposed off, an asset manager shall write a report and present to the management for approval.

We the members of Musa Community Development Sustainability Organization do hereby adopt this constitution and agree to be bound by the terms contained here in above by countersigning on our respective names.

Board Members.

Name Nrc Mobile sign

Chipasha Keran 347136/43/1 0979605943. …………

Mulenga Josphine 323031/43/1 0966403268. …………

Nandazi Rose 416613/43/1 0977783793. …………

Mwape Kalaba 303601/43/1 0976165643. ………...

Mulenga Brian 311631/43/1 0971408218. ……….

Bwalya Shepherd 311630/43/1 0972360079. ………..

Pemba Shadrick 416514/43/1 NIL …………

Bwalya George 372693/43/1 0967399020. ………..

Mwape Christine 249322/18/1 0977295932 ………..

Bwalya Mutubila 249234/42/1 0777331056. ………..

Chisela Jonathan 323014/43/4 0972361204 …………