

# Forum for the Development of Young People



# Constitution

August 18, 2011

FORUM FOR THE DEVELOPMENT OF YOUNG PEOPLE (SIERRA LEONE CHAPTER), FREETOWN, SIERRA LEONE.



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## CHAPTER 1

### ARTICLE 1: PREAMBLE

Forum for the Development of Young People is a charity empowerment platform that seeks to motivate and produce young and inspiring individuals that are from deprived background. It came about as an answer to the many problems that young people face on their way to success. The founding members thought it fit that to help alleviate poverty and reach the status quo of a successful individual, one must possess the ability to speak out, motivate and inspire others. The greatest asset that an organisation will have is a group of people that will be able to explain to the world about how they have been touched by the organisation and how they wish to make the world a better place. Taking an instance from the quotation that says **“if you die and leave your generation the same way that you met them, you are a minus to that generation”**, the founding members which includes Victor Moinina, Murray Caesar Koroma, Abdul Karim Kamara, Sahid Dumbuya, Lucy Pajue, Juldeh Barrie, Isata Willie, Joan Michaels, and our school club members decided that they will make the change that is needed. In August 2011, this organisation started with Victor Moinina as the National Coordinator. The motive that we wish to attain at the end of the day is an inspired world with the young minds promoting the idea of making a change and **ensuring that truthfulness, steadiness and Godliness is enhanced in all the various facets of Live. Change is the only permanent instrument that humanity put across.**



## **ARTICLE 2: BACKGROUND INFORMATION ABOUT THE ORGANISATION**

Forum for the development of young people is a charity, empowerment platform that is working towards making a change in the lives of young people around the world.

### **ARTICLE 3: MOTTO**

Make a Change

### **ARTICLE 4: LOGO**

The logo signifies a new paradigm of unity, equality and love among young people.

### **ARTICLE 5: SLOGAN**

**BE A WORLD CHANGER**

### **ARTICLE 6: LOCATION**

- Sierra Leone



## CHAPTER 2

### **ARTICLE 7: AIMS AND OBJECTIVES**

- To promote gender equality as well as equality in education in Africa by fostering positive policies, practices and attitude towards young people which makes room for positive changes in our society.
- This organization was also established to contribute to peace, sustainable development, Poverty eradication, improved health and education, infrastructural development, Providing information technology tutorial, Student exchange programs, Cultural Diversity exchange, advocating for universal respect for fair justice, promoting the rule of law with regards to the fundamental human rights freedom which are affirmed by the people of the world without distinction to race ,sex, language or religion.
- Collaborate and aid in the work of advancing the mutual knowledge and understanding of young people particularly girls for public examinations such as the Basic Education Certificate Examination (BECE) and the West Africa Senior Secondary Certificate Examination (WASSCE) as this may be of utmost importance in promoting the free flow of ideas and completion of Junior and Senior education for them.
- To facilitate the innovation and propagation of new ideas, projects and platform for changes in the world. This will be earned through seminars, workshops, Debate Sessions etc.



## CHAPTER 3

### **ARTICLE 8: MEMBERSHIP**

Forum for development of young people membership shall carry with it the privilege to participate in every programme of the organization. One must become a member through application form.

One should be considered a full member of the organization after completing a month of attending meetings and abide by its rules and regulations.

### **ARTICLE 8(i): PROCEDURE FOR FULL MEMBERSHIP**

Subject to the rules and regulation between board members and the executive and other members. Individuals who are not members of forum may only be invited to apply for membership upon recommendation of a member of the organization.

A member of forum who is expelled from any committee of the organization shall automatically be pronounced dismissed from the organization by a 2\3 majority vote of the executive and board members.

A member who failed to abide by the rules and regulations of this constitution and the regulation of the executive is pronounced dismissed by 2\3 majority of members,

A member may resign their position by writing a letter and send to the board of directors and the executive.



## **ARTICLE 8 (ii): MEMBERSHIP CLASSIFICATIONS.**

1. Affiliate Members: NGOs, Private organizations and Civil society Organization are invited to affiliate with forum for empowerment of young women and girls, subject to the approval of their registration by their national committee, their logo , banners containing an official link to the website will be promoted on forum's website.

2. Full Members: All members shall be entitled to all political, economic and social privileges enshrined in the constitution and all rights expressly or implicitly created. These include:

1. The right to hold an executive office, exercisable only after appointment
2. Become member of the outreach team of the organization
3. Actively participate in the organization's functions which include leading of general meeting etc.
4. Receive birthday and farewell gifts and certificates.
5. Receive and wear identity reflecting full membership.

## **ARTICLE 8(iii): LOSS OF MEMBERSHIP**

A member shall loose his or membership on the following grounds:

1. Where the disciplinary committee recommend such dismissal
2. Where he/she decides to leave or resign can communicate so in writing.
3. Where he/she misrepresent the organization.
4. Where he/ she attempt to bring tribalism, nepotism, regionalism into the organization.
5. Where a member become negligent concerning the activities of Forum for the empowerment of women and girls.
6. As a result of death



7. Any other serious circumstances as may be so estimated and determined by the general membership, and subsequently brought before the disciplinary committee for review.

### **ARTICLE 8(iv): REGAINING OF MEMBERSHIP**

For a member who loses his/her membership through any of the reasons stated under loss of membership, that member must go through the entire procedure of membership again.

### **ARTICLE 9: RESPONSIBILITIES OF MEMBERS**

- The responsibility of the affiliate member is Voluntary, and can help to provide their expertise personnel and resources to Forum for empowerment of young women and girls. We work directly with their partners and also go on research with them; they are to work hand in hands with our members as directed by the executive.
- Full members have the following responsibilities:
  1. Consistent financial obligation to the organization.
  2. Members must always respect and obey their leaders and must be ready to carry out responsibilities delegated to them in the official capacity from time to time as may be expedient.
  3. Abstain from any activity detrimental to the general welfare of the organization such as drunkenness, abusive language, Fighting, misuse of office, making love advances towards beneficiaries of various projects etc.
  5. Enact any other obligation that may be determined, and that is in consonance with the aims and objectives outlined in this constitution.



## CHAPTER 4

### **ARTICLE 10: THE EXECUTIVE**

The Executive shall be acting under the authority of Forum and they shall be responsible for programs and activities adopted by the organization as well as the agenda for the programs and activities to be utilised by the board of Directors. The executive and their duties are as follows:

#### **THE NATIONAL COORDINATOR**

- He/she shall be the principal administrative head in the country
- He/she shall oversight in the entire administration of the organization
- He/she shall devote himself/herself to the activities of the organization which includes outreach, meetings, and any public function of the organization.
- Must coordinate and collaborate all the other regional offices of the organization. All the offices must endeavor to send their monthly report to the National coordinator.
- He/ she shall be signatory to the organization's account and shall preside over executive meeting and general meeting.
- He/ She is answerable to the entire Executive of the organization.

#### **THE ASSISTANT NATIONAL COORDINATOR**

\* He/she shall perform all the functions of the Coordinator when the Coordinator is absent.

\* He/she shall perform any extra duty assign to him/her.

\* If the Coordinator is male, the Vice Coordinator must be a female and Vice Versa.



## **THE FORUM SECRETARY**

- He/She is responsible for taking minutes of every meeting and disseminates all the vital information about the Forum to all the other members.
- Conveying meetings for the general membership and executive
- Highlighting and enhancing implementation of the various action plans that the forum wishes to undertake.
- He/she is answerable to the Members of Forum for the development of young People.

## **THE FINANCE OFFICER**

- He/ she is responsible for preparing budget, making receipt and handle the monetary affairs of the Forum.
- He/She will be working with the project planning officer for the preparation of the budgets needed for various projects.
- He/she shall be a signatory to the organisation's account.
- If the Finance officer is a male, the treasurer must be a female and vice versa.

## **THE TREASURER AND PETTY CASHIER**

- He / She shall be in charge of the petty cash box and must be ready to disburse petty cash duties when needed
- He/ she shall be the main collector monthly contributions from members
- He/ she present all financial report to the executive and later to the Finance officer.



- He/she shall be a signatory to the organisation's account.
- If the Treasurer is a male, the Finance officer must be a female and vice versa.

### **THE PROMOTER (ADVERTISER)**

- He/she shall be the mouthpiece of the Forum and must be in a position to articulate well about the organization.
- He/she will be in close contact with Partners, donors and with the school clubs.
- He/she will always be present at seminars, symposiums, conferences and meetings that the forum is invited to.
- He/she shall be the main speaker for various outreaches that the forum undertakes.

### **THE PROCUREMENT OFFICER**

- He/She will be responsible for purchasing all the stationeries, donation items of the organization.
- He/she shall be in control the store of the organization and is accountable to the forum about the items got.
- In any event whereby a donor wants to donate items to the forum, it is the duty of the procurement officer to prepare the total amount of items that will be needed.
- Must always work with the finance officer and project officer to prepare projects for the forum

### **THE PROJECT OFFICER**

- He/ she shall always write project proposal for the forum
- He/she will be in contact with sponsors and potential sponsors.



## **THE INFORMATION TECHNOLOGIST**

- He/she will in charge of all the computers and information technology items.
- He/she will teach IT to the beneficiaries from various communities.

- He/she will work with the National coordinator and the promoter for the production of documentaries and other media productions.

## **THE DISCIPLINARY OFFICER/WHIP**

- He/she shall be responsible for maintaining law and order during meetings
- He/she will be a part of the disciplinary committee and will ensure that all disciplinary measures decided upon by the executive is enforced.
- He/she will be responsible for levying fines and must make sure that the offender pays the fine

All positions apart from the National coordinator, asst. National coordinator, Finance officer and Treasurer have deputies and must be of the opposite sex.

## **ARTICLE 10 (i): THE BOARD OF DIRECTORS**

The board of directors and executive shall consist of 14 members and they are responsible for the entire forum for the development of young people affairs. The chief executive officer of the organization shall endorse the members of the executive after the general membership has elected them



## **ARTICLE 10 (ii): ELECTION**

In electing the members of the executive, one should endeavour to include persons competent in humanities, education, industry, technology and diffusion of ideas and qualified by their experience.

They must also possess the capacity to fulfill the administrative affairs and shall also give regards to the diversity of culture and a balance geographical distribution.

The elected executive shall serve for a term of two years and shall be immediately eligible for a second term but shall not serve consecutively for more than five terms. The general membership will have to vote for the executive members.

In the event of death or resignation of one of its members, the executive shall appoint from among the members concerned, a substitute who shall serve until the next session of election wherein 2/3 majority are present.

## **ARTICLE 10(iii): FUNCTION**

The executive shall frame and co-ordinate the management policies infrastructures and activities for all forum for empowerment of young women and girls committee. It will make decision on an amendment to proposals and curricular drawn up by the executive and assessed and submitted to the board member.



## CHAPTER 5

### **ARTICLE 11: MEETINGS**

The executive and members shall meet twice each month in ordinary session, it may meet in extraordinary, or on the call of the Coordinator, at each session the location of its next session shall be designated by the executive as this shall vary from time to time.

### **ARTICLE 12: RULES AND REGULATIONS FOR MEMBERS**

- I)** Each and Every member must be present for meetings and on time. Continuous lateness and absenteeism will attract a fine of Le 5,000 per day.
- II)** Members must pay their monthly contributions within the first two weeks of every month. If that is not paid, that member must pay a 5% increment in the contribution.
- III)** Members must desist from having any sexual relationship with any beneficiary. If found guilty, that member will lose his/her membership instantly.
- IV)** Love making within the forum is strictly prohibited except in cases wherein the people had been lovers before joining the forum. Anyone found making advances at more than 1 member in the forum will be suspended and could even lose his/her membership.
- V)** Members must possess a clean record and reputation at all times. Any member that has a criminal record with the police or any other authority will be suspended pending expulsion if proven guilty.
- VI)** Any executive member found in financial mismanagement, corruption, tribalism and nepotism will be expelled from the Forum.



**VII)** Duties given to members must be treated seriously and tactfully. If any member neglects his/her, he/she will be asked to leave the organization.

**VIII)** Anyone that disrupts meeting with unnecessary talking, making funny faces and gesticulating will pay a fine of Le5, 000. ALL PHONES MUST BE ON VIBRATION DURING MEETINGS OR YOU PAY LE 2,000 FOR DISTRACTION

**IX)** All members must endeavor to pay their contribution and on time for various outreach to locations that are not within their vicinity. If a member fails to pay the contribution, that member will not participate in that outreach which will attract suspension.

**X)** Any crime that deems punishment will be deliberated by the Forum in a special meeting conveyed by the disciplinary committee.

### **ARTICLE 12(i): RULES AND REGULATIONS FOR BENEFICIARIES**

**I)** Scholarships will be awarded to beneficiaries based on merit. Any beneficiary that fails to live up to expectation will have her scholarship withdrawn.

**II)** Any beneficiary that enters into a sexual relationship with any member will forfeit the beneficiary status from the organization.

**III)** Beneficiaries must be honest about the various project that they shall partake in. if any beneficiary is found wanting for cheating or fabrication, she will automatically lose the beneficiary status.

**IV)** Beneficiaries must ensure that the community benefits from the skills training that they have acquired that the impact will be felt by all.





- V) All scholar students will have to serve the forum upon completion of their academic pursuit. This will boost the non formal institution.
- VI) Results for the previous academic year should be presented to the forum to show that they are performing well in their institutions.
- VII) Interviews will be conducted for beneficiaries that have performed well in the non formal institution before they can start formal education.

### **ARTICLE 13: DISCIPLINARY COMMITTEE**

A committee, to be called a disciplinary committee, shall be selected to act in disciplinary investigations and actions by the president in consultation with the coordinator. The disciplinary committee shall be headed by the president and in his or her absence before the committee by the secretary general. In addition to the disciplinary committee chair, the committee shall be composed of two members selected from among the general membership.

It shall be the mandate of the disciplinary committee to:

1. Investigates and report findings to the executive and the general membership on cases of gross misconduct. Gross misconduct may include abusive utterances, fighting, and or any other act reasonably interpreted as gross misconduct by the committee.
2. Investigate cases of absenteeism, financial irregularities, and reckless or negligent exercise of responsibilities and abuse of office among other examples.

### **ARTICLE 13b: MODE OF DISCIPLINES**

The mode of discipline shall be suspension, fine or expulsion



## **ARTICLE 14: QUORUM**

A meeting or assembly can hold votes with the participation of 2\3 majority of members and executives, a minimum of 60% of members must be present at the meeting in order for vote to be passed, and if a quorum is not present another meeting must be announced and convened...

## **ARTICLE 15: REPORT**

Annual report shall be delivered by the Coordinator of the Forum periodically to the General Membership, on various developments ,regulations and statistics relating to education, technology ,health, gender equality, culture and it institution.

## **ARTICLE 16: AMENDMENTS**

Proposal for amendment to this constitution shall become effective upon receiving the approval of the board of directors and the executives by a 2\3 majority vote provided ,however that those amendment which involve fundamental alterations in the aims of forum for empowerment of young women and girls or new obligations for the committee. Amendment shall be communicated by the chairperson to the chief executive officer of forum for empowerment of young women and girls at least 6 six month in advance of their consideration.

**This constitution has been brought into force on the \_\_\_\_\_ by a majority vote of the executive and board of directors.**

