

**CONSTITUTION**

**OF**

**FOCUS FOR YOUTH, WOMEN AND CHILDREN ORGANIZATION  
(FYWCO)**

**September, 2019.**



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## **PART I: PRELIMINARY**

### **ARTICLE 1: Name of the Organization**

The name of the Organization shall be **Focus for Youth, women, and children Organization(FYWCO)**.

### **ARTICLE 2: Interpretation**

Unless the context otherwise requires in this Constitution: -

“**Act**” shall mean the Non-Governmental Organizations Act, No. 24 of 2002 as amended from time to time;

“**Organization**” shall mean Focus For Youth, women and children Organization

“**Board**” shall mean Board of Directors of the Organization;

“**Registrar**” shall mean the Registrar of Non-Governmental Organization;

“**Office Bearers**” shall mean Chairperson, Executive Secretary and Treasurer;

### **ARTICLE 3: Preamble**

We, the members of focus for youth, women and children organization (FYWCO) witnessed the presence of various problems which were highly need to be solved insufficient and inequality attainment of skillful education toward emancipating poverty is the great challenge for the targeted group that is youth women and children

. the demand of right and dignity for women also is the obstacle toward the society that the organization need to emancipate them to attain their right. Also, to promote high quality livelihood and related services in order to ameliorate the lives of the youth, women, children and people of different ages in Tanzania.

We, the Founders of the Organization have agreed to form this Organization for the purpose of realizing our responsibilities toward the development of youth, women and children.

### **ARTICLE 4: Registration**

The Organization shall be registered as a Non-Governmental Organization under the Non-Governmental Organizations Act, No. 24 of 2002 as amended from time to time.



## ARTICLE 5: Head Office

The head office will be based at Arusha District, Arusha Region, Muriyet Ward, Mlimani Village, P.O. Box 1855, Arusha, Tanzania.

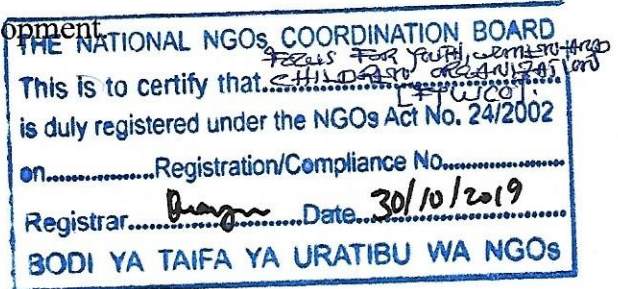
## ARTICLE 6: Area of Operation

The Organization shall operate in Tanzania Mainland.

## PART II: VISION, MISSION AND OBJECTIVES

### ARTICLE 7: Vision Statement

The vision of the organization an empowered local community that is youth, women and children to achieve their potential toward sustainable development.



### ARTICLE 8: Mission Statement

The mission of the organization aim to develop local community through access the affordable, quality of life on education services, defeating poverty, environmental conservation, health interventions, livelihood development and to achieve social justice and dignity among the underserved targeted that is youth women and children group in Tanzania.

### ARTICLE 9: Objectives

The objectives of the Organization are set up as follows:

- i. Promoting improved health conditions of Youth women and children
- ii. Advancement of mentoring education and sensitization of the youth, women, children and people of different ages..
- iii. Enhancing improved livelihood of the youth, women, children and people of different ages in the communities
- iv. Promoting inclusive education for accessibility of education to youth, women, children and people of different ages.

### PART III: MEMBERSHIP AND TYPES OF MEMBERS

#### ARTICLE 10: Membership

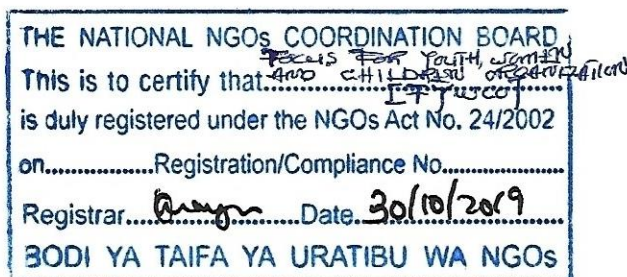
Membership to the Organization shall be voluntary and open to any Tanzanian who has attained the age of 18 years and above, of sound mind and who is ready to join hands in supporting and promoting the vision, mission and objectives of the Organization.

#### ARTICLE 11: Types of Members

1. **Founder Members:** These are the members who made the initiative to establish this Organization;
2. **Ordinary Members:** These are members who join the Organization after its establishment;
3. **Honorary Members:** Are those members who shall be awarded such membership by the Organization due to their positive contributions to the community and Organization objectives.

#### ARTICLE 12: Rights and obligations of Members

1. To elect/vote and be elected/voted in the leadership of the Organization except for honorary members;
2. Right to be heard;
3. To attend General Meeting;
4. Participate in all Organization activities as he/she may be required to do so;
5. Receiving information of the Organization progress by any means of communication.
6. To pay fees that is prescribed by the General Meeting;
7. To attend all meetings that requires his/her presence;
8. To participate in all the activities of the Organization as planned;
9. To keep secret all matters and decisions of the Organization.



### **ARTICLE 13: Cessation of Members**

Members shall cease if any the following happens-

1. By resignation;
2. Expulsion for misbehavior, failure to adhere to Organization's resolutions and this Constitution;
3. Failure to attend three consecutive General Meeting without reasonable information;
4. Incapability to perform his/her obligations due to mental disorder;
5. Failure to pay subscription fees for 1 year;
6. Death.

## **PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP**

### **ARTICLE 14: Chairperson**

There shall be Chairperson of the Organization who;

1. Shall preside over General Meeting of the Organization;
2. Be the spokesman for the Organization;
3. Shall be a signatory to the bank account and other documents of the organization.
4. Shall be the overseer of the Organization's daily activities.
5. Shall implement the policies of the Organization;
6. Shall represent Focus For All when signing agreements on behalf of the Organization;
7. Shall supervise the heads of departments and projects;
8. Shall promote Focus For All and ensuring is in good relations with the stakeholders, community and Government;

### **ARTICLE 15: Executive Secretary**

There shall be Executive Secretary of the Organization who;

1. Shall be competitively recruited by the Board of Directors on an open contract and to submit them to the General Meeting for approval;
2. Shall call meetings in consultation with the Chairperson;
3. Shall arrange schedule of duties in the office;



4. Shall receive all letters including application letters from new members and to submit them to the General Meeting for approval;
5. Shall keep all documents of the Organization;
6. Shall be a signatory to the Organizations bank account;
7. Shall keep records of all assets of the Organization.
8. Shall be head of the Secretariat and shall oversee daily activities of the Organization including:-
  - a) Approving all financial disbursements;
  - b) Coordinate the running of day-to-day activities;
  - c) Reporting quarterly on all activities to the Board of Directors.

#### **ARTICLE 16: Treasurer**

There shall be Treasurer of the Organization who;

1. Shall be competitively recruited by the Board of Directors on an open contract and to submit them to the General Meeting for approval;
2. Shall receive and keep all the money in the bank account of the Organization;
3. Shall prepare the annual budget and estimates of the Organization to be presented to the General Meeting;
4. Shall keep all records of assets, records of accounts and books of account;
5. Shall prepare financial records of statements of income and expenditure and submit the said documents together with audited report to the General Meeting;
6. Shall be a signatory to the bank account.
7. Shall present accurate, timely and high quality financial information and reports to the Board of Directors, management and stakeholders;
8. Shall monitor financial outcome against the budget on a monthly basis and take appropriate actions;
9. Shall facilitate the annual audits and strive to achieve unqualified/clean audit reports;
10. Shall keep abreast of any changes in financial legislation and regulations affecting the Organization;
11. Shall ensure adequate insurance to cover assets and liabilities;
12. Shall keep assets register and all inventories.
13. Shall ensure financial transparency of the organization;



#### **ARTICLE 17: Election and term of leadership of office bearers**

The office bearers of the Organization shall be elected by the General Meeting among the members and hold office for a period of 3 years and may be re-elected for another term of 3 years.

### **PART V: BOARD OF DIRECTORS**

#### **ARTICLE 18: Establishment of the Board of Directors**

1. There are shall be a Board of Directors composed of the Chairperson, Executive Secretary, Treasurer and other  $\frac{3}{4}$  members appointed by General Meeting;
2. Members of the Board shall hold the office for a period of 3 year and may be re-appointed for another term of 3 years.
3. The Chairperson of the Board shall be elected by the General Meeting among Board members while the Chairperson of the Organization shall be Secretary to the Board;
4. Board of Director shall hold the meeting twice a year or at any time in case of emergency;
5. Quorum shall be  $\frac{2}{3}$  of the Board members.

#### **ARTICLE 19: Functions and Duties of Board of Directors**

1. To make Rules and Regulations;
2. To protect and advance the image of the Organization;
3. To recruit staffs;
4. To participate in developing Organization's Strategic plans;
5. To appoint auditor(s);
6. To convene projects to be carried out by Organization, conduct or cause to be conducted feasibility studies for such project and submit the same for approval by the General Meeting;
7. To form different committees of the Organization where necessary.
8. Shall participate in the fundraising of the organization.

## **PART VI: GENERAL MEETING**

### **ARTICLE 20: Composition of General Meeting**

1. General Meeting shall be a supreme organ of the Organization composed of all members of the Organization;
2. The decisions in this meeting shall be by majority vote of members attended the meeting.

### **ARTICLE 21: Powers/function of the General Meeting**

1. Discuss new members for admission and discipline and expel members;
2. Discuss and approve annual budgets, plans, physical and financial implementation reports;
3. Amend the Constitution;
4. Electing office bearers of the Organization;
5. Approve issues originated from the Board of Directors;
6. To appoint Board of Directors.

### **ARTICLE 22: Annual General Meeting**

1. There shall be Annual General Meeting of the Organization held once a year;
2. Notice shall be given to all members 28 days before the meeting;
3. Quorum shall be 2/3 of members.

### **ARTICLE 23: Extra-Ordinary General Meeting**

1. The Extra-Ordinary General Meeting shall be held whenever there is an emergency;
2. Notice shall be given to all members 7 days before the meeting;
3. Quorum shall be 2/3 of members.

## **PART VII: FINANCIAL MANAGEMENT, CONSTITUTIONAL AMENDMENT, DISSOLUTION AND CONFLICT RESOLUTION**

### **ARTICLE 24: Financial Year**

The financial year of the Organization shall be between 1<sup>st</sup> January and 31<sup>st</sup> December of the calendar year.

### **ARTICLE 25: Sources of Funds**

The sources of funds for the Organization shall be-



1. Entry and annual fees;
2. Fundraising;
3. Legal gifts from friends and communities;
4. Grants, donations;
5. Income generating activities.

#### **ARTICLE 26: Uses of Funds**

Funds however obtained shall solely be applied towards the promotion of the objectives of the Organization.

#### **ARTICLE 27: Bank Account**

There shall be a bank account opened in the name of the Organization. The office bearers shall be the signatories of the Bank Account of the Organization. For any transaction to be effected there must be signatures of two signatories among the three signatories.

#### **ARTICLE 28: Constitutional Amendments**

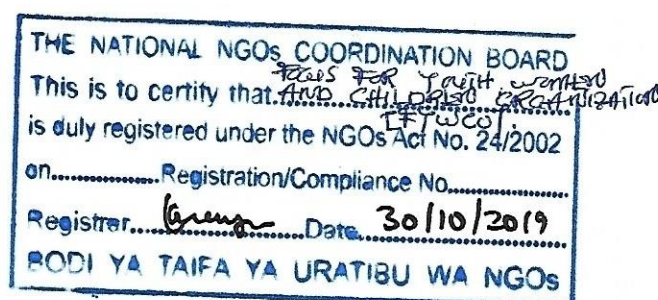
Any part, clause of this Constitution may be removed, added or amended by the General Meeting by the majority vote of eligible voters held for that purpose.

#### **ARTICLE 29: Dissolution**


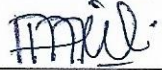



1. The Organization may be dissolved by resolution passed at the General Meeting, by at least a two thirds majority of members eligible to vote or by operation of law;
2. In the event Organization is dissolved, all assets remain after payment of debts shall be transferred to another Non-Governmental Organization registered under the Act with Similar objectives with this Organization.

#### **ARTICLE 30: Conflict Resolution**

1. Whenever arises a conflict within the Organization; the Board will be responsible to settle the dispute;
2. If the Board fails to handle the dispute, the matter will be referred to the General Meeting.



### LIST OF FOUNDER MEMBERS

No	NAME	SEX	NATIONALITY	POSITION	PHONE NO.	SIGNATURE
1.	James MazikuHaruna	M	TANZANIAN	Chairperson	0713200398	
2.	MasungaMussa Masunga	M	TANZANIAN	Executive Secretary	0785998817	
3.	Hubert Abdul Bango	M	TANZANIAN	Treasurer	0624578817	
4.	Joscky Julius Balua	M	TANZANIAN	Member	0715137616	
5.	Husna Mohamed Lungo	F	TANZANIAN	Member	0620261685	

### BEFORE ME:

NAME: Juliana Japhet Mono,

ADDRESS: P.O. Box 1486, ARUSHA.

SIGNATURE: 

QUALIFICATION: NOTARY PUBLIC & COMMISSIONER FOR OATHS

