

Constitution of
YOUTH HELP SIERRA LEONE
YOH-SL



Motto: Empowering Disadvantage Community.

Constitution of Youth Help Sierra Leone (YOHSL)

PREPARED BY:
YOHSL Executive Committee

No: 47 Back of Sesay Street, Makeni City.
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Sierra Leone, West Africa



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Social Media:

Registration Status: Non-Governmental Organization (NGO)

This constitution shall be liable for amendment if 2/3 majority of the YOHSL executive Committee agrees to the amendment of a particular clause or the entire constitution.



Website



Twitter



LinkedIn

Approved by the Board of Directors 31December 2018 Back off Sesay Street Makeni.

PREMEABLE:

In the midst of poor rural communities that are plagued with chronic poverty, malnutrition, low literacy rate, very limited socio-economic opportunities and social services, Youth Help Sierra Leone seek to provide opportunities that will improve the living standards of women, youths and the community people; especially high risk youths and other vulnerable groups, through agricultural productivity, vocational and life skills training, and income generating activities. Youth Help Sierra Leone will engage actively in promoting gender equity for the enhancement of a peaceful prosperous and sustainably developed nation of Sierra Leone.

Youth Help Sierra Leone is aware that sustainable developments is achievable where people peacefully co-exist and are totally involved in the design and implementation of programs and project that benefit the population.

Youth Help Sierra Leone is committed towards the achievement of a sustainable development goal; such as the eradication of hunger and extreme poverty, promotion of gender equality, empowering women and youths and by promoting global partnership for development. Youth Help Sierra Leone is committed to utilize people's natural resources effectively in a dynamic manner that account for good governance, accountability and transparency. Youth Help Sierra Leone aim to transform the talent and energies of the young people in Sierra Leone into expertise of production and productivity that embraces economic development in all spheres' of human development throughout Sierra Leone

Youth Help Sierra Leone is committed and determined to promote government policies on food security drive in Sierra Leone and more particularly in our operational areas of direction, engage activities.
rural people especially in economic, social and recreational

Youth Help Sierra Leone is committed to deliver appropriate developmental activities; vocational education and training to foster sustainable standard of living for the people of Sierra Leone.

1. NAME :

Youth Help Sierra Leone is a youth led organization, established since 2018. The organization was conceived on account of the terrible situation youth encountered in the Bombali district. Many of whom are involved in crime act and drug abuse as a means of sustaining their livelihood; with no trace of what the future holds.

Our aim is to improve their condition and create a perfect solution to a bright future for those youth in the district, through by providing skill development programs and education,

2. The Legal Nature of the Organization:

The organization is registered with the Ministry of Social Welfare, Gender and Children's Affairs (MSWGCA), Ministry of Agriculture Forestry and Food security (MAFFS), City Council, and the Bombali District Councils. The Organization shall be non-profit making, non-partisan and non-religious denominational.

3. Headquarters

The organization shall have its head office in the Bombali District, which is in the northern region of Sierra Leone; any expansion and/or additional offices shall be determined by the board of directors at an annual general meeting

4. Areas of Operation

The organization shall mainly operate within the territories of Sierra Leone, until otherwise approved by the board of directors to operate outside Sierra Leone, like Guinea and Liberia, in the future, when the need arises.

5. Date Founded: 23 December, 2018

6. Mission Statement:

Youth Help Sierra Leone is committed to promoting and facilitating youth attachment to society and community, increasing developmental opportunities for youth and promoting their well-being, ameliorating risk-factors and providing protective conditions for youth "at risk" and promoting public awareness of youth issues.

7. Vision Statement:

The vision of Youth Help is for every youth to have the opportunity to build their own livelihood in a sustainable economy by adding value to their daily lives through self-discovery.

8. Our Core Values:

1. To operate with integrity, honesty, truthfulness and conscience.
2. To safeguard the public trust.
3. To demonstrate concern for the interest of those affected by its actions.
4. Treat all people with dignity and respect.
5. Value privacy and freedom of choice.
6. Foster cultural diversity and equality.
7. Adhere to the spirit and letter of applicable laws and regulation

9. Our Objectives:

1. To create a wide range of developmental opportunities for youth of Sierra Leone and Bombali District.
2. To provide youth with skills and abilities to succeed in life.
3. To provide a safe, supportive and fun environment for our youth.
4. To establish a permanent facility for the youth in Sierra Leone.
5. Support youth to become better citizens, with greater respect for rule of law and improved social and communication skills.
6. Work in partnership with local and international organizations to advocate for human rights and protection of vulnerable groups, especially women and children.
7. Promote sustainable livelihoods for communities through outreach, mentoring, research, vocational education and training; and life skills training programs.
8. Empower youth to apply acquired skills both to raise the productivity of their livelihood and to open up access to wider information so as to improve their well-being.

10. Program Focus:

Youth Help Sierra Leone shall be focused on the following thematic Areas:

1. Development
2. Child protection and social welfare
3. Psychosocial counseling
4. Human rights and good governance
5. Food security
6. Cross cutting issues (gender and Disability)
7. Advocacy
8. Relief
9. WASH (Water Sanitation and Hygiene)
10. Skills development Training (SDT)
11. Research

11. Composition of Youth Help Sierra Leone Executive Committee:

The executive committee of YOHSL shall constitute of the following positions:

- (a) Chairperson
- (b) Deputy Chairperson
- (c) Secretary

(d) Deputy Secretary (e) Treasurer (f) Public Relations Officer (g) Educational Development Coordinator (h) Agricultural Development Coordinator (i) Economic Development and Fundraising Coordinator (j) Research Coordinator

The Duties and Functions of the Organization Executive Committee Office Bearers:

12.1 Chairperson of Youth Help Sierra Leone

- The National Chairperson shall be responsible for the monitoring and evaluation of all committees of the organization in consultation with the board of directors.
- She/he shall also be responsible to chair the meetings of all chairpersons of the various committees and submit all the recommendations of the committees to the Executive Committee for final approval.
- S/he shall also perform other functions as delegated by the Executive Committee of the Organization.

12.2 Deputy Chairperson

- The Deputy National Chairperson shall be responsible to perform all the duties of the National Chairperson in his/her absence.

12.3 The Secretary

- The Secretary shall be responsible to keep all the records of the organization.
- S/he shall be responsible to issue agendas of all the meetings of the organization.
- S/he shall be responsible to take minutes of the organization.
- S/he shall be responsible to call the meetings in consultation with the Chairperson.

12.4 The Deputy Secretary

- The Deputy Secretary shall be responsible to perform all the necessary functions of the Secretary in his/her absence.

12.5 The Treasurer

- The Treasurer shall be responsible for all accounting records of the organization.
- S/he shall be responsible for financial management of the organization.

12.6 The Public Relations Officer

- The Public Relations shall be responsible for the media briefing about programs /projects of the organization.

- S/he shall be responsible to speak on behalf of the organization as instructed or authorized by the Executive Committee as per his/her duties.

12.7 Educational Development Co-coordinator

- The Educational Development Coordinator shall be responsible for the development of all education activities, including vocational and life skill training centers within Sierra Leone.

12.8 Agricultural Development Coordinator

- The Agricultural Development Coordinator shall be responsible for the development of all agricultural activities within all YOHSLS' operational areas.

12.9 Economic Development and Fundraising Coordinator

- The Economic Development and Fundraising Coordinator shall be responsible for all local economic development activities; including income generating businesses programs and village saving and loan scheme within Youth Help Sierra Leone communities of operation.
- S/he shall be responsible for the fundraising/ donating of all funds.

12.10 Research Co-coordinator

- The Research Coordinator shall be responsible for coordinating the development of research proposals, data collection, analyzing; and facilitating the publication of research results and findings.

12. Board of Director

There shall be a board of directors composed of three women and three men, they will be appointed by the Youth Help Sierra Leone Executive Committee. The tenure of office of appointed board members shall be for a period not exceeding 4 years. A board may be eligible for the appointment on the expiration of his/her term of office. Disability or death among members of the Board shall be filled on temporary basis by any of the honorary members.

13.1 Duties of Board of Directors

- Determine the company's vision and mission to guide and set the pace for its current operations and future development.
- Determine the values to be promoted throughout the company.
- Determine and review company goals.
- Determine company policies
- Regularly attends board meetings and important related meetings.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Be an active participant in the committee's annual evaluation and planning efforts. Participates in fund raising for the organization (nonprofit only).
- Review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks relating to the company.
- Determine strategic options, select those to be pursued, and decide the means to implement and support them.
- Determine the business strategies and plans that underpin the corporate strategy.
- Ensure that the company's organizational structure and capability are appropriate for implementing the chosen strategies.

13. Membership

The Youth Help Sierra Leone membership is open to all Sierra Leoneans, non-citizens with no discrimination regarding race, sex, color, or nationality, and local and international organizations. And with no registration fee or monthly contribution, which shall be determined from time to time by the organization's executive body.

14. Powers of the organization:

- The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number (2) of this section. Its activities must abide by the law.
- The management committee have the power and authority to raise funds or to invite and receive contributions.
- The management committee does, however, have the power to buy, hire or exchange the organization's asset to in order to achieve its objectives.
- The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership
- Organizations will decide on the powers and functions of office bearers of the organization.

15. Income and property

- The organization will keep accurate record of all assets.
- The organization may not give any of its money or property to its members or office.
- Bearers, the only time it can do this is when it pays for work that a member or office Bearer has done for the organization.
- The payment must be a reasonable amount for the work that has been done.
- A member of the organization can only get money back from the organization for expenses that she or he has paid for or on behalf of the organization.
- Members or office bearers of the organization do not have rights over things that belong to the organization.

16. Finance

- The Finance manager shall be an accounting officer and shall be appointed at the annual general meeting.
- The duty of the finance manager (FM) is to audit the finances of the organization is to manage the day to day financial activities of the organization.
- The FM shall arrange for all funds to be deposited into a bank organization's bank account. The treasurer must also keep proper records of all the finances.
- Whenever funds are taken out of the bank account, the chairperson and at least one, the signatory of the organization must sign the withdrawal slip.
- The financial year of the organization ends on the 31st December, each year.
- The organization's accounting records and reports must be ready and handed to the Director of YOHSI within six months after the financial year end.
- If the organization has funds that can be invested, the funds may only be invested with registered financial institutions. Where the organization can get securities that, those institutions are a licensed stock exchange as set out in the Stock Exchange Control Act

17.1 Expenditure

The Governing Board shall not authorize expenditures to exceed five Million Leone (Le5,000,000) without the approval of the majority of the members present at a meeting

17.2 Sources of Funding

The organization's source of revenue shall be from:

- Donations, Grants, and trusts
- Membership and subscription fee
- Sale of agricultural produce
- Board of directors contributions
- Development Funds

17.3 Bank Account

Bank account(s) of the organization shall be opened with any credible bank in Sierra Leone agreed upon by the Board of Directors. The same members may further decide on such other financial institutions deemed fit.

Except as may otherwise be authorized by the Board of Directors, the following Executive Committee members shall each, be signatories to the organizations bank account(s) at any material time for withdrawal.

- (a) The Chairpersons.
- (b) The Secretary
- (c) The Treasurer.

In the event of an intention to withdraw money exceeding Le 500,000 or its equivalent, 2/3 of the Executive Committee shall have to first approve such.

Unless as may otherwise be authorized by the Board of Directors and Executive Committee, the Finance Manager shall not keep in either his official or personal custody any organization money received or not spent for a period exceeding five working days.

17. The Organization Seal/Stamp

There shall be a seal and/or stamp for the organization the design of which shall be approved by the board of directors and the Executive Committee. The seal or stamp shall be kept by the chairperson/Executive director and the Secretary of the organization and shall be used by the chairperson and or the Executive Committee to authenticate the official documents of the organization or documents to which the organization is party by its duly authorized officer(s).

18. Appointment of Administrative Support Staff:

The Organization shall appoint its administrative staff in order to make sure that the aims and objectives of the organization are achieved efficiently and effectively as per performance contracts as well as performance agreements.

The following staff members shall be appointed as administrative support officials of the Organization: The Chief Executive Officer, the Executive Director, Financial Manager, Logistic Officer, Human Resource Officers, admin officer, Youth Empowerment Officer Project Manager.

The above mentioned staff must be responsible and accountable to the chief Executive officer organization for all performances of the organization.

19. Annual General Meeting:

The annual general meeting of Youth Help Sierra Leone shall be held in each and every November of the financial year in a place/venue to be determined by the board of directors. There shall be submissions of financial statements, reports by all members of the Executive Committee as well as Senior Management. The reports shall comprise of progress, failures as well as challenges faced by the Organization to achieve its goals, aims and objectives.

The annual general meeting must be held once every year, towards the end of the organization's financial year. The organization should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Document attendees and note apologies and absentees.
- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report.
- Treasurer's report.
- Add or delete any significant changes to the constitution.
- Elect new office bearers.
- Any other business
- Close the meeting/vote of thanks

20. The Disciplinary Procedures:

The members of the Youth Help Sierra Leone Executive Committee will abide by the rules of the organization. Should any member of the Executive Committee violate the constitution, s/he shall face the disciplinary measures in terms of the provisions relating to disciplinary enquiries which shall be developed from time to time.

The Disciplinary Committee of the Organization shall comprise of the following members: the Chairperson, the Secretary, the Deputy Chairperson and the Deputy Secretary.

The member of the Executive Committee is entitled to appeal within the period of five days if s/he is not satisfied with the decision of the Disciplinary Committee. The rules of the natural justice such as audi alteram partem rule and nemo guide in sue cause and the rule of law shall be taken into consideration during disciplinary enquiries/ matters.

Each member of the Executive Committee facing disciplinary allegations shall be given an opportunity to submit his/her representation as to why he/she should not be suspended or dismissed.

21. Dissolution of the Organization

- In the event of an admission that the objectives of the organization have failed to be attained by two thirds of the registered members, any member may upon such a basis move a motion of dissolution during the General Assembly.
- Subject to the provisions of this Constitution, the matter of dissolution shall only be affected if the motion is duly debated and carried by three quarters of the registered members provided that the proposal to move such a motion shall have been included on the agenda.
- In the event of dissolution and after settlement of the liabilities of the organization, the board of directors shall appoint a caretaker committee to dispose of the assets of the organization in a manner to be determined by the board of directors and the General Assembly.
- If the organization shall decide by a simple majority at any time that the organization shall be dissolved, the committee shall arrange for a General Meeting of the members of the Organization to be convened specifically to consider the issue of dissolution. No less than 21 days' notice of the proposal to hold such a meeting and the terms of the resolution shall be sent by the Secretary to each member of the organization.
- The organization shall be dissolved on the vote of a simple majority of those members of the organization who are present and who vote at such a meeting and shall thereafter have power to dispose of any assets held by or in the name of the organization. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given, or transferred to other such charitable institution or institutions having objects similar to the objects of the organization as the General Assembly may determine.

22. **Amendment of the Constitution:**

The majority of the Executive Committee is entitled to amend the Constitution of the Organization if the 2/3rd majority of the Executive Committee agree to the amendment of a particular clause or the entire 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 two months before the meeting of the General Assembly.

On receipt of such proposal, the secretary shall circulate copies of the same to all members. An amendment shall be affected by a majority vote of two thirds of the members present but entitled to vote.

23. **Interpretation of the Constitution**

Any dispute arising out of the interpretation of this constitution that may fail to be settled by the Executive Committee or the assembly shall be referred to a group of five competent and eminent persons to be appointed by the General Assembly. In this constitution unless the context otherwise requires, any references to the male sex includes the female sex.

24. **The Approval of the Constitution:**

The Constitution of Youth Help Sierra Leone was officially approved and signed by three members of the Executive Committee of the organization in the Bombali district, Makeni on the day of 23rd December. 2018.

<u>Aliemu Jalloh</u> EXECUTIVE DIRECTOR		<u>31/12/2018</u> Date
<u>Fatmata Jarie Bah</u> FINANCIAL SECRETARY		<u>31/12/2018</u> Date
<u>Jeneba Sillah</u> CHAIRPERSON		<u>31/12/2018</u> Date

