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| **THE**  **CONSTITUTION**  **OF**  **THE “LUBUTO SUSTAINABLE DEVELOPMENT”**  **(LUSDEV)**    **ORGANISATION**  Motto: ***“Shading more light on sustainable development”.*** |

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**PART 1: THE ORGANISATION**

**1.1 Name:**

The name of the Organization shall be “Lubuto Sustainable Development” (LUSDEV) (hereinafter referred to as “the Organisation”). It shall be a National Non-Governmental and Non Partisan organisation which shall be based in Northern Province. It intends to expand its operations to the rest of the country in the near future as the organisation grows.

**1.2. The Constitution:**

This document is the constitution of **“**Lubuto Sustainable Development” (LUSDEV) (hereinafter referred to as “the Organisation”).

**1.3. Motto**

The motto of “Lubuto Sustainable Development” shall be: *“shading more light on sustainable development”.*

**1.4. Mission Statement**

*“To educate different communities on sustainable development”*

**1.5. Registered office**

The registered head office for LUSDEV will be in Kasama Northern province of Zambia.

**1.6. Physical Address**

Nsama Fisheries Compound

Nsama District

C/o Post Box 0006

Nsama

Northern Province

**PART 2: AIMS AND OBJECTIVES**

**2.1. Aims and Objectives**

The Organisation shall be a non-profit making community based with the following aims and objectives:

1. To advocating for sustainable development practices.
2. To promote sustainable management of natural resources e.g Forestry, Fish and wildlife.
3. Train pupils, women and youths in sustainable development
4. Promote Green energy
5. Train cooperatives in sustainable agriculture
6. To plant 10,000 trees or more annually
7. To advocate enhance provision of adequate safe water and good rural sanitation.
8. To advocate, Promote and enhancing food security.
9. To advocate and promote quality education and health facilities in the rural area.
10. To Promoting sustainable agriculture and domestic tourism to improve standard of life in the rural areas.
11. To promote awareness on climate change
12. To promote renewable and alternative energy, Climate change and environmental protection policies.

**2.2. Sectors of Operations**

1. Agriculture and Tourism
2. Climate Change, Environment Protection and Tourism
3. Community development, Health and Nutrition
4. Education, Technology and Innovations
5. Entrepreneurship and Empowerment
6. RDA
7. House of Chief

**PART 3: ORGANISATION GOVERNANCE**

**3.1. The Board**

LUSDEV shall be monitored and supervised by the Board comprising of 7 members that include the following:

1. Board chairman
2. Vice Board Chairman
3. Board secretary
4. Vice Board Secretary
5. 3 board members

**3.2. Duties of the Board**

1. To monitor policy implementation
2. To advise the Executive Committee on good management systems of the organisation
3. To Discipline erring executive members in accordance with disciplinary procedures
4. The Board chairman shall be also the spokesperson for the orgnisation.

**3.3. Administration and Management Of The Organisation**

1. The Organisation shall function through a Management Committee, consisting of not less than seven and not more than twelve members.
2. Members of the Management Committee shall be approved by the BOARD at an Annual General Meeting or other meeting called for the purpose.

**3.4. The Executive Committee shall be responsible for:**

1. The implementation of the aims and objectives of the Organisation.
2. The proper administration of the funds of the Organisation.
3. Constituting the Board
4. The Management Committee shall have the right to co-opt any person or persons, to set up sub-committees for any specific purpose and to this end the Management Committee shall have the right to delegate such of its own powers to a sub-committees.
5. The Management Committee shall reserve the right and powers to terminate the contract of any erring Management Committee member or subcommittee member

**3.5. Office Bearers**

LUSDEV shall be managed by an Executive Committee comprising of the following 7 office bearers.

1. Executive Director
2. Deputy Executive Director
3. General Secretary
4. Deputy General Secretary
5. Director Agriculture and Rural Development
6. Director Climate and Environment Protection
7. Director Community Development, Health and Nutrition
8. Director Finance, Entrepreneurship and Empowerment

**3.6. Organisation chart**

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| **BOARD** |

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| **Executive Director** |

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| --- |
| **Deputy Executive Director** |

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| --- |
| **General Secretary** |

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| --- |
| **Deputy general Secretary** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Director-**  Agriculture and Rural Development | **Director-**  Climate and Environment protection | **Director-** Rural Infrastructure. | **Director -**  Finance, Entrepreneurship  and Empowerment |

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| --- |
| **District Coordinators** |

**3.7. Duties of Office bearers**

**3. 7.1. Duties of the Executive Director**

The Executive Director shall have the following functions:

1. Be the principle spokesperson of LUSDEV
2. To oversee all LUSDEV activities and programs
3. To preside over meetings of the Executive Committee.
4. To initiate any policy for consideration by the Executive Committee.
5. Work hand in hand with Government institutions and other cooperating partners.

**3.7.2. The Deputy Executive Director**

**Duties of the Deputy Executive Director**

The deputy Executive Director shall have the following functions:

1. Be the deputy principle spokesperson of LUSDEV
2. To assist the Executive Director to oversee all LUSDEV activities and programs
3. To preside over meetings of the Executive Committee in the absence of the Executive Director.
4. To initiate any policy for consideration by the Executive Committee.
5. Carry out any other tasks as may be assigned by the Executive Committee.

**3.7.3 General Secretary**

**Duties of General Secretary**

The duties of the General Secretary shall be to:

1. Act as Executive Director of LUSDEV in the absence of the Executive Director and Deputy Executive Director
2. Carry out the functions of LUSDEV as may be directed by the Executive Director and/or the Executive Committee.
3. On behalf of the Committee, oversee the functions of LUSDEV;
4. Prepare and keep minutes of meetings of the Executive Committee.
5. Give notice and prepare agenda of all meetings
6. Keep stock of and maintain all the inventory.
7. Handle all correspondence and call for meeting in consultation with the Executive Director.

**3.7.4 Deputy General Secretary**

**Duties of the Deputy General Secretary**

The duties of the General Secretary shall be to:

i. Act as General Secretary of LUSDEV in the absence of the General Secreatry

ii. Carry out the functions of LUSDEV as may be directed by the Executive Director and/or the Executive Committee.

iii. On behalf of the Committee, oversee the functions of LUSDEV;

iv. Prepare and keep minutes of meetings of the Executive Committee.

v. Give notice and prepare agenda of all meetings

vi. Keep stock of and maintain all the inventory.

vii. Handle correspondence and call for meeting in consultation with the Executive Director .

**3.7.5. Director Finance, Entrepreneurship and Empowerment**

Functions of the finance director shall:

1. Be responsible for the proper and accurate accounts of the receipts and expenditure of funds.
2. Disburse generated funds as directed by the Executive Committee.
3. Prepare detailed annual Financial Report.
4. In liaison with the Executive Director conducts periodic audits of GOBALZ funds.
5. Promoting entrepreneurship skills such savings and investment in rural communities.
6. Empower women and the youth.

**3.7.6. Director Climate change, Environmental protection and tourism.**

Duties of the Director Climate Change Environmental protection and Tourism shall:

1. Promotion of climate change and environmental protection policies
2. Promote domestic tourism
3. Lobbying for funds for rural environmental protection programmes.
4. Promoting tree planting programmes
5. promote good waste management programmes

**3.7.7. Director Community development, Health and Nutrition**

Functions shall be:

1. Spear heading community health and nutritional programmes.
2. promoting health prevention programmes
3. caring for the aged
4. Campaigning against HIV and prevention of other health challenges
5. Campaign against child abuse, child labour and child drug abuse

**3.7.8. District coordinators**

LUSDEV shall engage District Coordinators as agreed by the Executive Committee.

1. Promoting and coordinating LUSDEV programmes in the districts
2. Carrying out research and compiling data for the organisation
3. Implementing LUSDEV projects in the districts

**3.8. Terms of Office.** Duties shall be:

1. Executive members will hold office for five (5) years.
2. Executive members will hold office for two terms only.
3. In the event of the death or resignation of a member of the Management Committee, a Special General Meeting may be called for by the council for the purpose of appointing a successor who shall be approved by the board.
4. Any member of the Management Committee appointed shall serve for the remainder of his predecessor’s term of office.
5. Members of the Board shall serve for a period of three years.

**3.9. Values**

The organisation shall:

1. Be Transparent
2. Be accountable
3. Provide prudent management
4. Carry out activities legally as prescribed by this constitution and the laws of Zambia

**PART 4: MEMBERSHIP**

**4.1. Membership**

1. Membership shall be open to any person with passion in agriculture, the youths, retirees, prisoner’s public and private employees etc.
2. Any perspective member shall be required to accept in writing the aims and objectives of the Organisation.
3. A register of the names and addresses of members shall be kept and maintained by the General Secretary.
4. The Management Committee shall be fix an annual membership fee and from time.
5. Paid-up members shall be entitled : To attend all general meetings of the Organisation and to vote thereat either in person or by proxy; To inspect the books and records of the Organisation at all reasonable times and generally to participate in all the activities of the Organization.
6. The member of the organization shall be non-partisan
7. The paid up members shall buy land at the reasonable price.
8. The paid up members shall benefit in terms of loans and trainings

**4.2. Appointments**

1. Only persons who served as members of the organization for a continuous period of not less than 2 years, and served with a clean record, shall qualify to be pointed to any position on the Executive Committee.
2. Any person aspiring to serve as a member of the Executive Committee must be of sound and sober habits, must not have been convicted for any criminal activity at any time both in Zambia and elsewhere and must have impeccable credibility.
3. All appointed members will indicate their written acceptance of such appointment.
4. In the event that there are positions not contested for, The Executive Committee may appoint, within 30 days of the Annual General Meeting, a suitable candidate for the vacant position.
5. Should the office of the Executive Director become vacant for whatever reason, the Executive committee shall appoint the Deputy Executive Director, or should the Deputy Executive Director not be available, General Secretary or any other office bearer who qualifies for the office can take up office for the remainder of the term.
6. The newly appointed Executive Committee takes office immediately after being elected by the council and approved by the board.

**4.3. Termination of Membership**

1. An office bearer may be removed from office by the Executive Committee upon approval by the BOARD if they are deemed to have failed to perform their duties to the satisfaction of the Executive Committee or for reasons of gross indiscipline, failure to attend three consecutive meetings without leave of absence or for any other reason that might be considered pertinent by the Executive Committee.
2. Should an office bearer’s be suspended or expelled from the organisation for any reason given hereinbefore, or should the office bearer resign his/her membership from the organisation, the Office Bearer automatically loses his/her position in the Executive Committee and membership of the organisation.
3. Any member who joins politics shall cease to be a member of the organisation.
4. Any member who is convicted of any criminal offence in Zambia or outside Zambia ceases to be a member of the organisation.

**4.4. Discipline**

1. Any member who violates the rules and regulation of the Organization shall face the following consequences;

* Verbal warning
* written waning
* Suspension
* Expulsion

1. Any member found guilty of stealing any property of the Organization shall face instant dismissal and maybe reliable for possible prosecution by the courts.

**PART 5: COOPERATION WITH OTHER ORGANIZATIONS**

**5.1. Cooperation**

In furthering its aims and objectives, LUSDEV may within the terms of this constitution, cooperate with any other GRZ agencies or organizations at District, Provincial, National levels and House of chiefs. LUSDEV may also cooperate with both Local and International Organisations/Cooperating partners in delivery of services to the rural communities.

**PART 6: FINANCE AND RESOURCES UTILIZATION**

**6.1. Sources of Funds**

1. Fundraising activities
2. Donations
3. Subscriptions from members

**6.2. Subscriptions**

1. The rate of the Members’ annual Subscription fees shall be determined at the Annual General Meeting.
2. Executive Committee may levy, in the agreement at the General or Special meeting, additional contributions from Members for specific projects or expenditure items.

**6.3. Banking**

1. All monies legally received shall be banked in LUSDEV account with a commercial bank that is registered in Zambia.
2. Proper books of account shall be kept so as to reflect accurately the financial activities of the Organisation.
3. Withdrawals from the account shall require the signatures of any two of the members of the Management Committee as agreed by the organisation.

**6.4. Application of funds**

1. The Organisation shall be supported by the voluntary and legal donations
2. No portion of the income or property of the Organisation shall be required to be utilized other than solely in the furtherance of its aims and objectives.
3. The Organisation shall be prohibited from transferring any portion of funds thereof directly or indirectly in any manner whatsoever so as to profit any person other than by way of payment in good faith of reasonable remuneration to any other officer or employee of the Organisation for any services actually rendered to the Organisation

**6.5. Withdrawal of Funds from the Bank**

1. There will be two panels of signatory: panel A and panel B
2. Panel A will include: Executive Director and the Director Finance
3. Panel B will include: General Secretary and Deputy Executive Director

**6.6. Auditors**

1. The Organisation will employ an internal Auditor who will be auditing funds for the Organisation from time to time.
2. The Organisation will be also engaging external Auditors from time to time to audit the finances of Organisation and the Audit report will be available to the general membership and the interested members of the public at large.

**6.7. Financial year**

1. The financial year will begin on every 1st January and end on 31st December of the year.

**PART 7: MEETINGS**

**7.1. Meetings**

1. The Annual General Meeting shall be held once in year in the fourth quarter of the year.
2. A copy of the audited financial statements and annual report submitted to the Director of Finance as required by the regulations framed under the Fundraising Act, shall be presented by the Director of finance at the Annual General Meeting.
3. Reports of the various aspects of the projects/programmes shall be presented at the Annual General Meeting.
4. Written notice of any General Meeting shall be given to the members at least fourteen days prior to the proposed date of the meeting.
5. The quorum necessary for the conduct of business at an Annual General Meeting and any Special General Meeting shall be two thirds of the registered members.
6. A Special General Meeting may be called by the Management Committee at any time for the purpose of dealing with any matter which cannot be held over until the next Annual General Meeting.
7. A Special General Meeting shall be called by the **Executive Director** of the Organisation if, and when, such a meeting is requested in writing by not less than 5 members of the Organisation whose signatures shall appear on such request; provided the subject matter is submitted in writing so that it may be considered by the Management Committee prior to the meeting.

**7.2. Elections**

1. Only persons who served as members of the organization for a continuous period of not less than 2 years, and served with a clean record, shall qualify to stand for election to any position on the Executive Committee.
2. The board, Executive Committee and District coordinators shall constitute the GOBAL council and the electoral body
3. Any person aspiring to serve as a member of the Executive Committee must be of sound and sober habits, must not have been convicted for any criminal activity at any time both in Zambia and elsewhere and must have impeccable credibility.
4. All validly completed nominations shall be sent to the General Secretary not less than 14 days before the Annual General Meeting. The general Secretary will circulate the final list to all member not less than 7 days before the Annual General Meeting after verifying that the candidates are in good standing.
5. All nominated candidates will indicate their written acceptance of such nominations and will ensure that they are personally present at the Annual General Meeting in order to participate in the election.
6. In the event that there are positions not contested for, the Executive Committee may appoint, within 30 days of the Annual General Meeting, a suitable candidate and a member in good standing, who shall be approved by the Board.
7. In the event that there is a tie for any position, the Annual General Meeting will conduct a second round of balloting for that particular position and should there again be a tie, the Board Chairperson shall exercise his casting vote.
8. Proxy votes shall be allowed, so long as they are in writing and registered with the General Secretary not less than 30 minutes before elections commence.
9. The term of office for any elected Executive Committee member shall be 5 years. The Executive Committee members elected at any such Annual General Meeting shall be eligible to serve a maximum of two terms after which they cannot be eligible for election for a further term and not eligible to hold the same previous position.
10. The newly elected Executive Committee takes office immediately after the General Meeting at which they are elected.
11. The outgoing Executive Committee will be obliged by this constitution to continue to make themselves available to the incoming committee for a period not less than 21 days for consultation and completion of hand-overs.
12. Board members shall relinquish board membership should they vie for Executive committee position.

**PART 8: RULES AND REGULATIONS**

**8.1. Rules and regulations**

1. No member shall promote his/her cause of political party within the Organization.
2. No member shall solicit for funds or assistance using the name of the organization for his/her personal gain.
3. Any member whose conducts and behavior is proven to contradict the aims and objectives of the Organization and brings the name of the organization into ridicule and disrepute will be expelled.
4. All funds property both movable and immovable assets of the Organization shall be managed and utilized by the executive committee in accordance with this constitution in such a manner and solely for the purpose of promoting the interest of the Organization.
5. The executive committee shall take charge for the disposal of any property of the Organization

**PART 9: AMENDMENTS TO THE CONSTITUTION**

**9.1. Amendments**

The Constitution may be amended by resolution of a general meeting. The following procedure shall be adopted:

1. Proposals regarding the amendment of the Constitution shall be submitted in writing to the General Secretary.
2. The General Secretary shall issue a written notice of motion to the members at least two weeks before a general meeting called for the purpose of considering the proposed amendment.
3. No amendment of the Constitution shall be made unless two-thirds of the members present vote in favour of such an amendment.

**PART 10 DISSOLUTION**

1. The Organisation may be dissolved if at least two-thirds of the members present and voting at a general meeting of members convened for the purpose of considering such matter are in favour of the dissolution.
2. Not less than twenty one days’ notice shall be given of such a meeting and the notice convening the meeting shall clearly state that the question of the dissolution of the organization and disposal of its assets will be considered.
3. If there is no quorum at such a general meeting, the meeting shall stand adjourned for not less than one month and the members attending such an adjourned meeting shall constitute a quorum.
4. If upon dissolution of the organization there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its members but shall be given to such other organization(s) preferably having similar objectives as may be decided either by the members at the general meeting at which it was decided to dissolve the Organisation or, in default of such decisions, as may be decided by the Director of Fund-raising.

ORIGINALLY APPROVED AND ACCEPTED BY THE MEMBERS OF THE GOBALZ ORGANISATION AT A SPECIAL GENERAL MEETING HELD ON 14th December, 2021.

We the undersigned, hereby certify that the above is the constitution of “GO BACKTO THE LAND ZAMBIA” (GOBALZ) as agreed on 14th December, 2022.

1. Executive Director

Name …..…………………………………..

NRC…………………………………..

Sign……………………………

2. Deputy Executive Director

Name …..…………………………………..

NRC…………………………………..

Sign……………………………

3. General Secretary

Name……..…………………………………

NRC………………………………………….

Sign……………………………………………

4. Deputy General Secretary

Name……..…………………………………

NRC………………………………………….

Sign……………………………………………

5. Director Climate change, Environmental Protection and Tourism

Name……..…………………………………

NRC………………………………………….

Sign……………………………………………

6. Director Community Development, Health and Education

Name……..…………………………………

NRC………………………………………….

Sign……………………………………………

9. Director Finance, Entrepreneurship and Empowerment

Name………………………………………..

NRC……………………………………

Sign…………………………………………….