

LEGAL LINK

HANDBOOK ON THE RIGHTS AND RESPONSIBILITIES

OF MEMBERS/INTERNS

WHO WE ARE

Christian Lawyers Centre (a.k.a LEGAL LINK) is registered with the Corporate Affairs Commission of Sierra Leone as a non-profit legal advocacy group comprising of lawyers, law students and human right activists that seeks to provide legal assistance to the religious community as well as vulnerable groups in Sierra Leone through legal advocacy, public interest litigations, state and private sector accountability, enforcement of the rule of law and ensuring respect for domestic and international laws that guarantee fundamental human rights and freedoms.

VISION STATEMENT

To build and consolidate a culture of respect for human rights through the provision of free, effective and timely legal assistance to the religious community and vulnerable groups in Sierra Leone.

OFFICE ADDRESS

The Registered office is situated at 89 Fort Street, Freetown, Sierra Leone, West Africa.

MOTTO

The Motto of the Company is “*Defending the rights of religious communities and vulnerable groups in Sierra Leone.*”

LOGO

The logo of the Company is the scale of justice; symbolic of our pursuit of justice as a pre-requisite for a peaceful and serene society.

CORE VALUES

Our core values include:

LOVE
INTEGRITY
COMPASSION
COMMITMENT
SPEED

TARGETED BENEFICIARIES

We provide legal assistance and support to the following vulnerable groups:

Religious Communities
Disables
Amputees
War Wounded
Ebola Survivors
Orphans
Abused Children
Abused Women
Older persons
Environmental Rights
Labourers Rights
Prisoners Rights
Indigenous Peoples Rights
Human Rights Defenders

ORGANIZATIONAL STRUCTURE

SPRITUAL HEADS & MENTORS

There shall be 3 spiritual heads appointed to provide spiritual oversight of the organization and to help in prayers, counsel and mentorship.

BOARD OF DIRECTORS

There shall be a Board of Directors comprising of 6 members to provide supervision and oversight of the work of the EXECUTIVE (Administrative and General Purposes Committee) as well as the organization.

EXECUTIVE MEMBERS (ADMINISTRATIVE AND GENERAL PURPOSES COMMITTEE)

There shall be an EXECUTIVE also called the Administrative and General Purposes Committee which shall comprise of 8 members - the Executive Director, Secretary, Programmes & Research Officer, Finance Officer, Legal aid and Human Rights officer, Organizing Secretary, Office Assistant, and PRO/Media Relations Officer.

The EXECUTIVE (Administrative and General Purposes Committee) shall be responsible for the day to day running of the affairs of the company and shall keep a list of the names of the members of the company.

MEMBERS

Membership of the organization shall be open to Sierra Leoneans and non-Sierra Leoneans and shall comprise of Lawyers, law students, legal volunteers, Interns, human rights activists, philanthropists and other interested persons that believe and subscribe to the ideals and values of the organization. Members are expected to provide voluntary services at all times and to pay a yearly subscription (which is payable monthly) fee for administrative and charitable purposes.

Qualified members shall from time to time propose names of persons to become members of the organization. Such members proposed shall be interviewed and approved at a General Meeting.

WITHDRAWAL OF MEMBERSHIP

Any member may withdraw from the organization by giving one Calendar months' notice in writing to the Secretary of his/her intention to do so and upon the expiration of the notice, he/she shall cease to be a member.

TERMINATION OF MEMBERSHIP

Membership can be terminated and dis-membership can be triggered by the Executive where a member engages in gross misconduct or acts in ways that are contrary to the ideals and values of the organization.

CORE WORK AND MANDATE

The objects for which the company is established are: -

- a) To provide legal assistance, representation and professional advice to the religious community in Sierra Leone,
- b) To defend and advocate for the protection and promotion of the rights of persons with disabilities, amputees, widows, ebola survivors, war wounded neglected and abused children and women, orphans, the aged and the poor in post conflict Sierra Leone due to the pervasive discrimination and marginalization of these vulnerable groups within the society.
- c) To advocate for the protection and promotion of the rights of deprived and marginalized communities that have been negatively affected by the operations of businesses and multinational corporations.
- d) To advocate and defend the rights of workers negatively affected by the operations of businesses and multinational corporations in the country.
- e) To engage in effective and robust public interest litigations in the courts of Sierra Leone and other African legal mechanisms in order to guarantee respect for the fundamental human rights of the aforementioned vulnerable groups and also stimulate legal and policy reforms within Sierra Leone and the African Continent.

- f) To serve as a resource centre that will conduct legal research and produce thematic reports on the rights of vulnerable groups such as persons with disabilities, orphans, amputees, ebola survivors, war wounded, neglected and abused children and women, older persons, business and human rights; with particular emphasis on neglect and omissions by the state and non-state actors thereby contributing to legal, policy and institutional reforms in the country.
- g) To prepare, produce, educate and disseminate thematic reports, leaflets, brochures and other publications to deconstruct stereotypes affecting the lives of these vulnerable groups in Sierra Leone and within the African Continent.
- h) To advocate and promote justice, human rights, rule of law, accountability, social cohesion, democratic governance and legal /policy reforms in Sierra Leone and the African continent at large.
- i) To produce or cause to be produced jingles, skits, melo- drama, songs, albums, documentaries, advertisements, motion displays and leaflets for purposes of sensitizing and creating awareness to the general public on the need to respect the rights of vulnerable groups and persons in society.
- j) To render charitable services and relief support in the form of aid to affected persons and vulnerable groups and communities within the society.
- k) To train para-legals, offer internships, host seminars, debates, quiz competitions, participate in international conferences and workshops, organize local conferences and workshops and educate the public through TV and radio programmes on legal issues pertaining to the rights of vulnerable groups and the religious community in Sierra Leone.
- l) To provide legal education to the public for effective awareness of fundamental human rights and towards the building and consolidation of a culture of human rights in Sierra Leone.
- m) To provide scholarship assistance and operate a Scholarship Trust for the educational welfare and support of vulnerable groups such as persons with disabilities, amputees, widows, ebola survivors, war wounded, neglected and abused children and women, orphans, the aged and the poor in post conflict Sierra Leone;
- n) To organize annual **CHRISTIAN INTEGRITY AND DEVELOPMENT AWARDS (CIDA-AWARDS)** for the Christian community, sponsor Christian programmes, albums, concerts, revivals, missions, crusades, prayer and worship conferences etc in a bid to stimulate a more progressive and development oriented Christian community in Sierra Leone.
- o) To serve as an engine for reconciliation and peaceful co-existence within the religious community in Sierra Leone.

- p) To associate, negotiate; enter into agreement and joint actions with other persons, bodies, organizations, institutions, MDA's and to pay reasonable expenses of such affiliation and agreement in furtherance of the company's objects as enshrined herein.
- q) To establish and maintain contact and network with other legal bodies, Ministries, Department and Agencies, religious associations, Institutions, Civil societies and organizations in Sierra Leone and outside of sierra Leone which share similar goals and ideals and are also engaged in the protection and promotion of the human rights of vulnerable groups.
- r) To purchase, lease, own, hold in trust, use, covey, sell or mortgage real or personal property or dispose of the aforesaid property as may be necessary for the execution, implementation and attainment of the Company's objectives.
- s) To enter into contract with persons, natural and legal as may be necessary for the promotion and attainment of the Company's objectives.
- t) To accept funding from government, local or international bodies, donations, contributions, pledges, or other forms of lawful financial support, to invest and re-invest any funds at hand, to use the income and proceeds thereof for the advancement and enhancement of the purposes for which this company is established.
- u) To establish, maintain and engage in any and all lawful activities relative to the purposes for which this company is established.

RIGHTS AND BENEFITS OF MEMBERSHIP/ INTERNS

A fully registered and paid up member is entitled to:

use the Centre's library and research materials.

use the free internet, printing and photocopying facilities at the Centre.

an I D Card and a T-shirt, cap, handband of LEGAL LINK.

free legal training, tutorials and capacity building.

letters of support and recommendation for scholarship and advance training.

participate in all programmes undertaken by the Centre.

free legal assistance as and when required.

RESPONSIBILITIES OF MEMBERSHIP/ INTERNS

Members of LEGAL LINK have a responsibility to:

Support the vision of LEGAL LINK at all times.

Uphold the core values of the organization

Provide voluntary services to vulnerable groups

Assist in the realization of the core mandate of the organization.

Attend meetings at all times.

Pay monthly subscriptions.

Help to foster unity and social cohesion between and among members.

Be willing to carry out assigned duties with speed and excellence.

Be prepared to defend the values and ideals of LEGAL LINK at all times.

Be a blessing to humanity through giving of time, talent and resources.

Serve faithfully in the Executive or any committee one may be assigned to.

CONFLICT RESOLUTION MECHANISMS

Conflict issue should first be complained to the Head of Programmes and Research. Where it remains unresolved, the matter should be brought to the attention of the Executive Director for determination.

CONFIDENTIALITY

Interns/members should ensure to uphold confidentiality and secrecy of information in the work place. Any deviation will attract either suspension or withdrawal of membership or internship offer.

ASSIGNMENTS AND TIMELINES

Interns/members are required to undertake all assignments give to them with speed and due diligence to meet up with deadlines.

NON-PARTISANSHIP AND APOLITICAL VALUES

Interns/members are expected to display non-partisanship in their work and be apolitical at all times. Criticisms should be based on issues and not persons. Objectivity should be pursued at all times.

REPORTING OF WORK

Reporting of work done should be handed over to the Head of Programmes and Research to be perused before handing over to the Executive Director.

PUNCTUALITY

Interns should report to work at 9 am and off at 3 pm from Monday to Friday. The lunch time shall be from 12 pm to 1 pm. However, the timeframe to close may be adjusted given the workload at hand.

TRANSPORTATION ALLOWANCE

A transportation allowance will be provided to all interns everyday they report for work. Interns can choose to collect their allowance wholesome at the end of month.

INTERNSHIP REPORT

All interns should submit a report at the end of their internship.

UPHOLDING THE VALUES OF LEGAL LINK

Interns/members are expected to uphold the values of Legal Link at all times.

CONCLUSION

LEGAL LINK has been established to help address the above challenges and to serve as a complementarity organization to other on-going interventions in protecting and promoting the rights of vulnerable groups and religious communities in Sierra Leone.

This document serves as the MODUS OPERANDI of LEGAL LINK and provides the platform for effective cooperation between and amongst its membership. With full cooperation and support from all and sundry, it is hoped that this framework will help engender dynamism at the Centre not only in terms of the provision of legal assistance and representation but also in relation to policy and legal reforms within Sierra Leone in particular and the African Continent at large.

Faithfully Submitted

Rashid Dumbuya Esq.

Founder

Dated 10th December 2018
