

## **CONSTITUTION TO GOVERN NKONYA KPODZI YOUTH FOUNDATION.**

**PREAMBLE:** We the youth of Nkonya Kpodzi reckon there is unity in strength and as such deem it highly imperative to come together in unity as a positive means to promote love, teamwork and mutual understanding to support each other in times of need, assist the community and also develop our human capacity as individuals. It is in this spirit that we formed the Association named: Nkonya Kpodzi Youth Foundation.

### **ARTICLE 1**

Name: The name of the Association shall be known and called **NKONYA KPODZI YOUTH FOUNDATION**

**Moto:** Helping the deprived.

**Slogan:** Unity is power!

### **ARTICLE 2**

#### **Aims and Objectives**

1. To promote solidarity and mutual cooperation among members:

##### **Brief:**

- This means the organization has the mandate to ensure unity among members as well as working together as a group.
- It is also the mandate of the organization to settle any misunderstanding or quarrel among its members that erupts either within or outside the organization.

2. To render social support to eligible members:

##### **Brief:**

- The organization shall financially support each legitimate member per the agreed allocations.
- The organization shall support morally, spiritually (prayers), physically (presence) all of her legitimate members.
- Areas to support:
  - I. Weddings
  - II. Funerals
  - III. Health

- IV. School
- V. Traveling Abroad.
- VI. Support Non-formal workers (vocational/Technical)

3. To invest in any legal economic venture/business:

**Brief:**

- The organization shall invest its resources into any legally and morally suggested and accepted (by 2/3<sup>rd</sup> of its members) profit making business.

4. To instill discipline among members:

**Brief:**

- Discipline has been the hallmark of Nkonya Kpodzi and the organization shall ensure both members and upcoming youths will embrace discipline.

5. To support community through appeals:

**Brief:**

- The organization shall appeal for funds through diverse means to develop the community's social amenities such as boreholes, school buildings, ICT labs, community centers, etc.

6. Support young intelligent but needy students in the community:

**Brief:**

- The foundation shall every end of year organize speech and prize giving events for overall best students in every class in the community.
  - a) This activity must be supported by the school's administration, church, and parents as well as this foundation for the event to come forth.
  - b) Aside academic performance, students must be of good conduct both in school and community to merit such awards.
- This organization shall periodically visit and encourage students in the community through words of advice and voluntary works.
- This organization shall periodically support the poor students with school materials such as uniforms, books, pencils etc. This shall happen only if the organization's financial muscles can accommodate such events.

7. Promote peace among Nkonya Kpodzi and its neighboring communities and Other towns:

**Brief:**

- As a primary reason and need for the formation of this organization,

a) This organization shall constantly talk to its members and beyond about the need for peace in the community.

- The foundation shall have social media handles promoting peace and if possible collaborate with the youth of neighboring communities in achieving such goals.
- The organization with its full wings shall visit the community (Kpodzi) periodically to remind them of the old culture that united the community. The community shall revisit culture like no one curses at kpodzi, etc. All issues should be settled amicably.
- The foundation shall periodically organize home coming and entertainment events for the community.

8. Instill Christianity as core-believe among members;

**Brief:**

- The organization shall support and ensure that all members shall take Christianity as a religion seriously since that was the main reason why the community was created.

9. Promote and support Nkonya culture that is in alignment with modern life:

**Brief:**

- The foundation shall accept and part-take in any Nkonya culture that is in alignment with the culture of the organization.
- The foundation shall also support any Nkonya culture that is modern and not outdated.

10. Raise funds through non-government organizations (NGO's) and other Avenues for developmental projects in the community:

**Brief:**

- The organization shall constantly find NGO's through its executives to support our objectives.
- The organization shall through its executive's etc. find able and well to do men of the community and beyond to support financially, morally etc.
- Members shall be tasked to do monthly contributions (agreed amount) to run the foundation and also do other interventions.

11. Push members for political agendas and portfolios:

**Brief:**

- This organization shall groom and support any member who aspires for any political positions in the community, constituency, region or nationwide.

12. Increase our membership beyond the community:

**Brief:**

- The organization shall welcome new members through its scrutiny.

- All new members shall abide by the rules and regulations of the organization.
13. Have a nice and well organized end of year gathering (Party) to bring us all together as one:

**Brief:**

- This party shall be held at any venue agreed on by 2/3rd of members.
- 14.

## **ARTICLE 3**

### **Leadership and Electoral Commission:**

#### **A. Leadership:**

##### **i) Executive Body**

**Brief:**

**The executive body shall comprise of the following:**

- Chairman
- Vice Chairman
- General Secretary
- Assistant Secretary
- Financial Secretary
- Treasurer
- Organizer
- Deputy Organizer
- Patron (Should be appointed by chairperson)
- Matron (Should be appointed by chairperson)
- Social Media Handler (Should be appointed by chairperson)

### **Keynote**

1. All above positions shall be assumed only through electoral processes.
2. Every executive shall have the right to be re-elected into office as many times as the election results decide.
3. Elections shall be held for re-shuffling at the end of every two years after induction into office.
4. By-election shall be conducted by the electoral commission to replace any executive in times of any resignation, impeachment, death, technical reasons within one week of vacancy to the respective position.
5. Any executive who holds a position is no longer qualified to be part of the council of elders.
6. There shall be gender inequality when it comes to electing executives.

**Impeachment Criteria:**

- When an executive violates the rules and regulations more than three times after being cautioned.
- When an executive misappropriates organizations funds and resources.
- When an executive misconduct himself or herself in public for more than three occasions after being cautioned.
- When an executive is involved in any corruption and bribery.

**ii) Council of Elders(Judicial Team):****Brief:**

**The Council shall comprise a maximum of 5 persons of good conduct and reputation.**

- The house shall choose a five member committee to form the council of elders and will be reshuffled at the end of every two years one week after the general election and induction of newly elected executives.

**The Council of elders shall be mandated to:**

- Impeach any executive who violates the rules through a lay down process.
- Ensure that the constitution is updated per the request of its members.
- Ensure that the constitution will only be amended after every two years, before elections as per request from 2/3rd of its members.
- Ensure that the electoral commission stands as an autonomous body.
- Ensure that the executive body will be given the right to rule without interference.
- The council shall appoint an acting executive before the day of impeaching the out-going executive.
- Shall be responsible for appointing only the E.C chairperson and the deputy.

**Processes to Impeach an Executive:**

- 1) Invite the executive to council meeting:
- 2) Brief the executive on the reasons for impeaching him or her.
- 3) Collection and re-allocation of working documents to the acting executive appointed by council.

**Mandate of the Executive body:**

- They will form policies to govern the organization within their turner of office which will be spearheaded by the chairman.
- They will ensure that all members are actively involved in its agenda.
- Their policies should be in conformity with the constitution.
- They will ensure that they build on previous executives projects that are well accepted by 2/3rd of the organization.
- Shall avail themselves to be sanctioned when deemed guilty of any criminal or wrong doings
- The executive body has the right to form sub committees to aid its agenda that is regulated by the constitution.
- The executive body shall submit themselves as servants to the organization and serve with commitment.
- The executive body shall return annual progress reports to the organization during our end of year gatherings.

#### **B. Electoral Commissions:**

##### **Mandates of the electoral commission:**

- They shall remain an autonomous group.
- They shall be responsible for conducting and overseeing electoral activities once the foundation is involved.
- They shall ensure free and fair elections
- They will distance themselves from internal politics.
- The commission's head shall be the E.C chairperson.
- The E.C chairperson shall appoint the remaining committee members of maximum 5 persons.

## **ARTICLE 4**

### **Roles of Every Executive:**

#### **A. President / Chairperson:**

##### **The President/Chairperson should:**

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the organization /group at local, regional, state and national levels.
- Act as a facilitator for organization /group activities.

- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Delegate tasks.
- Promote consensus.

### **Knowledge and Skills Required**

#### **Ideally the President/Chairperson is someone who:**

- Can communicate effectively.
- Is well informed of all organization activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organization members.

#### **B. Vice Chairman / President**

- The vice chairperson assumes the role and responsibilities of the chairperson in their absence

#### **C. General Secretary:**

#### **The General Secretary is responsible for:**

- Answering and directing phone calls.
- Organizing and distributing messages.
- Maintaining organization schedules.
- Organizing documents and files.
- Welcoming new members and guests.
- Documenting financial information.
- Maintaining and ordering organization supplies.
- Scheduling meetings and conferences.
- Assisting executives with project tasks.
- Coordinating with other organizations.

## **Knowledge and Skills Required :**

### **Ideally the General Secretary should have this skills:**

- Working knowledge of management policies and office procedures.
- Excellent managerial skills.
- Strong analytical and organizational skills.
- Exceptional interpersonal and communication skills.
- Ability to multitask and to work well in a fast-paced environment.

### **D. Assistant Secretary:**

- The assistant secretary assists or assumes the role and responsibilities of the general secretary in their absence.

### **E. Financial Secretary:**

- Preparing monthly financial reports for senior management, including income statements, cash flow statements, and balance sheets
- Reviewing invoices for accuracy and request adjustments, where necessary
- Coordinating the organization's budget, including preparing the annual operating budget and capital expenditure budget, and monitoring the results of these budgets throughout the year
- Receiving and recording incoming payments from members, financiers or NGO's, and depositing them in the organization's bank account
- Assisting accountant / treasurer with administrative tasks such as data entry and maintaining records
- Maintaining the organization's accounting records by updating records of income and expenses
- Ensuring that financial transactions are properly recorded and processed according to established procedures and laws



- Processing invoices for payment, including record keeping, sending notices for late payments, and negotiating settlement amounts when appropriate
- Reviewing financial statements and recommending any changes that may be needed to reflect current market conditions.

### **Knowledge and Skills Required :**

#### **Ideally the Financial Secretary should have this skills:**

- Accounting skills
- Communication skills.
- Leadership skills.
- Computer knowledge

#### **F. Treasurer:**

- Administrating finance.
- Managing funds and fundraising.
- Planning finances and budgeting.
- Presenting financial reports.
- Maintaining accounts.
- Managing assets and investment.
- Ensuring tax compliance.

### **Knowledge and Skills Required :**

#### **Ideally the Treasurer should have this skills:**

- Accounting and Financial skills
- Communication skills.
- Leadership skills.
- Computer knowledge.
- Negotiation power.

#### **G. Organizer:**

- Train, mobilize and manage volunteers in key organizing skills for tasks at hand.
- Ensure that meetings are successfully held.
- Prepare venues for meetings

- Lead the organization to undertake group events.
- Communicate to members meeting times and venues.
- Unit the organization through entertainment and events.
- Event planner.

### **Knowledge and Skills Required :**

#### **Ideally the Organizer should have this skills:**

- Effective communication skills
- Hard Working skills.
- Leadership skills.
- Event planning skills.
- Attention to details.
- Networking skills.
- Negotiation skills.

#### **H. Assistant Organizer:**

- The assistant organizer assists the organizer and takes full responsibility in their absence.

#### **I. Matron:**

- Health & Safety guides & talks
- Champion cleanliness guides & talks.
- Champion domestic & public responsibility education.
- See to foods and Refreshments for the members at events.

### **Knowledge and Skills Required :**

#### **Ideally the Metron should have this skills:**

- Effective communication skills
- Hard Working skills.
- Leadership skills.
- Event planning skills.
- Attention to details.
- Discipline.
- Good cooking skills.
- Knowledge in health and social science.

**J. Patron:**

- Oversees audience support operations including lobby management.
- Oversees the supervision of executives, members, and volunteers, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution.
- Advise and educate members.
- Lead the organization with rich experience.

**Knowledge and Skills Required :**

**Ideally the Patron should have this skills:**

- Effective communication skills
- Mature.
- Leadership skills.
- Networking skills.
- Discipline.

**ARTICLE 5**

**Membership and Beneficiary:**

**A. Membership:**

- “All persons will have to rejoin the group officially for free through group link”.
- Every member who joins will be mandated to obey the organization's rules and regulations.
- Any person who feels like exiting the organization should do it through a formal notice through the organization's email.
- New members after the election of first executive body shall pay registration fee agreed and properly examined before joining
- Any member who officially exits the organization must pay a registration fee to rejoin the organization.
- When a member exits the organization officially for more than one occasion will not be eligible to be a member of the group again.

## **B. Beneficiary:**

### **Keynote:**

A member's request for support will only be considered when he or she officially communicates to the organization's hierarchy through the following media at least one month ahead of time. Exceptional cases shall be given preferential time frames by the executives.

01. Organizational email : ([nkonyakpodziyouth022@gmail.com](mailto:nkonyakpodziyouth022@gmail.com)).
02. Official Whatsapp message well presented on the whatsapp platform.
03. Normal phone calls to the executives

### **A person is eligible to benefit from the organization when:**

- The person part-takes in activities of the organization
- The person is an active member for more than six months of joining.
- In terms of financial support, members must be paying dues continually for more than six month of joining.
- The person must be committed to defending our mandates as an organization.

### **Important Note:**

This constitution shall be reviewed every 5years interval by the then council of elders and must be made available to the house for approval and endorsement by 2/3rd of members before passing it as a law to govern the organization.

Anyone who remains in the organization has agreed to the terms and conditions of the constitution.

May the Almighty God guide and help us all. Amen.