



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF COMMUNITY DEVELOPMENT, GENDER,  
WOMEN AND SPECIAL GROUPS**



**ARDENT YOUTHS**  
TOGETHERNESS IS OUR MORALE

**CONSTITUTION OF ARDENT YOUTHS ORGANIZATION  
2022**

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## **PART I: PRELIMINARY**

### **ARTICLE 1: Short Title and Commencement**

This constitution shall be cited as the constitution of Ardent Youths Organization (AYORG) of 2022 and shall come into operation upon being adopted by the founding members at a general meeting and after the registration.

### **ARTICLE 2: Interpretation**

Unless the context requires otherwise;

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

**Organization** – shall mean ARDENT YOUTHS ORGANIZATION (AYORG) which is the name of the organization.

**Board** – shall mean the Board of Directors as set in the constitution in terms of executing activities of the organization

**Chairman** – shall mean the founder of the organization and the general secretary of the annual meeting with the board of directors

**Constitution** – shall mean the constitution of the organization

**Registrar** – shall mean the Registrar of the Non-Governmental Organizations

**Office bearers** - shall mean the Executive Director (Chairman), Executive Secretary, Chief Financial Officer (Treasurer) and Project Coordinator.

**Members** – shall mean the Founder members, Ordinary members and honorary members registered by the organization.

### **ARTICLE 3: Preamble**

Aver our adherence and commitment to the principles of sustainable development by working together towards achieving the Sustainable Development Goals (SDGs), we youths believe in the power of volunteering to change the world and make it a better place.

The organization strives to become and remain a member driven organization for community development from the mean level to the national level, by demonstrating effective ways of solving social problems through capacity building to the younger generation and fostering solidarity among themselves. We hereby promulgate and bind ourselves to this constitution.

### **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 Survey, Darajani Street – House No: 16, Makongo ward, Kinondoni District, P.O Box 35811, Dar es Salaam.

### **ARTICLE 6: Area of operation**

The Organization shall operate at National level i.e. Tanzania

## **PART II:**

### **VISION, MISSION, OBJECTIVES OF THE ORGANIZATION**

#### **ARTICLE 7: Vision Statement**

To become an organization that provides youth with moral and material support to fulfill their dreams and bring about positive impact to the society.

#### **ARTICLE 8: Mission Statement**

To develop practical oriented youth, who will be capable of tackling socio-economic problems at all levels, by sensitizing them on Sustainable Development Goals in order to unleash their potentials and purposes.

#### **ARTICLE 9: Organization Objectives**

The organization shall have the following objectives:

- i. Raising public awareness to the youths on various socio-economic matters and opportunities found in their communities.
- ii. To enhance practicing of various philanthropic, voluntarism and charitable events towards destitute communities.
- iii. Promote various youth talents and creative ideas across the nation.
- iv. Advocating the Sustainable Development Goals (SDGs) from the societal level to the national level.
- v. Promote and support various national campaigns run by different government institutions related to the youths.

## **PART III:**

### **MEMBERSHIP & TYPES OF MEMBERS**

#### **ARTICLE 10: Membership**

Membership to the Organization shall be voluntary and open to any individual who has attained the age of 18 years and above, of sound mind and who is ready to cooperate with founder members in supporting and promoting vision, mission and objectives of the Organization.

Nationality: Local NGO membership shall compose of Tanzanians, while International NGO membership shall composed of not more than three foreigners.

#### **ARTICLE 11: Types of Members**

There shall be three types of members:

- i. Founder members - These are members who made the initiatives to establish this organization.
- ii. Ordinary members - These are members who join the organization after its establishment.
- iii. Honorary members – These are members who shall be appointed by the founder members due to great role played by them in advising, supporting and facilitating the implementation of the activities of the organization.

#### **ARTICLE 12: Rights and Obligation of Members**

- i. To elect/vote and be elected/voted in the leadership of the organization except for honorary members.
- ii. To actively participate in striving and promoting solidarity in order to fulfill the organization objectives.
- iii. To actively attend and participate in all meetings called upon by the organization.

- iv. To keep all matters, plans and decisions of the organization confidential.
- v. To participate in all the activities and events of the organization as planned.
- vi. To actively contribute membership fees as prescribed by the General Meeting.

### **ARTICLE 13: Cessation of Membership**

- i. Willingly Resignation.
- ii. Expulsion for misbehavior, failure to adhere to organization's resolutions and this constitution.
- iii. Failure to attend three consecutive General Meetings without reasonable information or compelling reasons.
- iv. Incapability to perform his/her obligations due to mental disorder.
- v. Failure to contribute his/her membership fees for 1 year.
- vi. Death.



## **PART IV:**

### **ORGANIZATIONAL STRUCTURE & OFFICE BEARERS**

#### **ARTICLE 14: Executive Director (Chairman)**

There shall be Executive Director of the Organization who;

- i. Shall preside over General Meeting of the Organization.
- ii. Be the spokesman for the organization.
- iii. Shall be a major signatory to the bank account.
- iv. Shall be overseer of the organization's daily activities.
- v. Shall be overseer of ethics and conducts of all members of the organization

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

There shall be Executive Secretary of the Organization who;

- i. Shall call meetings in consultation with the Chairperson.
- ii. Shall arrange schedule of duties in the office.
- iii. Shall receive all letters including application letters from new members and to submit them to the General Meeting for approval.
- iv. Shall keep all documents of the organization.
- v. Shall be a signatory to the bank account.
- vi. Shall keep records of all assets of the organization.

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

There shall be Chief Financial Officer (Treasurer) of the Organization who;

- i. Shall oversee all financial records of the organization.
- ii. Shall prepare the annual budget and estimates of the organization to be presented to the General Meeting.
- iii. Shall prepare the financial records of assets, records of accounts and books of account.

- iv. Shall prepare financial records of statements of income and expenditure and submit the said documents together with audited report to the General Meeting;
- v. Shall also be a signatory to the bank account.

#### **ARTICLE 17: Project Coordinator**

There shall be Project Coordinator of the Organization who;

- i. Shall oversee all projects to be undertaken by the organization.
- ii. Shall come up with suggestions and ideas upon running different projects appropriately and professionally.
- iii. Shall organize the modalities and logistics of activities to take place in various events organized by the organization.
- iv. Shall manage and supervise the utilization of organizational facilities before and after use.
- v. Shall take responsibilities of all important communications to be made in various organizational activities.

### **PART V: ELECTION AND TERMS OF LEADERSHIP**

#### **ARTICLE 18: Executive Director (Chairman)**

The chairperson shall be elected after every three (3) years by the members at the general meeting.

#### **ARTICLE 19: Executive Secretary**

The executive secretary shall be elected after every three (3) years by the members at the general meeting.

## **ARTICLE 20: Treasurer and Project Coordinator**

The treasurer and the Project coordinator shall be elected after every three (3) years by the members at the general meeting.

## **ARTICLE 21: Modality of Renewal**

The Chairperson, Executive Secretary and Treasurer after completion of three years term, they may be eligible to be re-elected for another term but not more than three terms.

# **PART VI: BOARD OF DIRECTORS**

## **ARTICLE 22: Establishment of Board of Directors**

- i. There shall be The Board of Directors of the organization composed of not less than five(5) members appointed by the Organization basing on the skills, knowledge, experiences and honors that have merit to the organization.
- ii. The chairperson, Executive secretary and treasurer shall be members of the Board by virtue of their position.
- iii. For the case of the first board of directors, Founder members shall form the first Board of Directors and shall appoint a Chairman of the Board.
- iv. The first Board of Directors shall operate within three years after the constitution comes into operation.
- v. Where the position of a Board Member falls vacant the board of directors shall appoint provisional member who will fill the position until the next General Meeting.
- vi. Board of Directors shall hold the meeting twice a year or at any time in case of emergency.

- vii. All board members shall be given at least twenty one (21) days' notice of a meeting unless it is deemed an emergency
- viii. Quorum shall be 2/3 of the Board members.

### **ARTICLE 23: Functions and Duties of the Board of Directors**

The Board of directors shall:

- i. Be the chief advisory organ and overseer of the organization.
- ii. Plan and recommend on the ways the organization can raise its funds.
- iii. Be the disciplinary organ of the organization.
- iv. Be the policy making organ.
- v. Review constitution amendments recommendations.
- vi. Review and make rules and regulations.
- vii. Propose external auditor.
- viii. Advise on general administrative and proper management of the organization.
- ix. Advise on the budget, program and projects of the organization.
- x. Convene projects to be carried out by the organization, conduct feasibility studies for such project and submit the same for approval by the General Meeting.
- xi. Perform any other lawful duty as directed by the General Meeting.

## **PART VII: ORDINARY AND EXTRA - ORDINARY MEETINGS**

### **ARTICLE 24: Composition of the General Meeting**

- I. General Meeting shall be a supreme organ of the organization composed of all members of the organization.

- II. The decision in this meeting shall be by majority vote of members who attended the meeting.

#### **ARTICLE 25: Powers/ Functions of the General Meeting**

- i. Discuss the admission of new members of the organization, enforcement of laws towards any disciplinary cases of the members or expulsion of members from the organization.
- ii. Discuss and approve annual budgets, plans, physical and financial implementation reports;
- iii. Amend the organizational constitution when necessary
- iv. Electing office bearers of the organization during the election period.
- v. Provide strategic directions of the organization or initiate new projects to be fulfilled
- vi. Approve any issues originated from the Board of Directors.
- vii. To appoint Board of Directors after the completion of each and every phase.
- viii. Dissolve the organization.

#### **ARTICLE 26: Holding of the General Meeting**

- i. The general meeting shall be conducted within the organizational office premises, selected conference rooms or online through the preferred media platforms.
- ii. The general meeting shall be conducted quarterly in each and every year before the holding of the annual general meeting.

#### **ARTICLE 27: Delegation of power**

The General Meeting may delegate its powers to the Board of Directors in a specific matter and the Board of Directors will then be required to submit a report to the next general meeting.

#### **ARTICLE 28: Annual General Meeting**

- i. The organization shall have its Annual General Meeting once a year every calendar year.
- ii. Notice of the meeting shall be issued to members (21) twenty one days before the date of the meeting and shall specify the agenda of the meeting, venue and time for the meeting.
- iii. Annual General Meeting shall make binding decision when three quarter (3/4) of all members will be present.

#### **ARTICLE 29: Extra-ordinary Meeting**

- i. The Extra-Ordinary General Meeting shall be held whenever there is an emergency.
- ii. Notice shall be given to all members 14 days before the meeting.
- iii. The Quorum shall be 2/3 of all the organizational members.

### **PART VIII: FINANCIAL MANAGEMENT, SOURCES OF FUNDS AND USE OF FUNDS**

#### **ARTICLE 30: 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 31: Sources of Funds**

Sources of fund of the organization shall be:

- i. Entry and Annual Fees
- ii. Fundraising
- iii. Donations from the Government, Companies, External Non-Governmental Organizations or International Organizations.
- iv. Legal gifts from friends and peers

- v. Income generating activities
- vi. Other sources as shall be revealed or determined by the General Meeting from time to time.

#### **ARTICLE 32: Uses of Funds**

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

#### **ARTICLE 33: 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 four signatories.

#### **ARTICLE 34: Annual Report**

Office bearers shall prepare and share annual progress report for review and approval by members at the general meeting. The report shall consist of organization's activities and an audited financial position that can then be shared to other stakeholders and government authorities.

#### **ARTICLE 35: Audit and Control**

Office bearers together with the appointed statutory auditors shall prepare and share annual audited report and submit to the board for deliberation and the general meeting for approval.

## **PART IX:**

### **CONSTITUTIONAL AMENDMENTS, DISSOLUTION AND COMMON SEAL**

#### **ARTICLE 36: Constitutional amendments**

This constitution can be amended by 3/4 majority vote of members at the general meeting.

#### **ARTICLE 37: Dissolution**

- i. The organization shall not be dissolved unless by a resolution passed by 3/4 of all members of the organization in the General Meeting called specifically for that purpose or by operation of law.
- ii. Upon dissolution and after payments of the debts owed by the Organization (if any), the remaining assets shall be transferred to other organization having similar objectives to this organization.

#### **ARTICLE 38: Common Seal**

The organization shall have a common seal bearing its name to be under the custody of the organization Executive secretary. It shall be used on concluding contracts, agreements and other official documents

## **PART X:**

### **MISCELLANEOUS DISPOSITION**

#### **ARTICLE 39: Conflict Resolution**

- i. All disputes within the Organization shall be settled by the Board of Directors and the aggrieved party on the decision of the Board shall be allowed to present the matter to the General Meeting.
- ii. The General Meeting shall determine which step to be taken for justice to be served to the parties that will include but not limited to referring the matter to the Registrar of Non-Governmental organization.



**Adopted this on ..... of ....., 2022**

**Signed by:**

**CHAIRMAN:**

Name:..... Date: .....

Signature: .....

**EXECUTIVE SECRETARY:**

Name: ..... Date: .....

Signature: .....

**TREASURER:**

Name: ..... Date: .....

Signature: .....