



CONSTITUTION

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County Voice and Rights CBO
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CONSTITUTION OF COUNTY VOICE AND RIGHTS COMMUNITY BASED ORGANIZATION

ARTICLE 1. GUIDING PRINCIPLES

- I. This Constitution shall be the Supreme and binding authority of the organization and if any resolution, or decision is inconsistent with it, the Constitution shall prevail and the resolution or decision, to the extent of the inconsistency, be null and void.
2. The basis of the organization's proceedings shall be the principles of democracy. It shall be the obligation of all members to abide by the decisions of the majority made at all and any meeting duly convened and constituted.

ARTICLE 2. NAME OF THE COMMUNITY BASED ORGANIZATION

This organization shall be known as **County Voice and Rights community based organization**

ARTICLE 3. AIMS AND OBJECTIVES

The objective of the organization shall be to;

- i. To strengthen and create space for youths on issues of governance and policy formulation for change.
- ii. Championing youths participation on leadership, structural governance and politics.
- iii. Championing youths on climate governance.

ARTICLE 4. MEMBERSHIP

- i. Any person who is eligible may become a member of the organization by contacting the secretary through a formal application. Membership shall not be denied on the basis of sex, religion, race, color, creed, national origin, or political affiliation.

ARTICLE 5. MEETINGS

- i. The annual meeting shall be held at a time and place determined by the voice of a majority of the members present at the preceding annual meeting.
- ii. The meeting of the organization shall be quarterly and as deemed necessary by the chairman
- iii. The agenda of the annual meeting shall include any necessary elections of officers and presentation of business matters, supplemented by such other general activities as may be desired by the executive committee.

ARTICLE 6. OFFICERS

- i. The elected officers of the organization shall consist of:
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary
 - d. Treasurer
 - e. Organizing Secretary
- ii. The officers shall constitute the executive committee.
- iii. The elections of officers shall be held in connection with every second annual meeting of the organization.
- iv. The terms of office shall begin at the close of the business session at which the officers are elected and shall cover a period of two years.
- v. All officers shall be eligible for re-election.
- vi. Failure to hold the annual meeting or any election of officers shall not disorganize the organization.

ARTICLE 7. AMMENDMENTS

The articles and subsequent amendments of this constitution may be amended by a vote of three-fourths of the members present at the annual meeting.

ARTICLE 8.By-LAWS

A. It shall be the duty of the executive committee to;

- i. Represent the organization during the interval between annual meetings,
- ii. Recommend the time and place of the annual meeting,
- iii. Determine the order of business and approve the program for the annual meeting,
- iv. Fill official vacancies until the next annual meeting,
- v. Appoint a nominating committee for officers at least three months in advance of a given election,
- vi. Provide channels for members of the organization to obtain information of whatever nature provided it is about the organization but not limited to its funds and previous decisions, and to perform such other work as may be delegated to the committee by the organization.

B. It shall be the duty of the **Chairman** to;

- i. Preside at all meetings of the organization
- ii. Preside at all meetings of the executive committees and
- iii. Exercise general supervision over the activities of the organization.
- iv. Call special meetings of the executive committee as necessary for the purpose of carrying on the work of the organization during the period between annual meetings.
- v. Submit to the members at the annual meeting a report of all official acts of the executive committee, together with any other information and recommendations he may deem important.

C. It shall be the duty of the vice-chairperson to;

- i. Carry out the policies of the organization by developing and administering specific programs, tasks, activities or objectives within his assigned spheres of activity.
- ii. The items in (i) above must be approved by the executive committee.
- iii. Assist and counsel the Chairman on all matters pertaining to the activities of the organization.
- iv. Act on behalf of the chairman in his absence in the order of precedence.
- v. Upon the resignation, incapacitation or demise of the Chairman, the vice-chairperson shall call a meeting of the executive committee for the purpose of filling the vacancy until the next annual meeting.

D. It shall be the duty of the **secretary** to;

- i. Keep accurate minutes of the proceedings of all meetings of the organization and of the executive committee and
- ii. Perform such other secretarial duties as the Chairman or executive committee may direct.
- iii. Communicating information to all members
- iv. Organize logistics during any activity of the organization
- v. Ensure all members are acquainted with accurate information

E. It shall be the duty of the **treasurer** to;

- i. Receive and keep an accurate record of all monies received by and on behalf of organization.
- ii. Handle all expenditures and disbursements for and on behalf of the organization.
- iii. All cheques shall be countersigned by any three of the officials but the treasurer must sign with any other official.

F. The by-laws of County voice and right community based organization may be amended, altered, or added to by a majority vote of the members at the annual meeting.

G. It shall be the duty of the **organizing secretary** to;

- i. Organize and supervise the program/activities of the organization
- ii. Ensure that all the other departments operate/work as per the outlined roles in the constitution
- iii. Handle Communication/administrative aspects of the organization and ensure that the information is disseminated to all the departments with information of the organization
 - Email account management and telephone handling
 - Postal address and travel/accommodation management
 - Website updates
- iv. Champion the organization profile and reputation and strengthen the networks and partnerships

ARTICLE 9. SUSPENSIONS AND EXPULSIONS

- i. Any member who fails to follow the organization's Constitution can be suspended or expelled from the organization
- ii. The Executive committee recommends to members for the suspension or expulsion of any member from the organization.
- iii. Suspension or expulsion of any member from the organization must be supported by a two-thirds majority during a members' meeting before such action can take effect.

ARTICLE 10. DISSOLUTION OF THE ORGANIZATION

- i. The organization can only be dissolved by the decision taken during two consecutive Annual General Meetings.
- ii. In the event of dissolution, the organization's assets shall be donated to any suitable organization(s) as approved by the membership.
- iii. In the event of dissolution, the organization's minutes and documents shall be placed under social services offices or documentation center to be created by the organization final annual general meeting

ARTICLE 11.FUNDS

The organization shall obtain funds from;-

- i. Members' subscription and contribution.
- ii. Good will from well-wishers and other development partners
- iii. Any lawful source e.g. banks, micro-finance institutions.

The funds of the organization may only be used for the following purposes and upon approval of the full membership at either the annual and or special general meeting;

- i. Financing development projects in selected sectors as deemed fit by the organization e.g. Education, Counseling, and Business Appraisals etc.
- ii. Creating awareness on development issues
- iii. Promoting peaceful coexistence within the region
- iv. Financing general civic education prospects/projects, members and/or the association.
- v. Running of official activities of the organization e.g. Office stationery and photo services, official communication (meetings notifications, office box rentals, advertisements, mailing services) and venue reservation where applicable.
- vi. Maintenance of the organization's assets administrative Office
- vii. The organization shall operate a bank account; with the appointed members as the signatories. A special general meeting can replace any of the signatories in consideration of the welfare of the organization