

## CONSTITUTIONAL AMENDMENT OF THE YOUTH ADVOCACY NETWORK OCTOBER 2024.

This document shall be the constitution of the Youth Advocacy Network and shall govern the organization and its members and shall guide every individual who is a recognized member of the organization.

The name of the organization shall remain as it is from inception in 2017 to date, which is the Youth Advocacy Network [YAN] Koinadugu.

Our mission is to speak for the voiceless and connect vulnerable individuals to life-changing opportunities through advocacy and networking.

Our vision statement is: we want to connect young people to life skills opportunities, empower young people to take action against community upheavals in the next 10 years.

Our value is: we thrive by positive change.

**Article 1 Membership:** The membership of the organization shall comprise 45.

- i. For an individual to be officially recognized as a member he or she must attend 5 consecutive meetings on time and one activity organized by the organization outside or within the office and such individual must take an active role in such activity of: either school sensitization, cleaning, awareness campaign, tree planting or any other international event organized by the organization.
- ii. Must possess a valid ID card of the organization {YAN}.
- iii. After critical analyses of the role such individual plays and the activeness on meetings, general members of a simple majority shall approve the membership of such individual in a meeting without any objection.
- iv. In case someone from the members present at such occasion objects the approval of the membership of the person based on genuine reason [s], the executive shall look into the reason [s] given and get back to general members within 148 hours to the next meeting.
- v. If members deem it necessary after looking at the reasons provided to cancel the membership of such individual, they should carry on with immediate effects. If they see no tangible reason to cancel the membership, then automatically such individual is officially recognized a member without any further approval of a simple majority.
- vi. A recognized member shall be the one who comes to meetings regularly and on time and takes the work of the organization seriously.
- vii. Any member with genuine excuse [s] who is absent from meetings [s] for not more than 5 times shall be recognized a member.

- viii. The reasons shall be a, on holiday, b, sickness or illness, and c, or reasonable excuse.

**Section 2 Founding members:** all founding members are highly recognized for their tremendous effort in forming this organization and the young members count on their untapped potentials to keep the organization growing.

A founding member is/was an individual who was there during the inception of the organization, takes active role, and is still playing key roles to promote the growth and development of the organization.

- i. If a founding member is residing within kabala and he or she is not coming for meeting at least twice a month, is not participating in any activity that will lead to the growth and development of the organization, without any tangible reason [s] for maximum 2 and a half year, such an individual is not recognized a member and shall maintain low recognition in the list of founding members except those who serve in executive positions.
- ii. For anyone who serves in an executive position to be highly valued and maintain recognition within the organization, he or she must attend or take role in one or two activities or meetings within 4 months or shall be recognized for the position they served but not highly valued.
- iii. In case a founding member travelled out of the district or country for focused duty and continues to make an input either virtually or in contact with serving executive, such founding member is recognized.
- iv. The contact with such executive shall be for the growth and development of the organization.
- v. Anyone who serves in an elective or appointment position and serves the organization diligently, wholeheartedly, transparently, and accountably. Shall be recognized as a great member and shall be always given maximum respect.

**Section 3: rights and responsibilities of members [founding and present members]**

- i. Every pro active member has the right to vote and be voted for in an election.
- ii. Members shall be granted the freedom to take active roles in every activities of the organization irrespective of their gender and status in the organization.
- iii. Every member has the right to benefit from any opportunity and facility of the organization.
- iv. Any member has the right to ask questions regarding the organizations' finances,

activities and office running.

- v. Members shall uphold the mission, vision, and values of the organization at their utmost best.

#### **Section 4: meetings, time and duration.**

- i. Every Saturday the organization shall held a meeting at 4:00 pm.
- ii. The meeting shall be held in person {for those within kabala} and or virtually {for those outside kabala}.
- iii. The agenda for the meeting shall be the same as previous meetings except for activities or arrival of the donors.
- iv. Every member has the right to make an input in meetings and such input must be recorded by the secretary.
- v. The organizing secretary shall appoint the chairperson for any meeting and this appointment is temporal.
- vi. In case the organizing secretary is absent or late for meeting, the president or secretary general shall appoint someone to be the chairperson.
- vii. The secretary shall record and report the outcomes of every meeting to members.
- viii. For every meeting members shall maintain a perfect decorum and no distraction whenever someone is talking. NOTE: Any member who puts on defiant behavior or disruptive act example: fighting, using derogatory words, consistent moving outside, meaningless engagement with phone that does not pertain the meeting should be sent home or fetch water in the office and clean the office as the case maybe.

#### **Section 5: Forfeiture of membership:**

- i. By Death
- ii. Wherein a member do not attend meeting and do not participate in any activity in a period of 4 month maximum without any tangible evidence or supporting evidence.
- iii. Wherein two third majorities suspend, and pass a vote of no confidence on a member for any behavior related to: a, sexual harassment b, misappropriation of fund, c, physical fighting, and d, anti organizational activities.

#### **Article 2: Executive;**

- i. There shall be an executive body elected or appointed to run the affairs of the organization.

- ii. The executive shall comprise a, A Coordinator, b, Vice chairperson, c, Secretary General, d, Treasurer, e, Public relations officer, f, Organizing Secretary and g, An Auditor general.
- iii. The executive shall take full responsibility of the organization finances
- iv. Each and every executive be it elective or appointment must be fully committed to the work of the organization assigned to him or her by the constitution, general members and the donors.
- v. An executive position is obtained through an election. Or appointment by general members or a committee comprising board members and dedicated members in case of appointment.

#### **Section 2: Qualification for executive;**

- i. Must have been a dedicated member for at least one {1} year.
- ii. Must uphold the values, vision and, mission of the organization.
- iii. Must be willing to serve the organization and must communicate to members and donors of the organization when necessary.
- iv. Must uphold and promote the provision of this constitution.
- v. Must be residing in Kabala.
- vi. Must be free from any criminal record and corrupt practices.

#### **Section 3: The board committee;**

- i. The board committee is a group of four {4} veteran members or experience member who are charge with the responsibility to look in to critical issues within and outside the organization.
- ii. Their role is to proffer solution to issues affecting the organization with no intention to dissolve the existing executive.
- iii. The board shall serve as an auxiliary to the executive.
- iv. There shall be a board committee chairperson whose role is to organize board meetings, advise the board and the executive on issues.

#### **Section 4: Qualification for board member;**

- i. Must have served in an executive position for at least one term.
- ii. Must be a dedicated person to the organization.

- iii. Must hold a clean record during tenure as executive.
- iv. Must have a meaningful contribution to the organization's development.

### **Article 3: Roles and responsibilities of executives;**

An executive is anyone who the general members elect or select in a position charged with the responsibility to run the organization.

#### **The Coordinator:**

- i. Provides leadership to the organization and its members.
- ii. The Coordinator shall be one of the signatory of the organizations bank account.
- iii. The Coordinator is the head of all other executive positions in the organization
- iv. All other executive positions are answerable to the Coordinator
- v. The Coordinator communicates to donors on behalf of the organization.
- vi. The Coordinator is answerable to the general members.
- vii. The Coordinator appoints anyone in the appointment position pursuant to approval of the general members.

#### **The deputy Coordinator:**

- i. The Deputy Coordinator act in the capacity of the Coordinator whenever the Coordinator travels, feel sick, neglect of duty, and or get some emergency.
- ii. The Deputy Coordinator supervises all other executive positions.
- iii. The Deputy Coordinator is answerable to the Coordinator and the general members.
- iv. The Deputy Coordinator serves as a bridge between general members and the executives.

#### **Secretary General:**

- i. The secretary general shall record all relevant discussion in the meeting and report the outcomes of the meeting to members.

- ii. The secretary general keeps all relevant document of the organization for future reference.
- iii. The secretary general shall provide information relating to document.
- iv. The office of the secretary general is the third {3} highest rank in the organization.

**Treasurer:**

- i. The treasurer shall handle and report all monetary transaction of the organization.
- ii. The treasurer is the principal signatory to the organization bank account.

**Public relations officer {PRO}:**

- i. The office of the PRO is responsible to disseminate information within and outside the organization.
- ii. The office of the PRO is responsible for all office stationary.
- iii. The PRO is responsible for public outreach.
- iv. The Public relations officer is responsible for maintaining peace and cohesion through accurate information.

**Organizing secretary:**

- i. The organizing secretary shall be responsible to appoint the temporal chairperson for general meetings.
- ii. The organizing secretary shall be responsible to arrange the office in order and make meeting's agenda.
- iii. The organizing secretary is answerable to the chairperson and the general members.
- iv. The organizing secretary is responsible to call the meeting to order.

**The Auditor General:**

- i. The auditor General is Responsible to provide

independent report on both the finances and behavior of members.

- ii. The Auditor General is answerable to general members.
- iii. The Auditor General shall report to members each of his/ her findings with regards to finances and behavior of the members.

### **Article 3: Elections;**

- i. There shall be elections after every 2 years 6 months.
- ii. Elections shall be won by a simple majority.
- iii. Elections are conducted for two {2} positions only: a, The Coordinator and b, Secretary General.
- iv. Elections shall be conducted by an independent body appointed by the board.
- v. Election shall not be conducted where the number is less than 90%.
- vi. All members shall be accorded the full right to vote for a candidate of their choice.
- vii. Candidates shall be allowed to campaign to the general members.
- viii. Campaign shall begin four {4} months to election and end one {1} week to elections.

### **Article 4: Finances;**

- i. All the finances of the organization shall be accounted for.
- ii. There shall be a bank account.
- iii. Three members shall be signatory to the account which is not limited to: a, The Coordinator b, The Treasurer and c, one representative from general members.
- iv. Every member shall contribute five Leone monthly for the sustainability of the organization.
- v. The contribution shall be given to the treasurer to be deposited in to the organization's bank account.
- vi. After every activity the treasurer shall give financial update to members.

### **Article 5: Impeachment of executive;**



For an executive including the Coordinator to be removed from office, the following offences have to be present:

- i. Gross valuation of the constitution.
- ii. Neglect of duty without any tangible reason.
- iii. If such executive member is mentally not fit for the job.
- iv. Corruption or embezzlement of funds.
- v. If such executive is under criminal or sexual investigation at the police. Note: The person must be found guilty of the alleged crime levied against him/her before such action is taken.

**Article 6: Miscellaneous;**

- i. Whatever property acquired by the organization or the name of the organization in whatever nature shall belong to the organization.
- ii. The executive in consultation with the members shall have power to take any necessary action against any defaulting member.
- iii. Disciplinary measures taken against default shall depend on the gravity of the crime committed after due consideration of the members.
- iv. Members of the organization are empowered to cast a vote of no confidence by the majority of members without exception who have been proven guilty of a serious misconduct.

**Article 7: Amendment;**

- i. The constitution of the organization shall be amended after any 5 years.
- ii. The constitution shall not be amended or altered without a general meeting of the organization.
- iii. Majority of the members in a general meeting are allowed to altered or amend the



constitution.

- iv. The executive shall provide information about the amendment in one month before the amendment.