

THE REPUBLIC OF SOUTH SUDAN

CONSTITUTION OF

**DIOCESS OF AWEIL RELIEF AND DEVELOPMENT
ORGANISATION-**

(DARD)

P.O BOXAweil

Tel: +211 912239089,+211 921065362

E-mail: dardssudan@gmail.com,josephmamermanot@gmail.com

Northern Bahr El Ghazal State

OCT 2015

ARTICLE: 1.0 PREAMBLE

WE THE MEMBERS of **[DIOCESS OF AWEIL RELIEF AND DEVELOPMENT ORGANISATION] (DARD)** from Aweil, Northern Bahr el Ghazal state South Sudan.

CONCERNED about the need for Enhancing and Strengthening Development Programs among the people in the rural and urban communities in South Sudan.

AWARE THAT the later can only be achieved by empowering communities to take responsibility for their own development in a socially Sustainable, Just, Health and through effectively contributing to the full and accountable implementation of *pro-poor policies*;

RECOGNISING that accessing relevant Information, Skills, Resources, and Organizational support mechanisms in a multi-disciplinary context with prime contextual issues of concern being Advocacy, Public Policy Change, and Development and Empowering strategies.

DO HEREBY in and through this constitution subscribe to the contents having fully participated in this constitution making process.

SOLEMNLY adopt, enact, and give to our prosperity and us this DIOCESS OF AWEIL RELIEF AND DEVELOPMENT ORGANISATION (DARD) constitution this day ofin the year 2015.

ARTICLE 2.0 NAME AND ESTABLISHMENT

- 2.1 The name of the organization shall be **DIOCESS OF AWEIL RELIEF AND DEVELOPMENT ORGANISATION – (DARD)**
- 2.2 The organization shall be registered in accordance with the laws and regulations of the Republic of south Sudan.
- 2.3 The organization shall be affiliated to Non-Governmental bodies, national and international organizations with similar objectives and shall collaborate with government where necessary.
- 2.4 The organization shall be non partisan, independent and nonprofit making body and shall keep within its mandate in accordance with the provisions of this constitution and other rules and regulations made herein under.
- 2.5 **LOCATION OF THE SECRETARIAT**
 - 2.5.1 The secretariat of the organization shall be based in Northern Bahr el Ghazal state and branch offices may be opened anywhere in the locality of the organizations operation areas in south Sudan.
 - 2.5.2 Area of operation for the organization shall be the poor rural communities in grater Bahr el Ghazal south Sudan with specific states of focus as Northern Bahr el Ghazal.

ARTICLE: 3.0 VISION

3.1. To have a free, health, empowered and enlightened society where the poor and marginalized participate in Community development.

ARTICLE 4.0: MISSION

4.1. To provide development and humanitarian services through access to education and food security.

ARTICLE 5.0: OBJECTIVIES OF THE ORGANISATION

- ❖ To alleviate poverty and enhance modern farming mechanism and social institutions
- ❖ To promote cultural values through social interactions and provide solid fabric to community
- ❖ Empower girls and women within the community by reducing gender disparity, enhance protection (Gender Based Violence) and promote human rights
- ❖ Promote peace and co-existence among the community in greater Aweil and South Sudan as a whole
- ❖ To provide a forum/platform for community and stakeholders to discuss issues and formulate integrated and cross-sectional strategies on sustainable utilization and management of community resources, health systems, strengthening, resource management and environment conservation.
- ❖ To encourage and support farmers in Agriculture production for collective access to inputs, improved production and marketing, of quality and quantity produce for sustainable food security.
- ❖ To encourage and support farmers in Agriculture production for collective access to inputs, improved production and marketing, of quality and quantity produce for sustainable food security.
- ❖ To promote access to safe and portable water, good sanitation and hygiene using participatory methods
- ❖ To develop programmes for resources centers and education at primary and secondary levels and non-formal education for school dropouts, out of school children, working children, adolescent girls and adults.
- ❖ To facilitate the public with life training skills for the management and control of reproductive health rights problems.

Through,

5.1 RAISING AWARENESS

Help raise awareness actions on issues of food security & livelihoods, sustainable agriculture, Education, Human Rights, Reproductive Health Rights and HIV/AIDS, among the communities.

5.2 CAPACITY BUILDING

Build capacity of local communities to help sustain awareness issues relevant to, food security & livelihoods, sustainable agriculture, Education, Human Rights, Reproductive Health Rights and HIV/AIDS and be able to take self owned managed actions.

5.3 NETWORKING & PARTNERSHIP

To network with Governmental and other developmental actors in strengthening effective implementation of community oriented programs.

ARTICLE 6.0: MEMBERSHIP

DARD will have its membership open to those interested capable and specifically skilled persons in any area of work relevant to the objectives of the organization; and to those community organization that do relevant work to that of the organization.

6.1 There shall be three categories of membership namely;-

- a) **Full membership**, which will be for both men and women with spatiality areas as described in 6.1. These members will voluntarily enter the organization and each member will be bound to pay membership fee of 500 South Sudanese pounds and an annual subscription of 1000 SSP.
- b) **Associate membership**, which will be for organized community organizations (COs), focused on programs relevant to those of DARD in the states of operation. The executive board of the organization will accept a CO as a member upon completion of an application that will be formulated by the officers of the organization and upon official successful acceptance after meeting the set criteria for associate membership.
- c) **Honorary membership**. This is offered to any individual or institution that has contributed positively to the entire development of the organization upon consideration by the Executive Board.

6.2 Rights of members

- i. A member on admission to the organization shall sign a form of acceptance to be bound by the constitution and a receipt shall be issued to any member upon payment of registration.
- ii. Full members shall have a right to be informed of the activities and progress of the organization.
- iii. Any member shall have a right to participate in any fundraising activity for the purpose of developing the organization.

6.3 Cessation of membership

Any member shall cease to be a member if he /she;-

- a) Fails to meet his/ her obligations or conduct him/her self in a manner inconsistent with the good name of the organization in which event the organization general forum shall expel him/her from the organization provide a written warning for not less than 3 months period.
- b) On voluntary resignation by 30 days written notice and assented to by the full members of the organization.
- c) Is no more of sound mind?
- d) If he/she dies.

6.4 Duties and responsibilities of full members

- i. A member has a duty to serve for the organization, to work and appreciate in activities of the organization that do not offend him or her either, culturally, spiritually or socially.
- ii. A member shall have a responsibility of protecting and defending the organization constitution and its property and report any lawlessness in the organization to the Executive Board.
- iii. A member shall have a duty not to tarnish nor destroy the good name/frame of the organization.

ARTICLE 7.0: ORGANISATIONAL STRUCTURE AND ORGANOGRAM

The decision-making structures in DARD shall be composed of an Executive Board, Management Committee, Top Support Staff and Support staff. The organization shall have the following organs.

7.1 **Executive Board (EB)** that shall comprise seven people and the board will constitute itself into three committees namely; Planning Committee (PC) and Finance and Committee (FC) disciplinary committee to enhance Board efficiency and effectiveness. The Executive Director (ED) serves on the Board as an ex-official.

7.2 **The secretariat** that will be headed by the executive director. The secretariat will comprise of the following structures;-

- ✓ **Management Team (MT)**, which will comprise of Program Coordinators and Finance Officer and the head of the head of the Secretariat. The committee will generally oversee the day to day running of the organization and will be headed by the executive director who directly links to the board.

- ✓ **Support Staff** comprises of Project Officers, Program volunteers attached to different Organizational Programs and an Accounts assistant. These staff helps together with Program Coordinators in direct implementation of Program components.

- ✓ **Others will comprise** of a secretary, driver, securico and other causal laborers.

7.3 **Meetings of the Executive Board**

- The executive board shall sit quarterly. But can convene an extra ordinary meeting whenever necessary

- The sectoral committees shall always sit every three months i.e. quarterly.

- They can also convene an extra ordinary meeting where need arises.

- The program staff/management committee shall sit every month.

- Joint Executive Board and staff shall sit once a year.

ARTICLE 8.0: COMPOSITION AND FUNCTIONS OF THE EXECUTIVE BOARD

8.1.0 CHAIRPERSON;

This can be a male or female depending on the competitiveness and capacity among the full members at the period of elections.

8.1.1 FUNCTIONS

Shall;

- a) Chair the executive board meetings
- b) Serves as a signatory to bank accounts of the organization
- c) Ensure that the various organs of the organization are functioning smoothly
- d) Ensure implementation of executive board decisions
- e) Lobby for resources from the possible supporters in conjunction with the secretariat.

8.2.0 VICE CHAIRPERSON:

- a) He/she chairs the Planning Committee (PC).
- b) He/she will chair the Annual General Forum and Executive Board meetings in the absence of the Chairperson.
- c) Will perform all duties as may be assigned by the Chairperson of the board.

8.3.0 TREASURER

8.3.1 FUNCTIONS

Shall look after the financial interests of the organization and thus he/she shall;

- a) Chair the finance and administration committee
- b) Receive all financial reports and budgets from the secretariat and prepare them for approval.
- c) Initiate or be party to the raising of the organizational funds in any appropriate way.
- d) Keep comprehensive financial statements of the organization revenue and expenditures or other financial commitments and shall present them to the executive board twice a year or whether asked for throughout the year.

- e) Advise executive board on matters of the organization income and expenditure.
- f) Be a signatory to the organization accounts.

8.4.0 GENERAL SECRETARIATE

8.4.1 FUNCTIONS

- a) Shall compile all minutes of the Executive Board and General meetings
- b) Shall have powers in consultation with the chairperson to call meetings of both organs prepare and circulate the agenda and publicize minutes of the same to those concerned members.

8.5.0 COMMITTEE MEMBERS

These will be two members and will serve on the board actively like the other three top members and will serve on the two committees with the executive board.

8.6.0 EXECUTIVE SECTORIAL BOARD COMMITTEES

8.6.1 FINANCE COMMITTEE

There shall be a finance committee and will be headed by the treasurer and shall be comprise not less than three members and the executive director shall serve on this committee as an ex-official. The committee will also include a finance officer/ accountant as a technical person on the committee who will even serve as a secretary to the committee. Any member to serve on this committee must have the following duties.

- A member must be an adult person 19 years and above)
- Must be of sound mind.
- Must not be bankrupt.
- Must be honest, faithful and morally up right.
- Must have skills, knowledge and experience in financial management.
- The committee may comprise some other people of good social and moral background from the stakeholders and the beneficiaries.

8.6.1.1 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

- ✓ It shall be responsible for resource mobilization.
- ✓ It shall ensure proper finance management of the organization.
- ✓ It shall receive reports (financial) from the executive director for review on a quarterly basis during the quarterly meetings the committee will be holding.
- ✓ It shall interview potential staff as advertised for by the organization and will be assisted by other independent technical personnel depending on the field of recruitment and recommend any officer or staff to be recruited/appointed by the board in collaboration.
- ✓ It shall be answerable to the executive director.
- ✓ Shall review annual budgets and strategic plan budgets before the entire executive board reviews them.

8.6.2 PLANNING COMMITTEE, PC

There shall be a Planning Committee, which shall be headed by the secretary of the Executive Board. It shall consist of not less than 3 members and the Executive Directive will serve on the committee as an Ex-official. Members to serve on the committee shall have the following qualities.

- ◆ A member must be of sound mind.
- ◆ He/she must not be bankrupt.
- ◆ He/she must not have convicted and imprisoned for more than one year.
- ◆ He/she be honest and morally upright.
- ◆ He/she must have knowledge and skills in planning and development aspects.
- ◆ The committee may comprise some other of good social and moral background from the stakeholders and the beneficiaries.

8.6.2.1 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE:

- ◆ It shall plan and monitor the progress of the implementation of the Executive board decisions by the secretariat. The committee will sit quarterly.
- ◆ It shall be answerable to the Executive Board.
- ◆ It shall receive reports from the Executive Director quarterly about the progress of the organization programs and plans.
- ◆ It shall advise on the discipline and counsel staff.

8.6.3.1 DISCIPLINARY COMMITTEE. (DC)

- It shall be headed by the BOD General sec.
- It shall comprise some people of good moral back ground and experienced in technical aspects in various fields.

8.6.3.2 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

- ◆ It shall advise on the discipline and counsel staff & board members in conflict with the organization policies.
- ◆ It shall plan and monitor the progress of the implementation of the Executive board decisions by the secretariat. The committee will sit quarterly.
- ◆ It shall receive reports from the Executive Director quarterly about the progress of the organization programs and plans.

8.7.0 EXECUTIVE DIRECTOR (ED)

8.7.1 FUNCTIONS, DUTIES AND RESPONSIBILITIES

- a) Shall head the secretariat and will serve on the board as an ex-officio
- b) Shall have powers to initiate and coordinate the formulation of annual operating plans, budgets and monitor progress towards their achievement, analyzing and drawing the attention to important trends and opportunities.

- c) Shall be the accounting officer for the organization and will be responsible for monitoring income and expenditure of the organization.
- d) Shall compile and submit all resource mobilization documents to possible funders/donors.
- e) Shall take lead in evaluating project including finances in accordance to organization policy documents and guidance.
- f) Shall provide strong leadership to the organization as well as manage and develop the skills and careers of other organizational staff.
- g) Shall be charged with overseeing the day to day running of the organization.
- h) Shall provide an oversight to the Management Committee on all services of the organization including planning, coordinating and monitoring performance of the different departments.
- i) Shall be principal signatory to all bank accounts maintained by the organization
- j) Shall prepare and submit accurate and timely reports to the executive board and all partners and shall be Chief Public Relations Officer of the organization.
- k) Shall manage all staff members and will be charged with overseeing the personnel needs in the organization at any time and whenever the urgent ness act to recruit any required staff pending Board confirmation.

ARTICLE 9: THE EXECUTIVE BOARD

- 9.0 The Executive Board shall consist if initiators, adopted stakeholders and partner community groups' beneficiary representatives at any point deemed necessary especially to serve on the sectoral committees i.e. PC and FC as will be agreed and elected in the Executive Board of Directors/Founders.
- 9.1 The Executive Board shall be supreme decision making body of the organization and thereby shall carry out the following functions;
- a) Electing, suspending and or dissolving the sectoral committees and other staff members.
 - b) Make amend and supplement the rules of the organization on matters that affects members.

- c) Agrees on the measures to be undertaken by the organization in the furtherance of its interests.
- 9.2 All Executive Board members shall be under the duty to attend in person and regularly all meetings lawfully convened by the organization and to meaningfully contribute within the limits abilities and powers.
- 9.3 It shall do supervisory and monitoring role to the organization.
- 9.4 It shall identify avenues for fundraising strategies for the organization.

ARTICLE 10: VOTING

- Voting shall be one person one vote.
- All voting shall be by secret ballot or any method agreed upon at the time.
- The candidate with the highest number of voted shall be declared the winner.
- Voting shall always be done every three years.
- Every member is eligible for re-elections provided the members still envisage quality work and serve out of a member.
- In case of equality of votes, further elections shall be conducted until the post contested for is filled.
- The Executive Board shall fill any causal vacancy in office.
- The board shall comprise of 5 or more members depending on the need for having some other members on the sectoral committees with at least 1/3 being women who will be democratically elected from the initiators of the organization, adopted stakeholders and representatives of the community. With the provision of at least the two of the top positions from the initiators in order not to lose the initial organizational trend.
- Elections shall be presided over by a returning officer from a non-voting stakeholder.
- The returning officer shall accept nominations for the vacant posts. Nominations shall be;-
 - Made by one member and seconded by two other people before voting on the voting day.

ARTICLE 11.0 FINANCES

11.1 the finances of the organization shall consist

- Any financial/ material contributions from full members/well wishers of DARD.
- Donations and Grants from any relevant source to support organizational activities.
- Money realized from Fundraising activities of the organization.
- Any lawful source agreed upon by the Executive Board of DARD.

11.2 FINANCIAL YEAR

The financial year of the organization shall run from 1 Oct -30 Sept of every year.

11.3 BANKING

- The organization shall have and operate accounts in lawful licensed institutions and banks determined by the Executive Board.
- The Executive Director shall be to all organizations accounts.
- Any signatories including the principal signatory shall effect withdraw.
- All organizational monies must be banked on the organization account(s) before put to use/operation.
- The organization shall maintain an impress system.

11.4 BOOKS AND RECORDS

The organization shall keep books and records in a proper manner and shall periodically update its books and systems/records.

11.5 AUDIT

The Finance and Administration Committee (FC) shall nominate and recommend a firm of auditors to be approved by the Executive Board to be employed for audit, the important books will include Cash Book, Payment Vouchers, Ledger Books and any other as will be guided by the Finance Officer.

ARTICLE 12.0 ORGANISATION PROPERTIES

DARD shall acquire and own property ranking from fixed assets and liabilities. These may include;-

- Land
- Vehicles
- Machines
- Equipments
- And any other property provided it is to benefit and use in the organizations programs.

ARTICLE 13.0 AFFLIATION

The organization may affiliate to other National, Regional and International organization that may be having similar interests as those for DARD.

ARTICLE 14.0 COMMON SEAL

- ✓ The organization shall have an official seal and shall be in such a form as shall be determined by the Executive Board and in conformity with the recommended standards that shall be kept under custody of the Executive Director at the secretariat.
- ✓ The common seal shall be affixed to important documents of the organization and shall be impressed and attested by the Executive Director of chairperson.

ARTICLE 15.0: AMENDMENT

- 15.1 The constitution of the organization may be amended by a majority vote of 1/3 of the total full members of the organization.
- 15.2 A written notice shall have been given to members at least 14 days before the meeting.
- 15.3 All proposed amendments shall be submitted in writing and presented to the secretary of the board at least three months before the Board meeting at which

they are to be discussed and circulated to members with the agenda at least a month before the meeting.

ARTICLE 16.0 DISSOLUTION OF THE ORGANISATION

- ✓ The organization shall not be dissolved except by resolution at the Annual General Forum of the organization passed by at least 60% of the total membership convened in accordance with the provisions of this constitution.
- ✓ If upon winding up or dissolution of the organization there remains after satisfaction of all its debts and liabilities whatsoever, shall be passed on to another organization with similar objectives of DARD.

LIST OF SUBSCRIBERS WHO HAVE CONFIRMED AND SIGNED THIS CONSTITUTION

NO.	NAME	TITLE	SIGNATURE
1	ABRAHAM YEL NHIAL	President	
2	JOSEPH MAMER MANOT	Deputy&Exe Director	
3	CLARICE ACHIENG OWINO	Treasurer	
4	ANDREW MATEEM ACHIEN	Secretary	
5	PAULINO DUT CHUOR	Member	
6	SAMUEL BAAK DIING	Member	
7	PETER DUT MAWIEN	Member	
8	MARKO AKOON AKOON	Member	
9	WILLIAM AGUER AGUER	Member	

Dated this..... Day of..... 2015