

**PADDYS FAMILY ORGANIZATION**  
Motto: United We Stand



**DECEMBER, 2014**

## **PREAMBLE**

### **ABOUT PADDYS FAMILY ORGANIZATION**

PADDYS Family is an association of friends, brothers, sisters and relatives drawn together from a broad spectrum of the society within Sierra Leone. Founded in 2003 by twenty five (25) neighbourhood friends (teenagers) in the New Site community (Bo City), with a strong focus on maintaining solidarity amongst young people and building a peaceful co-existence within the community, with its ethno-political and religious diversities, the family has grown rapidly in membership, with followers in Freetown, UK, Sweden and United State of America.

Our current membership consist of a lawyer, teachers, doctors, nurses, academics, bankers, mechanics, engineers, traders, business men and women, university and secondary school students, okada riders and school drop-outs.

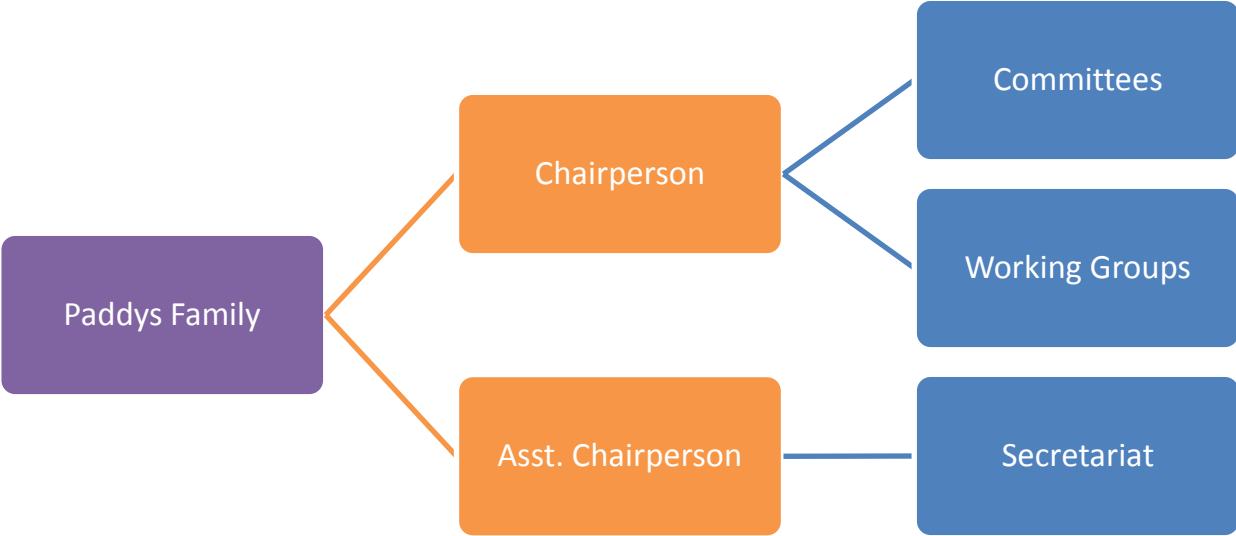
As an organization, we operate as a humanitarian agency: mobilizing resources to promote human welfare and social change. The centre of our work is the community. We believe that it is at the level of the community that, for instance, situations of poverty and youth marginalization and exclusion are calamitous, and where everyday social plights, of the masses, are common.

We undertake social projects and use various peacebuilding tools, to promote solidarity, peace and social change in marginalized communities. Our work focus on issues such as the growing gang sub-culture and drug abuse among youths; girl child education (including teenage pregnancy and prostitution); basic and tertiary education; and vocational training and employment for youth.

Our PADDYS Family working groups (each focusing on specific issues), with financial supports from donations or collections from members or funding, implement projects and programmes of the organization in target communities – with inclusive participatory approaches.

The Honourable Paramount Chief, Bo Kakua, Prince Lappia Boima is the Grand Chief Patron of the Organization, and the Bo City and District Councils; Office of the Paramount Chief, Bo Kakua; and National Youth Commission, Southern Region are major financial managers of funded projects of the organization.

**ORGANOGRAM**



**STRUCTURE**

As a family, PADDYS is horizontally structured with all members accorded equal rights, justice and opportunities.<sup>1</sup> A Chairperson, Assistant Chairperson and Secretary General - supported by committees and working groups of members - are responsible for the operations of the organization.

The chairperson provides oversight on the programmes/projects of the organization – that is, the activities of the Working Groups and Committees. Using good counsel and based on qualification<sup>2</sup> or wealth of experience<sup>3</sup>, the chairperson appoints/changes/discharges focal persons of Working Groups and heads of Committees, subject to the approval of a majority of members at a specially convened General Meeting<sup>4</sup>.

The Assistant Chairperson provides oversight on the technical administration of the organization – that is, the activities of the technical support unit and the secretariat. Using good counsel<sup>5</sup> (with the chairperson), she/he provides leadership of the secretariat and directly supervises the work of the Secretary General.

The Secretariat is the Head Quarter of the organization. The Secretary General runs the secretariat. She/he is directly responsible for the daily administration of the organization. Using good counsel, she/he works with all Heads of Committees and Focal Points of working groups in achieving the organizations' aims and objectives. The Secretary General recommends for appointment/change/discharge other members<sup>6</sup> of the secretariat, subject to the approval of a majority of Members at a specially convened General Meeting.

The Working Groups are responsible for the programmes and projects to be undertaken by the organization. A Working Group is a taskforce: Set up by the chairperson based on suggestions from members at a General Meeting and approved by a majority of members at a specially convened General Meeting. Each

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<sup>1</sup> No member is bigger than the organization or above its laws.

<sup>2</sup> The word is taken to mean, here (as throughout this document), education – read and write with minimum B.E.C.E (Basic Education and Certificate Exam); fluency in two local languages.

<sup>3</sup> The word here (as throughout this document) refers to lived experiences and previous work experiences or competence.

<sup>4</sup> Specially convened General Meeting, here (as throughout this document) refers to a meeting called specifically for the said purpose and MUST be announced four days earlier to members for mass participation. All protocols of a PADDYS Family meeting must be observed except that the floor MUST be opened for views and voices of members.

<sup>5</sup> Using good counsel includes enquiring or consulting with members of the organization

<sup>6</sup> This SHALL include property manager, secretary and errands man.

group is set up with responsibilities focusing on one or more areas of the organization's focus. A Working Group is led by an appointed and approved member who is capable of leading other members (in spirit, strength, thinking, reasoning, communication and temperament) towards achieving the goals of the group and the organization. A working Group shall comprise members from as low as 5 (five) to as high as 20 (distributed evenly among sexes or on the basis of affirmative action favouring the female sex (where the need be).

The Committees are responsible for the functioning of the working groups and the organization. A Committee is led by an appointed and approved member who is capable of leading other members (in spirit, strength, thinking, reasoning, communication and temperament) towards the better functioning of the organization. It shall comprise members from as low as 5 (five) to as high as 10 (distributed evenly among sexes or on the basis of affirmative action favouring the female sex (where the need be). Members of a Committee shall be nominated by other members at a specially held Meeting and Approved at a General Meeting.

## **ARTICLE ONE (1)**

### **SECTION ONE**

#### **A. DESIGNATION**

- I.** The official name of the organization is **PADDYS FAMILY ORGANIZATION**. In its shortened form it **SHALL** be written as follows: **PADDYS Family**.
- II.** All documents of the organization **MUST** bear the full name of the organization and be signed by the Chairperson or Asst. Chairperson (for the Chairperson), the Secretary General and the focal point for the working group.
- III.** All communications of the organization **MUST** bear the official title and Logo.
- IV.** Letters of Working Groups **MUST** bear the Letter Head of the organization with the logo.

#### **B. THE LOGO**

- I.** The logo of the organization is circular in shape with the words **PADDYS FAMILY** written up, and **ORGANIZATION**, down, boldly in blue. The initials **P.F.O.**, in green, are forged together, representing the unity of members and indivisibility of the family.
- II.** The Logo is the official seal of the organization. It **MUST** be on all communications and documents of the organization.
- III.** The **LOGO** of the organization **MUST** be placed on the left hand corner, when used with another Logo.

#### **C. MOTTO**

- I.** The Motto of the organization is **UNITED WE STAND**.
- II.** The motto should be written in the colours of Green, White and Blue respectively.

III. The Official colour of the organization is Sky (Blue) and White.

## **SECTION TWO**

### **A. LEGAL STATUS**

I. As a registered organization, PADDYS FAMILY SHALL exists as a legal entity – that is, it can sue and be sued in a court of law.

II. All Members of the organization, especially those holding administrative positions, do so under the legal code binding the organization.

III. All members SHALL function within the legal code binding the organization and are liable to prosecution.

## **SECTION THREE**

### **A. AFFILIATION**

I. The organization is affiliated with the Office of The Paramount Chief, Bo Kakua, and Honourable P.C. Prince Lappia Boima - its Grand Chief Patron.

II. Bo City and District Councils; and National Youth Commission, Southern Region SHALL be major financial managers of funded projects and programmes of the organization.

III. The organization SHALL be affiliated with Groups, Government offices, Non-Governmental Organizations or Associations, as deemed necessary by the chairperson /working group/Committees – based on the approval of members of the committee in charge of membership.

### **B. NETWORKS:**

I. The organization SHALL form or join networks with Groups, Government agencies, Non-Governmental Organizations or Associations, as deemed necessary

by the chairperson /working group/Committees – based on the approval of members of the committee in charge of membership.

II. The sole reason for joining or forming Networks MUST be for productivity – the benefit of the organization.

## **ARTICLE TWO**

### **SECTION ONE**

#### **AIMS AND OBJECTIVES**

A. As a humanitarian agency, the main aim of the organization is to mobilize resources –within and outside communities – towards:

I. Fostering unity and peaceful co-existence, within diverse communities.

II. Promoting community solidarity, peace and social change.

III.Promoting social welfare within communities at risk.

B. The objectives which the organization strives to achieve includes, but not limited to:

I. Cultivating positive agency amongst the young generation, and fostering progressive change.

a). Promote children and youth education

b). Discourage gangstarism and radicalization among youths

c). Discourage drug abuse and prostitution among children and youths

d). Promote vocational training and entrepreneurships among youths

II. Changing negative stereotypes of marginalized groups (youths, women and persons with disabilities) within communities.



- a). Sensitize youths and communities against gender based violence.
- b). Sensitize communities on HIV/AIDS, Ebola, and related hemorrhagic fever illness, including relating with patients and survivors respectively.
- c). Promote the rights of marginalized groups in communities

III. Mobilizing communities towards social action and development.

- a). Promote community hygiene: sanitation and waste management
- b). Undertake road work and repairs project

IV. Facilitating recreation for children and youths.

- a). Promote the right to play in communities
- b). Organize recreational activities for Children and youths
- c). Promote sport and entertainment within communities.

V. Facilitating human welfare and development in Communities

- a). Promote the welfare and development of members as well as non-members<sup>7</sup>
- b). Provide assistance to members in times of difficulties<sup>8</sup>

## **SECTION TWO**

### **MEMBERSHIP**

I. The incorporation of any person into the club SHALL be solely determined by the Membership Committee.

II. Membership of the organization is open to ALL persons, between the ages of 18 and 100.

III. No member, irrespective of age or social class is bigger than the organizations.

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<sup>7</sup> Refer here to people within the community in dire need of assistance. It does not apply to someone who would rather not join the organisation, with intentions to use this provisory to benefit from the organisation.

<sup>8</sup> The word here (as throughout the document) refers to grave sickness, death of a parent/child/spouse, and litigation.

IV. No Member is above the laws or standing orders of the organization. Every member SHALL be subjected to impartial treatment.

V. All members MUST be afforded equal opportunities and accord equal rights and responsibilities in the organization - irrespective of age, category of membership, sex, gender and ability.

## **A. CATEGORY OF MEMBERSHIP**

I. There are three categories of membership:

- Golden Membership
- Diamond Membership
- Silver Membership

II. The Golden Membership SHALL be for, but not limited to, people within the higher echelon of society who admire the work of the organization and want to be associated with the organization in a generous way.

- a). It is a honorary membership which the chairperson bestows.
- b). A person SHALL be nominated by the Membership Committee to a plenary<sup>9</sup> of members at a specially convened General Meeting.
- c). Golden Membership comes with specific opportunities, rights and responsibilities – as SHALL be stated by the Membership Committee.

III. The Diamond Membership is OPEN to ALL who are inspired by the work of the organization and want to be associated and give more in terms of contribution and service.

- a). The Chairperson, Assistant Chairperson, Secretary General, Financial Secretary, Public Relations Officer (PRO), Organizing Secretary, heads Of committees and focal persons of working groups MUST hold Diamond Membership.
- b). Contributions of Diamond members SHALL be stated by the Membership Committee.

IV. The Silver Membership is OPEN to ALL who are inspired and want to be a member of the organisation – giving more in terms of service and contribution.

- a). Contributions of Silver Members SHALL be stated by the Membership Committee

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<sup>9</sup> Fully attended or constituted by all entitled to be present.

V. VOLUNTEER(s). Like every organization, PADDYS Family welcomes volunteers to the organization.

- a). A Volunteer to the organization is NOT a member.
- b). He or she shall be accorded certain responsibilities and opportunities as determined by either the chairperson, the Assistant chairperson or the Secretary General.
- c). He or She SHALL be entitled to STIPEND (covering transportation and Lunch).
- d). A Volunteer, for six months (with good conduct), SHALL be eligible for waiver of Application fee upon formal<sup>10</sup> request and recommendation<sup>11</sup> by the Secretary General to the Membership Committee.
- e). A list of volunteers to the organization MUST be place up on the notice board by the Secretary General.
- f). All Volunteers are subject to the codes and conduct of the organization.

VI. A Member of the organization volunteering to a working group is different from a volunteer to the Organization. He or she MUST be entitled to STIPEND given to volunteers – on equal basis.

## **B. NEW MEMBERSHIP**

I. Any person wishing to become a member SHALL be subjected to the following:

a). An Application process which includes, but NOT limited to the following:

- i). Applicants SHALL provide two PASSPORT SIZE PHOTOS together with necessary information on an application form.
- ii). A Fee for Application Form SHALL be stated by the Membership Committee based on demand and is NON-REFUNDABLE.
- iii). A Membership Application process MUST NOT exceed ONE WEEK from the day of submission.
- iv). A Membership Application form is valid for one year only.

b). Interview before a select panel of members within the Membership

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<sup>10</sup> The word here (as is throughout this document) refers to a letter referencing the purpose.

<sup>11</sup> All recommendations from the Secretary General MUST be cc (carbon copied) to Chairperson, Assistant Chairperson and notice board.

Committee.

- c). Induction – upon meeting the membership requirements – at a General Meeting.

II. He or she **MUST** have at least one guarantor who is **NOT** a dormant member or with poor disciplinary track record<sup>12</sup> or have been suspended more than two times for flagrant<sup>13</sup> disobedience of authority and lack of respect for the organization.

- a). The Guarantor **SHALL** vouch<sup>14</sup> for the new member.
- b). He or She **MUST** be present at the interview, otherwise, the application **SHALL** be nullified.
- c). No fee **MUST** be charged for acting as Guarantor. Otherwise, it **SHALL** be corrupt, and punishable by total expulsion from the organisation.

III. He or she **MUST NOT** be in a **ROMANTIC RELATIONSHIP** with **TWO** members of the organization<sup>15</sup>.

IV. He or she **MUST** be of sound mind and good health. A disclosure of health status **MUST** be made during the application and interview process.

## **C. TERMS AND CONDITIONS OF MEMEBERSHIP**

I. A person qualifies as **MEMBER**, when she or he commits to **ALL** of the following:

- Respects the laws and authorities of the organization
- Prompt payment of monthly contribution.
- Attends meetings of the organization.
- Participate in the activities of the organization.
- Volunteer with a Working Group.

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<sup>12</sup> A person is considered having poor disciplinary track record when he or she **SHALL** have been found wanting of gross indiscipline, undermining the aims and objectives of the organization, three or more times.

<sup>13</sup> Open, as in public, meetings or events.

<sup>14</sup> Guarantee, as in vow, promise, and stand for

<sup>15</sup> Lovers, as in boyfriends and girlfriends or husbands and wives.

**II.** A dormant member does not qualify for any position or reward. He or She is deemed an opportunist and unfit for any form of benefit. He or She MUST NOT vote and be voted for.

**III.** A dormant member, without explicit reason(s), made known to the Membership Committee through writing – carbon copied to the Secretariat and Assistant Chairperson, over a period of three (3) months SHALL be suspended for six (6) months.

**IV.** A suspended member SHALL be fined Twenty Thousand Leones only (Le 20,000.00). And MUST pay his or her monthly contribution for ALL the months suspended and dormant (in the case of dormant members that are suspended).

**V.** A member returning from suspension MUST have passed two (2) months, actively involved in the activities of the organisation, to be eligible for any position.

**VII.** A person qualifies as a dormant member when he or she does not commit to all the following listed under Article II, Section TWO (SUB SEC. C) (I).

**VIII.** Members are expected to be prepared to volunteer with at least one working group of the organization.

**IX.** All Members are expected to participate in the activities of the organization.

**X.** All Members, considered active by the membership committee, have the right to vote and be voted for.

**XI.** All Members are prohibited from ROMANTIC RELATIONSHIPS in the organization, except where it has existed prior to the membership of the organization.

**XII.** PADDYS Family is an organization of friends, brothers, sisters and parents. Thus, all members MUST be imagined, seen, treated, and related to as such.

**XIII.** All Members of the organization have equal usefulness and MUST be inspired to reach their full potentials.

XIV. All Members are prohibited from using obscene language or sexist and vile comments at meetings, events or gathering<sup>16</sup>.

XV. All Members are free in the practice or observance of religious codes and ethics, but such freedom is restricted to members domicile.

- a). PADDYS FAMILY Organization recognizes and respects all religions.
- b). It is NOT religious based.
- c). It does NOT tolerate religious intolerance from members.
- d). A hefty fine (between the tune of Fifty (50) and Hundred (100) Thousand Leones) or expulsion SHALL be instituted on defaulters.

XVI. All Members are free in the practice or observance of ethnicity, but such freedom is restricted to members domicile.

- a). PADDYS FAMILY Organization recognizes and respects all ethnic groups.
- b). It is NOT Ethnic based.
- c). It does NOT promote ethnic nationalism and intolerance of other ethnic groups from members.
- d). A hefty fine (between the tune of Fifty (50) and Hundred (100) Thousand Leones) or expulsion SHALL be instituted on defaulters.

XVII. All Members are free in the practice or observance of political party membership and allegiance, but such freedom is restricted to members domicile.

- a). PADDYS FAMILY Organization recognizes and respects all religions.
- b). It is NOT religious based.
- c). It does NOT tolerate religious intolerance from members.
- d). A hefty fine (between the tune of Fifty (50) and Hundred (100) Thousand Leones) or expulsion SHALL be instituted on defaulters.

XVIII. All Members are prohibited from engaging in any activity in the name of the organization without the knowledge of the Secretary General.

XIX. All Members are prohibited from using the property<sup>17</sup> of the organization for own benefit.

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<sup>16</sup> A gathering consist of three and more members, as ataya gathering or any other held under the auspice of the organization.

<sup>17</sup> Here as throughout the document refer to the physical and or name of the organization.

XX. The SOLE expectation of any member joining the organization is to give back to the community – which has given him or her so much. It is NOT for any form of REWARD.

XXI. All deserving Members – active in the work of the organization and needing assistance - MUST be duly considered for WELFARE support and progressive development, as and when the resources are available.

XXII. Membership category SHALL NOT determine redistribution of rewards or allocation of welfare support on general basis. But it may be crucial in the case of stiff completion and or special occasions.

XXIII. All Members may be equal under the constitution and in treatment, but ALL members MUST respect age and seniority.

## **ARTICLE THREE**

### **SECTION ONE**

#### **ADMINISTRATIVE POSITIONS**

I. As a humanitarian organization, focused on mobilizing resources towards promoting human welfare and social change within communities in Kakua Chiefdom, PADDYS Family members SHALL bestow upon selected members an honorary task to run the daily affairs of the organization.

#### **A. POSITIONS**

##### **I. Grand Chief Patron<sup>18</sup>**

##### **II. Advisory Council<sup>19</sup>**

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<sup>18</sup> The organization is a development wing of the Office of the Paramount Chief, Bo Kakua. Honorable Paramount Chief Prince Lappia Boima is its Grand Chief Patron.

<sup>19</sup> The advisory Council refers to stakeholders in the Kakua Chiefdom, appointed by the Grand Chief Patron, to advise in the daily function of the organization.

### **III. Chairperson**

### **IV. Assistant Chairperson**

### **V. Secretary General**

### **VI. Financial Secretary**

### **VII. Public Relations Officer**

### **VIII. Organizing Secretary**

### **IX. Committees**

### **X. Working Groups**

## **B. TERMS AND CONDITIONS**

I. All members directly responsible for the administration of the organization SHALL be voted for by members of the organization at a general election.

II. The Administrative Positions, from III – X, section One,(A) are directly responsible for the administration of the organization.

III. All SHALL be subjected to the following procedure.

- a).Background check for previous misconduct or abuse of power.
- b). MUST be of sound mind and health.
- c). MUST be dedicated and committed to the aims and objectives of the organization.
- d). MUST be able to leader others – with good spirit.
- c). MUST be able to work in a team.

IV. All Members holding administrative positions MUST be exemplary – in all sense of the word.

V. All Members holding administrative positions is a servant. He or she works in the interest of the members and the organization.



VI. All Members holding administrative positions MUST endeavour to work together and be successful.

VII. All Members holding administrative positions SHALL be found wanting and unfit to serve in the capacity – as proven by the Disciplinary Committee.

VIII. All Members holding administrative positions SHALL NOT use the organization or the position to his or her egoistic benefit and personal aggrandisements.

IX. All Members holding administrative positions that are found wanting on charges relating to Article Three, Section One (B-VII) MUST be discharged of duty and punished – as stated by the committee in charge of discipline.

X. All Members holding administrative positions SHALL be called upon to give account at any given time – whether in office or out gone.

XI. All Members holding administrative positions (past or present) SHALL be legally responsible to for any misappropriation or embezzlement of project funds and donations in a court of law.

XII. All Members holding administrative position MUST be able to inform a plenary body of the organization on updates about activities of the organization.

XIII. All Members holding administrative positions MUST NOT in the dispensation of their duties be sexist, ethno-regional and bias.

IXX. All Members holding administrative positions SHALL do so for a period of TWO (2) years – renewable.

XX. The position of treasurer and women's leader SHALL be appointed, by the chairperson and approved by members at a General Meeting.

XXI. The treasurer SHALL provide assistance to the Financial Secretary on some financial matters of the organization.

XXII. The women's leader SHALL provide leadership to the female membership of the organization, and SHALL assist the Chairperson and the Assistant Chairperson with administrative issues.

XXIII. The positions of Treasurer and Women's Leader are auxiliary to the administrative positions, from III-X, section One, (A).

### **C. FUNCTIONS**

**I.** All Members holding administrative positions as listed by section One,(A) from III – X are directly responsible for the operation of the organization.

**II.** All Members holding administrative positions as listed by section One,(A) from III – X are tasked with responsibility to meet the aims and objective of the organization.

**III.** All Members holding administrative positions as listed by section One,(A) from III – X are directly responsible for providing the strategic leadership and administration of the organization.

**IV.** All Members holding administrative positions as listed by section One,(A) from III – X are directly responsible for promoting the welfare of others.

**V.** All Members holding administrative positions as listed by section One, (A) from III – X function as elected representatives of the general membership.

**VI.** All Members holding administrative positions as listed by section One,(A) from III – X are expected to function like a team – with the chairperson leading.

**VII.** All Members holding administrative positions as listed by section One,(A) from III – X are expected to function in complementary order and NOT as individual entities.

## **SECTION TWO**

### **DUTIES OF ADMINISTRATIVE POSITIONS**

#### **GRAND CHIEF PATRON**

**I.** He or she is the God-parent of the organization and its chief administrator.

**II.** He or she holds ceremonial powers which include;

- a). Swearing in members holding administrative positions as listed by Section One,(A) from III – X
- b). Bestowal of deserving people Golden Membership, on the recommendation of the organization.
- c). Termination of the members holding administrative positions as listed by Section One,(A) from III – X) on the recommendation of the general membership of the organization – following due processes of investigation.
- d). Dissolve the administration and state the date for election – on the recommendations of the Chairperson.
  
- e). Appoints Six (6) of the ten members of the Advisory Council. The others SHALL be done by the general body of members.

III. He or she is the chief auditor of the organization and SHALL embody the organizations strive towards accountability and transparency.

IV. He or she MUST endeavour to promote the aims and objectives of the organization.

V. He or she SHALL provide leadership in the organization’s mobilization of resources towards making Kakua a model city.

VI. He or she MUST maintain open access to the organization and its members holding administrative positions as listed by Section One (A), from III-X.

## **ADVISORY COUNCIL**

I. Advise the Chairperson and other members holding administrative positions as listed by Section One (A), from III – X.

II. Provide technical support to members holding administrative positions as listed by Section One (A), from III – X.

III. Provide leadership in the organization’s mobilization of resources towards making Kakua a model city.

IV. Members **MUST** maintain open access to the organization and its members holding administrative positions as listed by Section One (A), from III-X.

V. Members are appointed for a period of Five years – renewable.

## **CHAIRPERSON**

I. He or she is the administrative head of the organization and directly takes responsibilities for the actions of the organizations during the tenure of office.

II. He or she **SHALL** work in close cooperation with the Assistant Chairperson to meet the aims and objectives of the organization.

III. He or she **MUST** be a visionary and able to lead the organization on to the right path.

IV. He or she **MUST** be an exemplary person in the organization.

V. He or she supervises the work of the working groups and committees.

VI. He or she is an ex officio<sup>20</sup> member of All working Groups and Committees.

VII. He or She **MUST** cultivate the energy, creativity and skill in other members towards the development of the organization.

VIII. He or she **SHALL** recommend to the **GRAND CHIEF PATRON** the date for elections.

IX. He or She **SHALL** be impeached from office/service when found wanting of acts considered counterproductive to the aims and objectives of the organization.

X. He or she **SHALL** be found wanting in the case of the following:

- a). Corruption –i.e Misappropriation of funds owned by or donated to the organization.
- b). Nepotism and Favouritism
- c). Tribalism and Regionalism
- d). Lacking sound mind and health
- e). Gross Negligence of duty
- f). Flagrant disrespect for Authority and the constitution.

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<sup>20</sup> Because of the job, office or position.

XI. He or she SHALL be relieved of duties by a 2/3 (Two third) majority of members at a specially convened general meeting.

XII. He or she SHALL preside over all General Meetings and administrative matters arising.

### **ASSISTANT CHAIRPERSON**

I. He or she is the second administrative head of the organization and directly supervises the actions/works of the secretariat.

II. He or she MUST work in close cooperation with the Chairperson and the Secretary General to meet the aims and objectives of the organization.

III. He or she MUST be a visionary and able to lead the organization on to the right path.

IV. He or she MUST be an exemplary person in the organization.

V. He or she SHALL supervise the work of the Secretary General and keep the Chairperson informed about the work of the organization.

VI. He or she is an ex officio member of All working Groups and Committees.

VII. He or She MUST cultivate the energy, creativity and skill in other members towards the development of the organization.

VIII. He or She SHALL be impeached from office/service when found wanting of acts considered counterproductive to the aims and objectives of the organization.

IX. He or she SHALL be found wanting in the case of the following:

- a). Corruption –i.e Misappropriation of funds owned by or donated to the organization.
- b). Nepotism and Favouritism
- c). Tribalism and Regionalism
- d). Lacking sound mind and health
- e). Gross Negligence of duty

f). Flagrant disrespect for Authority and the constitution.

X. He or she SHALL be relieved of duties by a 2/3 (Two third) majority of members at a specially convened general meeting.

XI. He or she SHALL preside over all General Meetings and administrative matters arising in the absence of the chairperson.

XII. He or she SHALL assume the responsibilities of chairperson when the chairperson is absent.

### **SECRETARY GENERAL**

I. He or she is the chief of administration at the Secretariat, and directly takes responsibilities of the daily running of the organization.

II. He or she works in close cooperation with the Assistant Chairperson to meet the aims and objectives of the organization.

III. He or she MUST be a visionary and strategic leader.

IV. He or she MUST be an exemplary person in the organization.

V. He or she SHALL be able to take administrative responsibilities of the organization in the absence of the chair and assistant chairpersons.

VI. He or she is an ex officio member of ALL Working Groups.

VII. He or She MUST cultivate the energy, creativity and skill in other members towards the development of the organization.

VIII. He or She SHALL be impeached from office/service when found wanting of acts considered counterproductive to the aims and objectives of the organization.

IX. He or she SHALL be found wanting in the case of the following:

- a). Corruption –i.e. Misappropriation of funds owned by or donated to the organization.

- b). Nepotism and Favouritism
- c). Tribalism and Regionalism
- d). Lacking sound mind and health
- e). Gross Negligence of duty
- f). Flagrant disrespect for Authority and the constitution.

X. He or she SHALL be relieved of duties by a 2/3 (Two third) majority of members at a specially convened general meeting.

XI. He or she SHALL organize/facilitate all General Meetings and administrative matters arising.

XII. He or she SHALL carry out certain functions such as:

- a). Prepare the agenda for every meeting
- b). Take minute at meetings
- c). Publish minutes and information
- d). Write letters and reports of the organization<sup>21</sup>

## **FINANCIAL SECRETARY**

I. He or she is the finance controller of the organization and directly takes responsibilities for the financial actions of the organization.

II. He or she works in close cooperation with the Chairperson and Finance Committee to meet the aims and objectives of the organization.

III. He or she MUST be a visionary and able to lead the financial area of the organization on to the right path.

IV. He or she MUST be an exemplary person in the organization with fiscal discipline.

V. He or she supervises the treasury of the organization.

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<sup>21</sup> ALL letters of the organization must go through the secretariat with three days period to allow correction or changes.

VI. He or she is an ex officio member of All working Groups.

VII. He or She MUST cultivate the energy, creativity and skill in other members towards the development of the organization.

VIII. He or she SHALL report to members at a general meeting the appropriated budget at the beginning of a project.

IX. He or She SHALL be impeached from office/service when found wanting of acts considered counterproductive to the aims and objectives of the organization.

X. He or she SHALL be found wanting in the case of the following:

- a). Corruption –i.e Misappropriation of funds owned by or donated to the organization.
- b). Nepotism and Favouritism
- c). Tribalism and Regionalism
- d). Lacking sound mind and health
- e). Gross Negligence of duty
- f). Flagrant disrespect for Authority and the constitution.

XI. He or she SHALL be relieved of duties by a 2/3 (Two third) majority of members at a specially convened general meeting.

XII. He or she SHALL preside over all financial matters and meetings of the organization.

XIII. He or She SHALL keep record of cash inflows and outflows of the organization.

XIV. He or She has the responsibility of keeping the financial assets of the organization.

## **PUBLIC RELATIONS OFFICER**

I. He or she is the communications head of the organization and directly takes responsibilities for communicating the aims and objectives of the organization.



II. He or she works in close cooperation with the Secretary General to meet the aims and objectives of the organization.

III. He or she MUST be a visionary and able to communicate the work of the organization to non-members.

IV. He or she MUST be an exemplary person in the organization.

V. He or She MUST cultivate the energy, creativity and skill in other members towards the development of the organization.

VI. He or She SHALL be impeached from office/service when found wanting of acts considered counterproductive to the aims and objectives of the organization.

VII. He or she SHALL be found wanting in the case of the following:

- a). Corruption –i.e Misappropriation of funds owned by or donated to the organization.
- b). Nepotism and Favouritism
- c). Tribalism and Regionalism
- d). Lacking sound mind and health
- e). Gross Negligence of duty
- f). Flagrant disrespect for Authority and the constitution.

VIII. He or she SHALL be relieved of duties by a 2/3 (Two third) majority of members at a specially convened general meeting.

IX. He or She is an ex officio member of ALL Working Groups.

## **ORGANIZING SECRETARY**

I. He or she is in charge of organizing events and programmes undertaken, and directly takes responsibilities for communicating the aims and objectives of the organization.

II. He or she works in close cooperation with the Secretary General, Financial Secretary and Public Relations Officer to meet the aims and objectives of the organization.

III. He or she **MUST** be a visionary and able to fix things.

IV. He or she **MUST** be an exemplary person in the organization.

V. He or She **MUST** cultivate the energy, creativity and skill in other members towards the development of the organization.

VI. He or She is an ex officio member of **ALL** the Working Groups.

VII. He or She **SHALL** be impeached from office/service when found wanting of acts considered counterproductive to the aims and objectives of the organization.

VIII. He or she **SHALL** be found wanting in the case of the following:

- a). Corruption –i.e Misappropriation of funds owned by or donated to the organization.
- b). Nepotism and Favouritism
- c). Tribalism and Regionalism
- d). Lacking sound mind and health
- e). Gross Negligence of duty
- f). Flagrant disrespect for Authority and the constitution.

IX. He or she **SHALL** be relieved of duties by a 2/3 (Two third) majority of members at a specially convened general meeting.

## **COMMITTEES**

I. All members of committees are directly responsible for the actions of the respective committees, and **SHALL** be voted for by members of the organization at a general election.

II. The head of a committee **SHALL** be directly responsible for the administration of the organization.

III. All members **SHALL** be subjected to the following procedure.

- a).Background check for previous misconduct or abuse of power.
- b). **MUST** be of sound mind and health.
- c). **MUST** be dedicated and committed to the aims and objectives of the

organization.

d). MUST be able to leader others – with good spirit.

c). MUST be able to work in a team.

IV. A Member of a committee MUST be exemplary – in all sense of the word.

V. A Member of a committee is a servant. He or she works in the interest of the members and the organization.

V. All Members of a committee MUST endeavour to work together and be successful.

VI. A Members of a committee SHALL be found wanting and unfit to serve in the capacity – as proven by the PADDYS plenary body.

VII. All Members of a committee SHALL NOT use the organization or the position to his or her egoistic benefit and personal aggrandisements.

VIII. All Members of committees that are found wanting on charges relating to Article Three, Section One (B-VII) MUST be discharged of duty and punished – as stated by the committee in charge of discipline.

IX. All heads of a committee SHALL be called upon to give account at any given time – whether in office or out gone.

X. All Members of a committee SHALL be legally responsible to for any misappropriation or embezzlement of project funds and donations in a court of law.

XI. All Heads of committees MUST be able to inform a plenary body of the organization on updates about activities of the committee.

XII. All Members of committees MUST NOT in the dispensation of their duties be sexist, ethno-regional and bias.

XIII. All Members of committees SHALL do so for a period of Two (2) years – renewable.

## **WORKING GROUPS**

I. All members of working groups are directly responsible for the actions of the respective groups, and SHALL be nominated by members of the organization at a general meeting.

II. The focal point of a working group SHALL be directly providing leadership for other members of the working group.

III. All members SHALL be subjected to the following procedure.

- a). Background check for previous misconduct or abuse of power.
- b). MUST be of sound mind and health.
- c). MUST be dedicated and committed to the aims and objectives of the organization.
- d). MUST be able to leader others – with good spirit.
- c). MUST be able to work in a team.

IV. A Member of a working group MUST be exemplary – in all sense of the word.

V. A Member of a working group is a servant. He or she works in the interest of the members and the organization.

V. All Members of a working group MUST endeavour to work together and be successful.

VI. A Members of a working group SHALL be found wanting and unfit to serve in the capacity – as proven by the PADDYS plenary body.

VII. All Members of a working group SHALL NOT use the organization or the position to his or her egoistic benefit and personal aggrandisements.

VIII. All Members of committees that are found wanting on charges relating to Article Three, Section One (B-VII) MUST be discharged of duty and punished – as stated by the committee in charge of discipline.

IX. All heads of a working group SHALL be called upon to give account at any given time – whether in office or out gone.

X. All Members of a working group SHALL be legally responsible to for any misappropriation or embezzlement of project funds and donations in a court of law.

XI. All Heads of working groups MUST be able to inform a plenary body of the organization on updates about activities of the working group.

XII. All Members of working groups MUST NOT in the dispensation of their duties be sexist, ethno-regional and bias.

## **ARTICLE FOUR**

### **WORKING GROUPS AND COMMITTEES**

#### **SECTION ONE**

##### **A. WORKING GROUP**

I. All working groups MUST be focused on the objective of the organization

II. All working groups SHALL be subjected to the following criteria:

- a). Due diligence at General Meeting
- b). Development of clear plan of action
- c). Suggestions of possible funding opportunities
- d). Equipped with the necessary membership
- e). ALL Goals Must be achievable

III. All working groups SHALL come into existence through the chairperson and the plenary body of members of the organization.

IV. All members of a working group are volunteers and SHALL be entitled to stipend only – as funds are available.

V. The limit to All working group SHALL be determined by the project undertaken and the need for volunteers.

VII. All activities of a working group MUST be made known to members of the organization.

## **B. LIST OF WORKING GROUPS.**

I. ABU KARGBO FOUNDATION.

II. ABU METAL SPORT FOUNDATION

III. SAVE THE COMMUNITY

IV. YOUTH & GENDER EQUALITY

V. YOUTH HOOLIGANISM & VIOLENCE

## **C. DESCRIPTIONS AND OBJECTIVES**

### **I. ABU KARGBO FOUNDATION:**

Abu Kargbo Foundation honours the late Andrew Abu Kargbo (1965 – 2008).<sup>22</sup> He was an educationist, who selflessly chose the collective over the individual by dedicating 35 of the 43 years of his short time on earth, teaching and inspiring young people in Bo. Kakua chiefdom. He was a teacher, brother, father and model to all.

This working group SHALL take-on ABU KARGBO's works to the next generation. It focuses on children and youth education. Its main aim is to cultivate positive agency amongst the young generation, and foster progressive change – as stated under Article 2, Section One (B-I).

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<sup>22</sup> He attended Christ the King College and Njala University College. He taught at St. Andrews Secondary School, Bo.

## **II. ABU METAL SPORT FOUNDATION**

As an organization of and for mostly the young generation, this working group SHALL focus on the organisation's projects on youth, sport and recreation. Its main aim is to facilitate recreation for children and youths – as stated under Article 2, Section One (B-IV).

## **III. SAVE THE COMMUNITY CAMPAIGN**

With the outbreak of the Ebola virus disease and the national call for action, the THE SAVE THE COMMUNITY CAMPAIGN – working group SHALL focus on the organisation's projects on the campaign against the Ebola virus disease and the impacts in communities.

## **IV. YOUTH & GENDER EQUALITY**

Drawing inspiration from growing youth marginalization and exclusions within communities, it focuses on the organization's projects on bridging inequality, marginalization and exclusion. Its main aim is changing negative stereotypes of marginalized groups (youths, women and persons with disabilities) within communities – as stated under Article 2, Section One (B-II).

## **V. Youth Hooliganism & Violence**

This working group SHALL focus on the organization's projects on youth, gang culture and drugs.

## **SECTION TWO**

### **A. COMMITTEES**

I. All committees MUST be focused on the aims objective of the organization

II. All committees SHALL be subjected to the following criteria:

a). Due diligence at General Meeting

- b). Development of clear plan of action
- c). Equipped with the necessary membership
- e). ALL Goals Must be achievable

III. All committees SHALL come into existence through the chairperson and the plenary body of members of the organization.

IV. All actions of committees MUST be made known to members of the organization through either of the following:

- a). Memo
- b). Briefing at a general Meeting
- C). Disclosure at a specially convened meeting.

V. All decisions of a committee MUST be put in writing and copied to the chairperson and Secretariat.

VI. No member SHALL be a member of two committees, provided He or She is an ex officio member.

## **B. LIST OF COMMITTEES.**

I. MEMBERSHIP.

II. DISCIPLINARY

III. WELFARE

IV. FINANCE

V. TECHNICAL SUPPORT

## **C. DESCRIPTIONS AND OBJECTIVES**

### **I. MEMBERSHIP COMMITTEE:**

This committee SHALL be charged with the responsibility of overseeing all matters relating to membership.



Its main responsibility is to ensure that:

- a). The right kind of members join the organization, and the wrong types are transformed.
- b). All members embody the soul and spirit of the organization.

## **II. DISCIPLINARY COMMITTEE**

As an organization of and for the young generation, this committee SHALL focus on controlling the excesses of members, and guaranteeing that the aims and objectives are met.

It SHALL have two major roles:

- a). Transform members who are not of the right kind
- b). Weed out detractors.

## **III. WELFARE COMMITTEE**

This committee SHALL focus solely on the welfare of members of the organization. Its aim is to promote the welfare of members.

Its main responsibility is to ensure that:

- a). Members enjoy the fruit of their labour
- b). The needs of others are looked after, in the family.

## **IV. FINANCE COMMITTEE**

This committee SHALL be charged with the responsibility of overseeing all matters relating to finance.<sup>23</sup>

Its main responsibility is to ensure that:

- a). Prudent financial decisions are made.
- b). The right kind of financial decisions embody the souls and spirit of the organization.

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<sup>23</sup> Supervise the financial secretary and treasurer .

## **V. TECHNICAL SUPORT COMMITTEE**

This committee SHALL focus on the organization's projects, providing technical support to working groups and the secretariat.

The main responsibility of this committee is to build the institutional capacity of the organization.

## **ARTICLE FIVE**

### **TREASURY, PROJECTS, AND PROPERTY**

#### **SECTION ONE**

##### **A. TREASURY**

I. PADDYS' treasury SHALL comprise, but not be limited to the following:

- a). Own Resources
- b). Donations
- c). Grant
- d). Loans.

II. Owned resources SHALL comprise, but not limited to the following:

- a). Contributions from members and registration fees
- b). Fines
- c). 20% charge on projects.
- d). Fund Raisers.

III. Owned Resources SHALL be committed to the welfare and progressive development of members of the organization.

IV. Donations SHALL comprise kind gestures towards the organization in fiscal and material form.

V. Grants SHALL comprise financial awards to a project proposal. It is non-repayable.

VI. Loans SHALL comprise repayable financial awards to a project proposal.

VII. Only the Chairperson, Financial committee and financial secretary, acting together, SHALL secure a LOAN in the name of the organization, provided the Grand Chief Patron is fully briefed and acknowledges.

VIII. In the case of a LOAN, the chairperson SHALL be legally responsible for the administration of the loan and its repayment.

IX. All matters leading to obtaining a loan MUST be debated at a specially convened meeting – publicized three (3) days earlier.

X. PADDYS SHALL do business provided the business will add to the treasury not less than 50% of the sum involved.

XI. In the case of doing business with a member (in the form of loan or hire purchase), with money from the treasury, the member MUST only pay a 15 % interest, provided He or She is committing to progressive development.

XII. All business with members SHALL be determined by the financial committee on the recommendation of Financial Secretary.

## **B. PROJECTS**

I. All projects of the organization SHALL be undertaken by all members and led by the specific working Group.

II. All funded projects of PADDYS SHALL entail 80% of the funding, with the 20% equally split between Welfare and progressive Development, and Administration (project running cost etc.).

III. All PADDYS project MUST afford women equal opportunity to participate actively, and where possible encouraged to lead.

IV. All PADDYS project MUST ensure inclusivity at the level of the community.

V. All working groups are legally responsible for PADDYS projects.

VI. PADDYS SHALL partner with other organizations and agencies –as the need be – in the implementation of projects.

VII. In the case of partnership, the benefit of PADDYS and interest of the other partner MUST be clear before PADDYS commits to partner.

VIII. It is the responsibility of PADDYS, herein referring to the respective working group, to conduct due diligence on the partnering organization.

IX. PADDYS SHALL ensure that it gets credit/acknowledgement/reward in any form – fiscal or material – in the use of its ideas.

VI. All PADDYS project reports MUST be made public and submitted to the Grand Chief Patron.

## **SECTION TWO**

### **PROPERTY**

I. PADDYS FAMILY Property SHALL comprise anything physical or fiscal that the organization acquires through

- a). Purchase
- b). Donation
- c) . Loan
- d). Rentage
- c). Gift

II. All property belonging to the organization SHALL NOT be rented or used for any other purposes without the knowledge of the secretariat and the committee in charge.

III. All Members MUST be cautious in the handling or use of property belonging to the organization – to avoid damage.

IV. All Members SHALL be subjected to punishment by fine (as determined by the disciplinary committee) in the case of damage of property belonging to the organization.

V. All Members MUST endeavour to protect the property of the organization. Otherwise, he or she SHALL be liable for GROSS NEGLIGENCE in protecting the property of the organization.

VI. All property belonging to the organization is owned by all members. No member SHALL deprive others from accessing or using the property of the organization.

VIII. All property donated to the organization, by a member SHALL NOT be returned to the person (on demand) for whatever reasons.

IX. All property of the organization MUST be bold marked PADDYS.

X. All property of the organization SHALL be in the care of a Property Manager, appointed by the Chairperson and approved by the plenary body.

## **ARTICLE SIX (6)**

### **ELECTIONS, MEETINGS, DISCIPLINES**

#### **SECTION ONE**

##### **A. ELECTIONS.**

I. The organization MUST hold general election after every TWO years, presided over by an independent elections group.

II. An Independent Elections Group (IEG) SHALL be appointed by the Grand Chief Patron on the recommendation of the Chairperson.

III. All administrative positions as listed by Article 3, Section One (A), from III-VIII, SHALL be contested.

IV. All members holding administrative positions SHALL remain in office until a successor is duly elected.

V. All transition after election MUST be concluded in NOT more than one week.

VI. All members vying for a position MUST do so in the spirit of a ONE FAMILY.

VII. A member vying for position SHALL be disqualified when found wanting on charges of either of the following:

- a). Using or attempting to use ethnicity, regionalism or family politics
- b). Vote buying<sup>24</sup>
- c). Provocation by supporters
- d). Instigation of confusion

VIII. A supporter SHALL have his or her candidate disqualified when found wanting of the following charges:

- a). Using or attempting to use ethnicity, regionalism or family politics
- b). Vote buying
- c). Provocation
- d). Instigation of confusion

IX. All members MUST maintain respect for the rules and regulation of the independent group set up to organize the election.

X. Any disregard for the election group SHALL be construed as a flagrant act of disrespect for the organization and its constituting document.

XI. Any act of disregard by a supporter and candidate, SHALL be punishable – as determined by the disciplinary committee.

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<sup>24</sup> This involves paying members to vote for you or a candidate of interest.

XII. No Member of the organization SHALL use his or her property or fund of the organization to canvass the vote of other members

XIII. All results published by the I.E.G SHALL be accepted as valid within 48 hours after the announcement.

## **B. ELIGIBILITY**

I. Only members of the organization SHALL participate in the elections.

II. All members of the organization MUST have paid all fines and contributions to be eligible to vote and be voted for.

III. No member SHALL be eligible to vote or be voted for, when under suspension

IV. All members vying for positions MUST declare their intentions not less than ten days before the election.

V. No member SHALL be eligible to contest for any position within the last ten days to elections.

VI. All Members vying for administrative positions as listed by Article 3, Section One (A), from III-X, SHALL be subjected to pay registration fee<sup>25</sup> as follows:

- a). Chairperson – Twenty-Five Thousand Leones (Le 25, 000).
- b).Asst. Chairperson – Twenty Thousand Leones (Le 20, 000)
- c).Secretary General – Fifteen Thousand Leones (Le 15, 000)
- d).Financial Secretary – Fifteen Thousand Leones (Le 15,000)
- e).Organizing Secretaries – Ten thousand Leones (Le 10, 000)
- f). Public Relations Officer – Ten Thousand Leones (Le 10,000)

VII. No member SHALL be considered a candidate until he or she has registered and issued receipt.

## **C. VOTING & RESULT**

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<sup>25</sup> Registration fees are non-refundable and SHALL be added to the consolidated fund, with the treasury.

I. The date for voting SHALL be made public by the Chairperson<sup>26</sup>, three weeks before polling day.

II. All other matters relating to voting, vote counting and result SHALL be determined by the I.E.G.

II. All Members SHALL be entitled to a single vote – open or secret.

III. Members SHALL be charged electoral fraud or malpractices.

## SECTION TWO

### A. MEETINGS

I. All Members MUST attend meetings as and when determined by the secretariat.

II. Meetings SHALL be classified as follows:

- a). General Meeting
- b). Specially Convened Meeting
- c). Administrative Meetings.

III. General Meetings SHALL be held on the last Sunday of every month, between 4pm and 7pm.

IV. All General Meetings MUST be attended by all members and SHALL be presided over by the Chairperson.

V. All General Meetings MUST be announced one week ahead –with a public memo stating, a). Date, b). Venue and c). Agenda.

VI. All General Meetings MUST be opened to all members for mass participation.

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<sup>26</sup> He or She is SHALL do so in consultation with the Grand Chief Patron and the appointed head of IEG.



VII. All Matters relating to the organization and the welfare of members MUST be discussed at a General Meeting or a specially convened meeting.

VIII. Specially Convened Meetings SHALL be held as determined by the Secretariat, to discuss issues arising and for special purposes.

IX. The Chairperson SHALL preside over all specially convened meetings.

X. All specially convened meetings MUST be announced in NOT less than three (3) days of the meeting.

XI. Administrative Meetings SHALL be held on the Friday preceding the last Sunday, day on which the General Meeting shall be held.

XII. Working Groups and Committees SHALL hold meetings as and when determined by the heads and focal points.

## **B. PROTOCOLS**

I. All protocols at meetings shall be determined by the secretariat.

II. All members SHALL observe the protocols at Meetings.

III. Every Member has the right to ask questions, during A.O.B. (Any Other Business) through the chair of the meeting and can make contributions as well.

IV. No member SHALL use the meeting to insult others.

V. No member SHALL use abusive language during Meetings

VI. Krio is the only accepted Language during Meetings.

VII. Members SHALL Not use other language during Meeting.

VIII. Non-members (with intention to join) SHALL be invited, from time to time, to observe at General Meetings.

IX. Every Member has the right to vent out dissatisfaction, but with respect for other members.

## SECTION THREE

### **DISCIPLINES**

#### **A. AUTHORITY**

I. All Matters of discipline SHALL be determined by the Disciplinary Committee.

II. All decisions on punishment SHALL be carried out by the Disciplinary Committee with 2/3 majority.

III. Members of the Committee SHALL reach decisions following due process.

IV. No Member of the organization SHALL be considered above the authority of the disciplinary committee provided he or she is a golden member or the grand Chief Patron.

V. All behaviour considered as counterproductive SHALL be punishable by the committee in charge of discipline.

VI. All behaviours considered counterproductive SHALL be in flagrant disrespect of Standing Orders.

#### **B. STANDING ORDERS**

S.O. 1: The Chairperson and administration MUST give maximum respect to all members.

S.O. 2: Every Member MUST behave within the ambits of the constituting document of the organization.

S.O. 3: No Member SHALL be considered more important than others.

S.O. 4: No member SHALL rival with another member.

S.O. 5: No Member SHALL file a report, against another member, with the Police, provided all avenues have been exhausted within the organization.

S.O. 6: No Member SHALL involve in tarnishing the character of other members.

S.O. 7: No Member SHALL engage in business activity with other members without the knowledge of the organization.

S.O. 8: No Member SHALL be qualified fit for any welfare benefit and progressive development if he or she is unserious<sup>27</sup>.

S.O. 9: Late comers to meetings SHALL be fined a fee of Two Thousand Leones (Le 2000).<sup>28</sup>

S.O 10: A fine of Five thousand Leones (Le 5000) SHALL be levied for absenting from meetings without justified reasons. Where the reason is available, it MUST be made known at the inception of the meeting.

S.O. 11: No Member is to leave the meeting after the first 30 minutes, provided it is an emergency leave obtained from the chairperson.

S.O. 12: All Members who leave the meeting without obtaining permission SHALL be fined Ten Thousand Leones (Le 10,000).

S. O. 13: All members who fail to attend meetings on four occasions consecutively without any reason SHALL be liable to suspension of membership

S.O. 14: All members holding administrative positions SHALL be fined Ten Thousand Leones (Le 10,000) for absenting from meetings.

S.O. 15: All members holding administrative positions SHALL be liable to suspension for absenting from meetings on three consecutive times.

S.O. 16: All members SHALL be liable to suspension of membership for failing to pay contributions for four consecutive times, provided one is sick or travelled.

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<sup>27</sup> This involves not showing any commitment to work or learning.

<sup>28</sup> That is between 5 and 15 minutes after the stipulated time.

S.O. 17: No refund SHALL be provided to members leaving the organization voluntarily and involuntarily.

S.O. 18: No reckless dress is tolerated at meetings, events or activities of the organization.

S.O. 19: All Members MUST endeavour to attend events and activities by the organization.

S.O. 20: All members SHALL be fined a fee of Ten Thousand Leones (Le 10,000) for failing to attend an event or activity organized by the organization.

S.O. 21: All members who do not work in the interest of the organization need to be called to attention before a disciplinary committee.

S.O.22: All members MUST avoid conflict and confrontation with the organization.

S.O. 23: All Members MUST file formal complaint with the organization, through the disciplinary committee in cases conflict and confrontation.

S.O. 24: Members who fight, quarrel, uses abusive words, without filing complaint SHALL be gravely punished as decided by the disciplinary committee.

S.O. 25: Members who use the name of the organization for personal benefits SHALL be expelled from the organization and face criminal action in a court of law.

S.O. 26: Members who defraud the organization – by holding out loans and not pay back – SHALL be prosecuted in the court of Law.

S.O. 27: Members who preach ethnic and religious superiority SHALL be gravely punished as decided by the disciplinary committee.

S.O. 28: Members who preach/talk politics – as in political party support- SHALL be gravely punished as decided by the disciplinary committee.

S.O. 29: Members who treat property of the organization with neglect SHALL be gravely punished as decided by the disciplinary committee.

S.O.30: Any member who defies the authority of the Chairperson and the Assistant SHALL be fined Ten Thousand Leones (Le 10, 000).

S.O. 31: Any member who defies the authority of the Secretariat SHALL be fined Five Thousand Leones (Le 5,000).

S.O. 32: Any member who creates chaos at any meeting of the organization SHALL be fined Five Thousand Leones (Le 5, 000).

S.O. 33: No Member is tolerated to bring non-members to a meeting, provided he or she is doing so on grounds of invitation from the secretariat.

## **ARTICLE SEVEN (7)**

### **BYE-LAWS AND AMENDMENT**

#### **SECTION ONE**

##### **A. BYE LAWS**

I. This constitution empowers committees to develop bye-laws as necessary for the observance of the rule of law.

II. All bye laws MUST be adhered to by members.

III. A disregard for bye-laws is tantamount to a disregard for the constitution.

IV. A bye law SHALL pass a 2/3 majority vote by a plenary of members before it is adopted by the constitution.

V. All bye laws SHALL be written and made public for the notice of all members.

## **SECTION TWO**

### **B. AMENDMENT**

I. This constitution allows for changes in the words or meaning of the laws as deemed necessary for the observance of the rule of law.

II. All amendment **MUST** be adhered to by members.

III. A disregard for amendments **SHALL** be tantamount to a disregard for the constitution.

IV. All amendment **SHALL** pass a  $2/3$  majority vote by a plenary of members before it is adopted by the constitution.

V. All amendments **SHALL** be written and made public for the notice of all members.