

CONSTITUTION

OF

COMMUNITY ACTION SUPPORT ASSOCIATION-GAMBIA

(CASA-Gambia)

NOVEMBER 2015

Contents

SECTION 1: PREAMBLE AND ADDRESS OF THE ORGANISATION

Article 1: Preamble

In year 2015, a group of Gambian youth and friends in abroad committed to the development of The Gambian people, particularly the deprived, decided to register a charitable organisation. The organisation will be registered in The Gambia as a national organisation and in Holland/or elsewhere as an International charitable organisation. Our group (to be referred to as the founding members) is inspired by the concern for poverty alleviation: Poverty constituting low income, low literacy, poor health and environmental degradation.

The founders of the organisation acknowledged the vitality of the individual and role of concerned groups in national development. This innovation is premised on the prevailing national economic situation which affects the ability of the target group to meet their basic needs and efficiently support the education of their children. It is envisaged that the beneficiaries' quality of life will eventually be improved if they are given direct support based on their priorities and; engaged on self reliant economic activities of their choice for a reasonable length of time.

The founders are committed to working with the poor through an established charitable association to be called: CASA-Gambia (Community Action Support Association-Gambia). The Association shall always be in recognition of a beneficiary action as evidence of interest and feeling. CASA-Gambia shall be a non-governmental organisation; a non-political, non-religious and a non-profit making Gambia-based charitable association with the main thrust of poverty alleviation.

Article 2: The name and address

- a) The name of the organisation shall be (CASA-Gambia) Community Action Support Association for Gambia
- b) The Address of the Association shall be: AwesomeNET House, BrufutSaatay-ba, BrufutVillage, Kombo North, West Coast Region

SECTION 2: THE ORGANISATION

Article 1: Goals

The quality of life of the CASA-Gambia target beneficiary IMPROVED through sustainable socioeconomic development

Article 2: Objectives

- 1) Access to Basic Education and retention improved
- 2) Access to Health Care improved
- 3) Income earning of the target beneficiary improved
- 4) Disaster response improved
- 5) Production and management of Natural Resources improved

Article 3: Functions and activities

CASA-Gambia (referred to as the organisation in the constitution) will maintain and ensure its commitment to the realisation of the Goals and Objectives stipulated in the constitution by supporting the organisations core programmes: The core programmes include:

1. Basic Education Support (BES)
2. Primary Health Care (PHC) support
3. Micro-enterprise Development support
4. Disaster mitigation and Logistic support
5. Agriculture and Natural Resources support

SECTION 3: ORGANISATION AND MANAGEMENT

Article 1: The organisational structure

CASA-Gambia executive members shall comprise the following:

- a) Chairperson
- b) Executive Secretary
- c) Finance Controller (Treasurer)
- d) Education Programme Coordinator
- g) Health Programme Coordinator
- h) Agricultural and Natural Resource (ANR) Programme Coordinator
- i) Advocacy and Capacity Strengthening Coordinator
- j) Micro-enterprise Development Coordinator
- k) Admin and Accounting Assistant

Article 2: The Board/Advisory Committee (AC)

The AC, Identified by the founders, will meet once every quarter to discuss, matters relating to the progress being made in general. Board meetings will be convene by the secretary of the Board and their terms of reference will summarily include:

- Examining and approving the plans of the association
- Assessing progress being made in the implementation of projects
- Evaluating the project monitoring procedures
- Evaluating performance in terms of output and outcome
- Reviewing and verifying reports
- And any other business as may be required

Article3: The founders

The founders of the organisation (CASA-Gambia) are to be actively represented at all levels.

Article 4: The supreme authority of CASA-Gambia

The supreme authority of CASA-Gambia is vested on the Executive Committee. Subject to that authority, the Executive Committee – under the leadership of the Chairperson – shall govern the organisation.

SECTION 4: FUNCTIONS OF THE OFFICERS OF CASA-GAMBIA

Article 1: Functions of the Executive Committee (EC)

The EC comprises the Senior Management Team (SMT) VIZ: The Chairperson, the Executive Secretary, Financial Controller and their functions shall be:

- To enforce the Constitution of the organisation
- To supervise the extension of CASA-Gambia support to groups and/or individuals
- To supervise all such activities that may further the Goals and Objectives of CASA-Gambia
- Deal with all other matters affecting the interest and welfare of the organisation
- Be responsible of the conduct of organisational activities
- Be accountable for the management of all resources of CASA-Gambia
- Supervise programme/activity planning and fund raising
- To ensure transparency, accountability and probity by all stakeholders
- To ensure conformity of CASA-Gambia activities to the development Blueprint of the Gambia Government
- To liaise with the Advisory Board/Committee where necessary

Article 2: The Associate Chairperson (ACP)

The Functions of the Associate Chairperson shall be dictated by the laws, resource mobilisation and advocacy activities of the Associate Organisation at the international level. However, he or she will be responsible of raising funds for CASA-Gambia and marketing project proposals. He/She will be responsible of approval of Annual Plan and Budget of CASA-Gambia and ensuring retirement of funds to the donors through the Associate Organisation. He/She will also be responsible for international auditing of funds managed by CASA-Gambia. He/She will be the delegate of the CASA-Gambia donors.

Article 3: The Chairperson

This person shall be based in The Gambia responsible of:

- Convening and presiding over Management Team Meetings (MTM)
- Representing the organisation (CASA-Gambia) in negotiations on its behalf,
- Working in counterpart with the AEC,
- Acting as liaison between CASA-Gambia and line Government Ministries
- Delegating functions/responsibilities accordingly
- Terminate CASA-Gambia staff who infringe the constitution on behalf of the founders,
- Engaging, hiring or appointing/registering of members into CASA-Gambia,
- Executing the supreme authority of the organisation at all times,
- Responsible of auditing of the financial administration and management,
- Being a signatory to the CASA-Gambia bank account,
- The Chairperson shall heed the advice of the Advisory Board on procedural matters
- Coordinating the flow and dissemination of information,

Article 4: The Executive Secretary (ES)

The Executive Secretary will be responsible of the overall programme and management of the organisation. The EC is second in command and all other Officers, except the FC, shall report to him. The ES will be the Assistant to the Chairperson and be responsible for:

- All records and record keeping of the organisation

- Drafting all correspondence for or on behalf of the Chairperson
- Accountable for the programme management and implementation
- Carry out any other duty assigned to him/her

Article 5: The Financial Controller (FC)

The financial Controller will initially perform the functions of accountant according to established financial administration and management procedures using authentic tools. He/She will be responsible of ensuring the judicious use of CASA-Gambia funds according to the donor advice the financial policy and procedures and report to the Chairperson. He/She will be the main signatory to the accounts of CASA-Gambia

Article 6: The Education Programme Coordinator (EPC)

The EPC will be responsible of coordinating the implementation of all education programmes of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 7: The Health Programme Coordinator (HPC)

The HPC will be responsible of coordinating the implementation of all Primary Health Care Programmes of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 8: Agricultural and Natural Resource (ANR) Programme Coordinator

The ANRPC will be responsible of coordinating the implementation of all ANR Programmes of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 9: Advocacy and Capacity Strengthening Programme Coordinator (ACSPC)

The ACSPC will be responsible of coordinating the implementation of all ACS Programmes of CASA-Gambia. These include:

- The coordination of all promotional activities of CASA-Gambia
- Coordination of all capacity building and awareness raising activities of CASA-Gambia
- Coordinating all disaster relief activities of CASA-Gambia
- Serving as the social relations focal point of the association
- Partnering with relevant coordinators and other institutions

He/She will report to the ES and carryout any other duty assigned to him.

Article 10: Micro-enterprise Development Coordinator (MDPC)

The MDPC will be responsible of coordinating the implementation of all MDP of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 11: Admin. and Accounting Assistant (AAA)

The AAA will be responsible of the daily financial transactions and recording of the Association under the guidance of the FC. He/she will also serve as the administrative assistant answerable to the EC in this respect and carry out any other duty assigned to him/her.

SECTION 5: AMENDMENTS TO THE CONSTITUTION, DISOLUTION & ARBITRATION

Article 1: Constitutional amendments

All amendments to the constitution shall be subjected to the approval of the founders in consultation with the Advisory Committee

Article 2: Dissolution

- a) The organisation shall only be dissolved if the founders file a motion of dissolution, which shall be brought before a meeting with the Advisory Committee (AD) – convened for that purpose.
- b) In the event of the organisation (CASA-Gambia) being dissolved as provided above, all debts legally made on behalf of the organisation shall, be fully discharged and remaining funds will be re-directed according to the recommendations of the AC
- c) The members of the Executive Committee and other officers of the organisation, acting in relation to any affairs of the Organisation and their respective Executive or administrators, shall be indemnified and secured harmless out of the assets of the Organisation against any liability incurred by the discharge of their duties.
- d) Where the existing assets cannot meet the existing liability at the time of dissolution, all members shall remain liable to settle such liability.
- e) The replacement of any officer of the Executive will be approved by the Chairperson in case of any unforeseen circumstances in consultation with the Advisor and the Associate Chairperson

Article 3: Arbitration

In case of conflict among Executive Committee Members of the Organisation, the Advisory Committee and the founders will meet as an Arbitration committee to resolve any query/complaint or dispute put before them and their decision will be final.

SECTION 6: CASA-GAMBIA DEVELOPMENT PARTNERS

Article 1: CASA-Gambia affiliation with Government Departments and NGOs

CASA shall be supporting the development initiatives of the target group with a minimum institutional support to partners for programme implementation according to a memorandum of understanding between CASA-Gambia and such organisations –namely;

- ✓ The Ministry of Basic and Secondary Education (MoBSE);
- ✓ Ministry of Health and Social Welfare;
- ✓ Ministry for Lands and Regional Government
- ✓ Appropriate NGOs
- ✓ Community-based Organisations
- ✓ Relevant Specialist

The interpretation of this constitution regarding partnership modus operandi will be confined to the interpretation of the memorandum of understanding between CASA-Gambia and other partners.

Article 2: CASA-Gambia affiliation with Beneficiary Groups

The grassroots group structures namely: Village Development Committee (VDCs), Ward Committees and Adhoc Committees, with authority vested on them by the beneficiaries/(our target groups), will

strongly be considered liable and responsible of social mobilisation and programme implementation. CASA-Gambia shall work with communities through them according to their functions and powers recognised by the Technical Advisory Committees (TAC) of the Administrative Region of the target area.

Article 3: Membership of CASA-Gambia

Membership will be through groups registered with the association by way of a Memorandum of Understanding (MoU) between the particular interest group and CASA-Gambia. These includes institutions such as schools, health centres etc. This means that there is no direct individual membership.

Article 4: Termination of membership

The membership of any group that defaults the MoU signed between the association and the particular group will be terminated according to policy and procedures governing programme/project implementation. The decision to terminate the membership of any group will be effected by the executive committee in consultation with the AC.

SECTION 7: PENALTIES

Article 1: Contravention of the constitution of CASA-Gambia

- a) A legal or Personnel Policy and Procedural action shall be taken against individuals or groups that contravenes/or infringes the Constitution of CASA-Gambia
- b) Any member of the executive committee found guilty shall be penalised by his line manager or the Chairperson. In the case of the Chairperson, the rest of the executive committee members in consultation with the Advisor will take appropriate action against him/her with reference to the Constitution and the Laws of the Gambia.

SECTION 8: ORGANISATIONAL CHART

- Key:**
- Dotted lines indicate that the box is part of the outside structure of the organisation
 - Straight lines indicate that the box is part of the internal structure of the organisation
 - Brown symbolizes vulnerability of our intervention target groups or individuals

EXECUTIVE LIST

Date	Name	Designation	Telephone/Mobile	Signature
19 th November 2015	Ebrima Jatta	Chairperson	3991297	
19 th November 2015	Mariama Kebbeh	Executive Secretary	9388823	
19 th November 2015	Alagie Ndow	Financial Controller (Treasurer)	6773401	
19 th November 2015	Alagie Cherno Suwareg	Education Program Coordinator	3147425	
19 th November 2015	Nyima Jarju	Health Programme Coordinator	9951563	
19 th November 2015	Alasana KD Camara	ANR Programme Coordinator	9913164	
19 th November 2015	Demba Jannah	Advocacy & Capacity Strengthening Coordinator	6575762	
19 th November 2015	Amadou A Jallow	Micro-enterprise Development Coordinator	9714879	
19 th November 2015	Oumie Bojang	Admin and Accounting Assistant	3748246	