

SOLOLO TABOKOTO KANKILING KAFOO

CONSTITUTION

ABSTRACT

The constitution is the main legal document of SololoTabokotoKankilingKafoo, central River Region, the Gambia and any other law promulgated by any member of the constitution found to be inconsistent with any provision of the constitution shall, to the extent of its inconsistency be void. Ina addition to this constitution, any orders, rules, regulations, or any subsidiary legislation made by a person or authority under a power conferred by the constitution might be used.

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PREAMBLE

The constitution is the main legal document of SololoTabokotoKankilingKafoo, central River Region, the Gambia and any other law promulgated by any member of the constitution found to be inconsistent with any provision of the constitution shall, to the extent of its inconsistency be void. In addition to this constitution, any orders, rules, regulations, or any subsidiary legislation made by a person or authority under a power conferred by the constitution might be used.

Name

The name of the foundation shall be “SololoTabokotoKankillingKafoo”.

Address

The address of the association shall be: Sololo Village, Central River Region.

Motto

The motto of the association shall “Sustainable Development”.

Mission

The *SololoTabokotKankilingKafoo* exists to support the development of Sololo Village and its association members by venturing and encouraging village development activities within and outside Sololo village and and render voluntary services to village based projects.

Vision

The SololoTabokotoKankilingKafoo and members of the association to enjoy sustainable development remain united and love one another, create a technical platform for producing young and home love natives to promote and consolidate programs and achievements for sustainable development of of the village of Sololo.

Recognition

The association is established on the 16th May 2016 and it's legally bound by its constitution.

Supremacy of the constitution

This constitution shall be the supreme law of this Association and any other law made by any member of the Association that is found to be at variance or inconsistent with this constitution shall to the extent of its inconsistency be null and void.

GOALS

To contribute to the socio – economic development of SololoTabokoto community and the wellbeing of the Association members

Objectives

1. To promote the livelihood of the community and the members of the association.
2. To foster unity among natives of SololoTabokoto Village regardless of their geographic locations
3. To render voluntary services to the community
4. To serve as the medium in promoting government programs and policies geared towards the development of Sololo community.
5. To promote the preservation of the existing natural environment and the conversation of the lost natural resources.

6. To create fundraising avenues for projects and programmes implementation in Sololo community.

Membership

1. The association shall constitute an executive council and general member body
2. Membership is open to every woman born in the village whether residing in or outside of the village.
3. The executive shall maintain a registered roll of all the members in the association.
4. Membership is extended without regard for race, colour, greed, and religion, social, physical or mental inability.
5. Each member of the working class and tertiary education shall pay a monthly contribution of D100 monthly.
6. There shall be a registration levy of D300 after six months of the inception of this association
7. No amount is refundable for if any member decides to resign from the association after making some monetary deposition.

Executive Council

There shall be a central executive council which shall constitute:

1. President
2. Vice President
3. Secretary General
4. Assistant Secretary General
5. Treasurer
6. Auditor General
7. Information Public Relation Officer
8. Assistant Information Public Relations Officer

FUNCTIONS OF THE EXECUTIVE COUNCIL

1. The executive council shall be responsible for the day to day affairs of the association.
2. The executive council shall uphold and defend the constitution at all costs.
3. The executive council might set a committee necessary for the execution of certain tasks and functions of the association.
4. The executive council shall be responsible for the execution of decisions reached at congress.
5. The main executive council has the authority to rewrite decision taken by any subcommittee.
6. The executive council shall be available when called upon by the general members.
7. Executive members shall argue out their points only during executive meetings and shall do constructively.
8. The executive at all times shall maintain office secrecy and confidentiality.
9. The executive members at all times protect and preserve assets and properties of the association.
10. All members of the executive council shall take a prescribed oath in accordance this constitution before assuming office
11. All executive members shall attend and participate in both executive and moral meetings.
12. The executive council shall respect and comply with the law and show good conduct at all times in a manner that promote confidence and integrity.
13. Members of the executive council should alive to the responsibilities of the body and bring to speedy conclusion matters under consideration.
14. Members of the executive council shall avoid nepotism and favoritism.
15. Members of the executive council shall at all times and especially in public function maintain order and decorum.
16. Members of the executive council shall always put the interest of the association above personal interest and defend it at all times.
17. Members of the executive council shall not accept or give bribe and shall not receive remuneration for execution of his/her duties.

QUALIFICATIONS FOR EXECUTIVE POSITIONS

1. All candidates wishing to be members of the executive council shall be native of SololoTabokoto Village
2. All persons wishing to run for any position in the executive council must be active general members.

3. No person (s) shall be eligible to run for any executive council position after being found guilty of misconduct, misappropriation of funds or any other acts that discredit the integrity of the association.
4. All persons wishing to run for any position in the executive council must be free from debt at the time.

Roles and Functions of the Executive Members

President

1. The President shall represent in all matters pertaining to the association.
2. Shall be the leader of the association
3. Shall summon meetings and congresses.
4. Shall chair all meetings (Executive and Congress meetings).
5. Shall be involved in coordinating activities of the association.
6. Shall be acquainted with the constitution, uphold and defend the association's constitution at all costs.
7. The executive power of the association is vested in the President and subject to the constitution shall be exercised by him/her either directly or through the Vice President or other executive members responsible to him/her.
8. Shall be a signatory to the association's account.
9. Shall be responsible for making due provisions for the execution of acts of the association.
10. Shall be answerable to the general members.
11. Shall be responsible for negotiation and subject to the ratification by the other executive members, the conclusion of treaties and other agreements.
12. Shall cast the deciding vote where there is a tie in the executive council.

Vice President

1. He/she shall be the principal assistant of the president in the discharge of his/her executive functions and shall exercise such other functions as may be conferred on him/her by this constitution or assigned to him/her by the president.
2. He/she shall be responsible for the internal administration of the association.
3. He/she shall assume the office of the presidency in the absence of the president.

Secretary General

1. Shall be responsible for all correspondences of the association
2. Shall take down minutes of meetings and read out prior meetings before the start of any meeting.
3. Shall accompany the president for any official tour undertaking outside the premises of the association.
4. Shall work closely with the present/other executive members to ensure the smooth administration of the association.
5. Shall be responsible for any other duties assigned to him/her by the President or majority of the executive body.
6. Shall be a signatory to the association's account.
7. Shall be responsible for any written and signed documents from the association.
8. Shall be responsible for reading reports during congress.

Assistant Secretary General

1. Shall carryout duties assigned to him/her by the secretary general.
2. He/she shall assume the office of the secretary general in his/her absence.

Information and Public Relation Officer (IPRO)

1. Shall be responsible for information dissemination of association activities.
2. Shall be liaison officer between the association and the general public.
3. Shall draw up publicity campaign programs for raising awareness about the association.
4. Shall perform any other duties assigned to him/her by the president or majority of the executive.
5. Shall be with the help of a committee compile, edit and publish the association magazine.
6. Shall form an information committee to assist him/her in the execution of his/her duties.
7. Shall be responsible for all activities concerning bulleting or magazines in both the print and electronic media.
8. Shall build good communication network between association members within and outside the Gambia.

Assistant Information and Public Relation Officer

1. Shall carryout duties assigned to him/her by the IPRO
2. He/she shall assume the office of the IPRO in his/her absence.

Treasurer

1. Shall be responsible for the financial affairs of the association.
2. Shall keep all financial records of the association.
3. Shall submit a financial report to the executive and general body at every congress.
4. Shall be a signatory to the association's account and must sign before all signatories.
5. Shall also give an account of the association's finance (including the bank printout) at any time if found necessary.
6. Shall collaborate with necessary bodies setup by the association in all matters concerning funds and to conduct fund raising activities.
7. Shall cooperate with the auditor to facilitate proper auditing process.

Auditor General

1. Shall not be directed or controlled by any other person or authority in the exercise by his/her duty.
2. Shall have the power to inspect or check all records, reports, receipts, and other documents in the exercise of his/her functions.
3. Shall verify all financial reports during executive or general meetings.
4. Report to the executive body on the account and draw attention to any irregularity in the account audited and to any other matters which in his/her opinion ought to be brought to the notice of the executive.
5. Where there is any undue delay on the report of any financial discrepancy by the executive to the general body, the auditor shall publish his/her report in advance of the Finance officer's report.
6. The Auditor General shall audit the treasurer in every three month.
7. Shall perform all other duties assigned by the President and majority of the executives.

Tenure of Office

1. The tenure of office of the executive shall be twenty-four months.
2. With the exception of the positions of the President, executive members can vie for any other positions for a second term. The President may vie for any position except Presidency.

Directed Principles of the Association's Policy

1. All members of the association shall strive towards the realization of unity, peace and stability.
2. Every effort must be made to integrate the members of this association and foster loyal to Sololo Village without discrimination
3. The association shall pursue policies which avoid undue dependency on other association or institutes.
4. The association shall be democratic and free from all political affiliation.
5. The association shall partner with bodies within and outside Sololo village for mutual interest.

Duties of Members of the Association

1. Promote the prestige and good reputation of the association.
2. Uphold and defend the constitution.
3. Respect the right, freedom and legitimate interest of others.
4. Protect and preserve the association's property and combat misuse and wastage of funds.
5. Cooperate with the authorities with the maintenance of law and order.
6. Protect and conserve the environment of Sololo Village.
7. Shall attend all meetings of the association and pay the monthly dues regularly and on time.
8. Shall avail and participate in all the association activities.
9. Contribute immensely towards the realization of the association's goals and objectives.
10. Shall comply with all the decisions of the association in so far as they are not in contravention of this constitution.

Meetings

1. Meetings shall form the basis of all decisions of the association.
2. General meetings shall be convened once a month and shall be called by the president
3. Notice of meetings and agendas shall be communicated to either the IPRO or the Secretary General by any member at least three days prior to the date of meetings.
4. The executive may formulate rules and procedures to govern its meetings.
5. Executives shall also have the power to summon emergency meetings.
6. Congress shall be convened at least once per year.
7. Failure on a part of a member to attend four consecutive meetings without any prior genuine reason shall warrant an issuance of a warning letter to the member concerned.

8. Members shall notify the Secretary General, IPRO, or the President at least thirty minutes with a genuine excuse for not attending a meeting.
9. In a situation, where an executive continues to absent him/herself for three meetings, he/she shall have his/position suspended pending the decision of the executive.
10. In the event of tight during meetings, the president shall have casting vote.

Congress

1. Congress shall be the general assembly of members of Sololo Tabokoto Kankiling Kafoo.
2. Congress shall be the highest decision making of the association.
3. It shall be convened once every year.
4. The president shall chair every congress of the association.
5. Congregational deliberations shall constitute two third of the membership of the association before it can be proceed.
6. In the event of the expected quorum is not met as provided in the subsection (5) of this section, an extraordinary congress shall be convened at a later date which shall not observe quorum.
7. Notice of the congress and the agenda shall be convened by the Public Relations Officer of the association.
8. Notice of the congregational deliberations shall be given two weeks before the due date.
9. Any objection to the agenda of the congress shall be raised before it is adopted at congress.
10. The Secretary General shall prepare an annual activity report of the association which shall be made available for the general members.
11. A financial report shall also be prepared by the Treasurer for presentation at congress and make it available for the general members.
12. The Auditor General shall also prepare an audited account of the financial report of the association which shall also be made available to the general members.
13. Extraordinary congresses may be held to address present issues of the association and adopt decisions made by the executive.
14. The venue of congress shall always be determined by the executive.

ELECTIONS AND NOMINATIONS OF CANDIDATES

1. There shall be an election for the executive positions one month before the expiration of the tenure of the executives.
2. In the event a person went unopposed after nomination, he/she shall be declared duly nominated for that position.

3. Elections shall be conducted in secret ballot.
4. Wherein the incumbent executive term of office has expired and no elections have been conducted, the electoral commission shall use their powers vested on them to make final decisions at the interest of the association.
5. A candidate for election as an executive member shall on or before nomination day, satisfy the electoral commission that his/her nomination is supported by not less than one third of the members as signified by their signatures.
6. Elections results shall be based on simple majority.
7. Safe for the post of the assistants, all positions in the executive council shall be duly contested in an election conducted pursuant to the provisions of this constitution.
8. Any person that intends to contest for an executive position shall campaign amongst the members and provide a manifesto containing among other matters, a clear explanation of his/her plans for the association's development.
9. All members of the association must have one vote for all the con tested offices in the association.

Elections

1. All elections for the installation of executive member (s) of this association shall be by the secret ballot system.
2. Voting at executive meetings, general meetings, and congress shall not be by secret ballot.
3. Members shall raise their hands to support or go against a motion at meetings.

Electoral Commission

1. The electoral commission shall constitute the chairperson and two other members who will be nominated during congress.
2. The above electoral officers as referred to in subsection 1 of this section shall make up the electoral commission and shall only be in existence during the period of elections and electoral campaign.
3. It is the duty of the electoral commission to declare the start of the campaign as well as the election date. Early elections could be held for the replacement of an executive member or the whole executive.
4. The chairperson shall announce election results immediately after counting.
5. The body shall also be independent and shall be subject not to the influence of any person but to the dictates of this constitution.
6. It shall be responsible for the conduct and supervision of registration of voters of the association.

7. It shall also be responsible for the registration of aspiring candidates for elections.
8. It shall prescribe rules to govern its electoral conduct which shall be in accordance with the dictates of the constitution.
9. No aspiring candidate shall serve the electoral committee.
10. A new electoral commission shall be nominated for every election process.

ELECTION REVIEW COMMITTEE

1. There shall be election review committee which shall comprise the chairman and two other members who shall be nominated during congress at the time of the nomination of the people constituting the electoral commission.
2. All petitions regarding elections shall be addressed to this committee within forty-eight (48) hours after the release of election results.
3. Parties before the committee may be entitled to call witnesses and produce proofs in justification of their case.
4. The committee shall have the power to declare election results null and void after determining the authenticity of the petition. It shall also have the power to declare the petition bogus and frivolous if it lacks merit.
5. The decision of the committee shall be final and binding.
6. In the exercise of their functions, the committee shall be independent and subject only to the provisions of the constitution.

Source of Funding

1. Member contribution
2. Donor funding (internal and external)
3. Fundraising activities
4. Drawing project proposals to seek for intervention
5. And by any other lawful means as maybe determined by the executive.

Amendment of the constitution

1. Subject to the provisions of this section, the general body may alter this constitution.
2. Any association member during congress may present bills for alteration.
3. A notice must be given at a meeting preceding the one at which the bill will be debated. Such motion when tabled should be supported by two – third 2/3 of congress. If supported, it is debated and approved by a simple majority of congress.
4. Amendment of this constitution should be done when necessary.

Resignation and Replacement

1. Any person who is elected, appointed or otherwise selected for any office established by or under this constitution may resign from that office by writing, addressed to the body by which he/she was appointed, elected or selected, in case of:
 - (a) The President, his/her resignation shall be addressed to the general body via the IPRO.
 - (b) Any executive member, his/her resignation shall be addressed to the President; and
 - (c) Entire executive resignation shall be addressed to the general body via the IPRO.
2. In the event any such resignation takes place, an official approval or disapproval letter for the resignation should be written to the required person; this should be done a week prior to the intended resignation date.
3. The general members must in case of the resignation of the entire executive, appoint an ad hoc executive to serve for not more than four months, within which period, fresh election must be held.
4. Where a person has resign from any office, he/she may again be elected, appointed or otherwise selected to hold another office except the former office in accordance with the other provisions of this constitution.
5. An executive member or the whole executive body can be replaced due to any of the following reasons:
 - (a) Demise of an executive member;
 - (b) Improper conduct of any executive member or the entire executive body; - improper conduct here implies mismanagement, misappropriation of funds, ineffectiveness, in ability to perform duties as a result of infirmity of body or mind, and any other act that is deemed to bring or will bring disrepute to the association;
 - (c) Abuse of office, violation of oaths of allegiance or any willful violation of any provision of this constitution.
6. A vote of no confidence can be passed on any of the executive members by either the general body and /or the executive body.
7. In the event of a President's resignation, the Vice President may act in his/her position for the rest of the president's term.
8. Where an executive member besides the president resigns, the executive appoints someone to serve on temporary basis.
9. If resignation occurs during the first or second quarter, fresh elections can then be held. If in the third or fourth quarter, the replacement must serve for the rest of the term.

Oath of Office

Before assuming the functions of his/her office, an executive member shall take and subscribe to the prescribed oaths according to the constitution of the association; noting the challenges and responsibilities that lie ahead of him/her. The oath of Sololo Tabokoto Kankiling Kafoo shall be; "I, Mr. /Ms. /Mrs. (sate your name and surname) duly elected or nominated as (sate your office) of Sololo Tabokoto Kankiling Kafoo do solemnly swear by Allah that I will bear through faith and allegiance to Sololo Tabokoto Kankiling Kafoo and to serve the general Sololo Tabokoto Kankiling Kafoo group's members honestly and faithfully and to observe and protect the constitution of the association, so help me Allah".


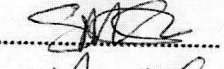
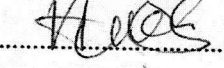
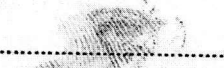



Dissolution

In case of the need to dissolve the association, all the assets and monies belonging to the association shall be reverted to an existing institution such as the tap, mosques, school, and health post in Sololo Tabokoto Kankiling Kafoo group towards village development at the time.

Validity

After deliberation on the validity of the constitution, the following executive members herein append in their signatures on this 25th day of February, 2017 at Sololo Village.

List of the Executives

<u>Name and Position</u>	<u>Signature</u>	<u>Telephone</u>
1. President: Adama Jallow		2084772
2. Vice President: Salimatou Sabally		6294527
3. Secretary General: Awa Sowe		6508171
4. Treasurer: Jarri Jallow		6897159
5. Auditor General: Ramatoulie Bah		6452143
6. Organizer: Mai Dampha		7495780
7. Adviser: Omar Dem		7788052