

CONSTITUTION OF

SUSTAINABLE YOUTH DEVELOPMENT PARTNERSHIP

(SYDP)

SUSTAINABLE YOUTH DEVELOPMENT PARTNERSHIP (SYDP)
P.O.BOX 35425
Dar es Salaam
Tanzania, East Africa
Telephone+ 25522-2760518
Fax 022-27606550
Mobile: 0745-687630, 0741-505870
Sydptz@yahoo.com

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(i) PREAMBLE

Sustainable Youth Development Partnership (SYDP) is an independent, non-governmental, non-political, and non-profit making organization founded by youth of Tanzania in November 12, 2001. The founding members who raised the idea to establish such an organization were formerly students from various institutions of higher learning throughout Tanzania. These institutions included the University of Dar es Salaam and its constituency colleges, UCLAS and MUCHS.

SYDP holds high regard and appreciation for the educational system, but feels as if non-formal education should be employed as well; non-formal education which prepares students most efficiently for a productive life and the contribution towards their society by giving them the exact life skills needed to do such things. SYDP believes that a majority of students who have completed standard seven at the primary school level do not go on to continue their studies and further advance their education. This is one reason why the government of Tanzania deliberately initiated the National Youth Development Policy, which strives to prevent these students from being left behind while enabling these young adults to go forth in advancing their educational career. Therefore, SYDP intends to work hand-in-hand with the government of Tanzania through combating various obstacles to educational opportunities while comprising strategies to fit their entire area with the technology and resources which are currently available.

The government of Tanzania has planned for future developments leading up to the year 2025. SYDP believes that while doing so, young people and the youth of Tanzania should play key roles in all levels of decision making; with their voices being heard in the processes of policy construction. Previous statistics highlight the fact that youth are among the most important stakeholders to be considered in the plans for development in the future of Tanzania. SYDP supports the work of the government and wishes to put both hands and heads together with the government; for history has shown that the unity against one enemy, such as the fight against poverty, leads to success in combat. This is why SYDP believes that the government, NGOs, youth, and our Nation at large together can defeat such barriers to the progression of Tanzanian society and the quality of every Tanzanian's life.

Therefore:

- (i)** We young people from various Universities and Colleges met at the University Dar es Salaam (UDSM) in January 2002, and again in March 2003 where we went on to declare the establishment of Sustainable Youth Development Partnership-Tanzania (SYDP). Our organization is a non-governmental, non-political, and non-profit making organization. The mission of our organization is concentrated around educating youth on how best to prepare themselves in development matters affecting their personal life and the advancement of their own society. In addition, SYDP places emphasis on assisting youth in their construction and development of essential life skills which will enable them to become maximally productive within their society while empowering them to have a voice in any decision making processes taking place. For example, SYDP facilitates vocational training in its efforts to prepare the youth for future self-

employment. SYDP is linked with both national and international organizations, with the rationale behind this being that more networking and sharing of resources such as technology will allow the younger generations to become more productive in accomplishing greater things. “SYDP believes that technology is more than jets and computers; it is a combination of knowledge, techniques and concepts; it is organization, processes and people. The cultural and historical context in which technology is developed and applied is the key to success or failure. In short, it is the science and the art of getting things done-through application of skills and knowledge.” We therefore expect young people of Tanzania to form very unique bonds with outside organizations while sharing different ideas drawn from different countries in an effort to come up with something very unique.

- () We openly invite all youth to feel ready and free to join our organization and become actively involved in the organization’s work pertaining to development and other such activities. Finally, we invite the youth of the community to join hands with other organizations, whether working directly or indirectly with development them on development issues.

ARTICLE 1:

1.0 NAME OF HEADQUATER AND ITS BRANCHES:

The name of the organization shall be “Sustainable Youth Development Partnership Tanzania” (SYDP). SYDP’s headquarter resides in the coast region of Kibaha, with other sub-branches residing in Dar es Salaam, specifically in the Kinondoni district behind the CCM Vijana Social Hall and Mabibo Hostel at the University of Dar es Salaam.

Dar es Salaam Branch – Kinondoni Municipality

Sustainable Youth Development Partnership (SYDP).

P.O.Box 35425

Dar es Salaam, Tanzania, East Africa.

Email: sydpdz@yahoo.com

Telephone: 022-276-0518 or 022-276-0650/1 and 022-277-4222

Mobile: 074-150-5870 and 074-568-7630 and

- (b) The principal location of the organization shall be in Coast Region and Dar es Salaam.
- (b) The organization shall adopt and use on its letterheads and wherever necessary the logo of SYDP
- (b) The business of the organization shall be conducted at its head office and for such other business in the United Republic of Tanzania designated, which from time to time may be determined in accordance with this constitution, its rules, and regulations.
- (b) SYDP shall use Kiswahili and English as the major mediums of instruction, and whenever necessary or appropriate, shall use any other language(s).

ARTICLE 2

2.0 DEFINITION OF TERMS

- 1.0** “Organization leader” shall refer to the President, Vice president, Secretary General, and the Treasurer.
- 2.0** “Youth” shall refer to all people between the ages of 15 –35 years.
- 3.0** “Rules” shall refer to all rules agreed to by the organization and set to be followed by the members.
- 4.0** “Committee” shall refer to the group of people appointed by the president or elected by the members to deal with a specific task.
- 5.0** “Target group” shall refer to the population of people in which the organization is attempting to work with.
- 6.0** “Advisor” shall refer to a person requested by the organization to provide various types of advice to the organization.
- 7.0** “Executive committee” is comprised of the President and Vice President, Secretary General and Deputy Secretary, Treasurers, and all Heads of Education Department, Environmental and Health Departments, and the Gender Mainstreaming Unit together with a public relation officer.

ARTICLE 3:

3.0 LEADERSHIP:

- 4.2 All members of the organization have the right to be elected to hold any position within the organization. However, an eligible member is one which has been with the organization for a minimum of four consecutive years.
- 4.3 The candidates shall contest and be elected by a majority vote ruling.
- 4.4 The elected candidates are obliged to remain leaders for four years.
- 4.5 Once the leadership term has been completed, the outgoing leader may contest for an additional term of leadership in the same position or in any other position.
- 4.6 The organization’s leaders are free to resign by giving concrete and specific reasons, which shall be in their own writing and agreed upon by the organization’s members.

3.2 QUALITIES OF LEADERSHIP:

In addition to other member’s rules and obligations as set forth in this constitution, any leader shall have the following qualities:

- 5.1.1 Shall be a person of integrity.
- 5.1.2 Shall not be corrupt and money or power hungry.
- 5.1.3 Shall cultivate an / or spread the spirit of love as a result of his or her leadership for the sake of the success of the organization.

- 5.1.4 Organization leaders shall not receive an illegal income or use the name of the organization directly or indirectly for his or her own motives.
- 6.1.0 No organization leader shall be allowed to use his or her position contrary to the organization's endeavors.

ARTICLE 4:

4.1 OBJECTIVES:

The objectives of SYDP shall be:

- 4.6.0 To fight against and strive for the eradication of poverty, particularly and especially among the youths of Tanzania.
- 4.6.0 To provide in-depth knowledge about life skills to youth and society at large.
- 4.6.0 To make all Tanzanian youth aware of their position within society.
- 4.6.0 To sensitize the society in development perspectives and the struggle against HIV/AIDS.
- 4.6.0 To advise the government on reliable means of combating the problems affecting Tanzanian society, especially those which affect youth and their acquiring of essential life skills as it is laid out in the government's 2025 development vision.
- 4.6.0 To establish youth groups working under one umbrella that shall be given knowledge on the specified fields as requested.
- 4.6.0 To research and establish different projects on development issues.
- 4.6.0 To provide seminars and awareness of development issues and the struggle against HIV/AIDS. Some means of accomplishing this shall be the organization's use of leaflets, magazines, and posters in sensitization.

5.1 FUNCTIONS:

Sustainable Youth Development Partnership-Tanzania in pursuit of its objectives started in article four here and in the above should carry out the following functions:

- 5.1.5 To provide seminars to the villages and rural areas in particular.
- 5.1.5 To publish journals which shall be provided to youth on development issues.
- 5.1.5 To organize events on days in which all of the community gathers and receives knowledge on the issues currently affecting youth and society as a whole (development issues and HIV/AIDS) through certain communal activities such as drama, chair, sports, music, and traditional Ngoma and Ngonjera¹.
- 5.1.5 To conduct research on development with various governmental organizations.
- 5.1.5 To lead people directly on manual works so as reflects the modality of youth development issues.
- 5.1.5 Organize events and workshop days where all stakeholders will be participating fully and equally.

¹Ngoma is the Swahili word meaning drum while Ngonjera is the Swahili word meaning poems.

ARTICLE 6:

6.0 OPERATION OF THE ORGANIZATION:

The organization shall operate on a nation wide basis dealing with youth development strategies which all shall be community based. Most of SYDP's operations will be carried out and based in Tanzania's urban and rural areas where a majority of young people live and which are affected the most by poverty.

6.1 DUTIES OF OFFICERS

6.1.1 President

- 0. Should be aware of all events concerning the organization.
- 0. Should have overall knowledge of all aspects of the organization.
- 0. Should correspond with relevant bodies, making the information available to all committee members.
- 0. Should delegate responsibilities as necessary.
- 0. Shall be the main fundraiser of the organization.
- 0. Shall chair any annual general meetings.

6.1.2 Vice President

- 8. Shall resume the office in the absence of president.
- 8. Should work hand in hand with president.
- 8. Should be aware of all events concerning the organization.
- 8. Should have overall knowledge of all aspects of the organization.
- 8. Should correspond with relevant bodies, making the information available to all committee members.

6.1.3 Secretary General

1. Shall be responsible for the minutes from meetings held and all records of the organization.
2. Shall be responsible for all general correspondence and analyze various responses from the public.
3. Shall inform all committee members of any action he takes on behalf of SYDP.
4. In the event of urgent matters where the committee can't be consulted, he shall consult the President and the decision reached shall be ratified at the next committee meeting.
5. Respond to public letters on matters related to organizations business.
6. Arrange for public leaders to endorse events and speak at the opening ceremonies.

6.1.4 Deputy Secretary

1. Shall work hand in hand with Secretary General.
2. Shall resume all works of the of Secretary General in absence of him or her.
3. Apart from the all activities, he or she should be the main recruiter of members of all types in collaboration with his or her Secretary General.

6.1.5 Chairman of any Committee

1. Shall be responsible for the committee meetings.
2. Shall be responsible for the agenda.
3. Shall keep order and help facilitate at committee meetings.
4. Shall ensure the committee is informed of all correspondence.

6.1.6 Treasurer

1. Shall be responsible, in partnership with the Resource Coordinator, for all aspects of finance.
5. Shall be responsible for organization equipment and belonging of any value.
5. Shall liaison with the budget committee in assessing the preparation of the project budgets.
5. Maintain the organization financial records and membership records.
5. Prepare the organization financial annual reports.

6.1.7 The patron and matron

There shall be patron and matron in the organization who together shall be the following:

6. The Advisor to the organization especially in matters related to policy formulation and helping the organization in fundraising.
6. Be a referee in settling contradictions between the organization and the public.
6. Shall sit and act as an ex-official member of the organization.
6. He or she should be potential leaders, intellectuals, or national and international figures.

6.1.7 Resource Coordinator

3. Shall be entitled to attend committee meetings.
3. Should be kept informed on all financial matters.
3. Shall be involved with income generating projects.
3. Shall be responsible for fund raising and sponsors.

6.1.8 Education and Sexual Reproductive Health Coordinator

4. Shall coordinate all the works related with education in the program.
4. Shall be responsible in placement selection ie: schools, community, and neighborhoods to be involved in the program.
4. Shall be the core and key players in organizing, pursuing, and executing all education and sexual reproductive health matters.

4. Shall be responsible for all corresponding involving his or her volunteers.

6.1.9 Environmental Coordinator

5. Shall coordinate all the works related with environmental program.
5. Shall be responsible in placement selection especially schools. Community and neighborhood to be involved in the program.
5. Shall be the core and key player in organizing, pursuing, and executing all environment issues and events related to his or her field.
5. Shall be responsible for all corresponding involving his or her volunteers.

6.1.10 Gender Mainstreaming Coordinator

4. Unlike other positions, the office bearer must be a woman.
4. She shall coordinate:
 - All gender matters
 - Gender policy
 - Gender research, teaching, and consulting
 - Gender issues related to human resource management
4. Shall formulate gender oriented support services and facilities.
4. Shall sensitive gender institutional culture and arrange for all correspondence relating with gender.
4. Attend all the events related to gender whether within Tanzania or outside Tanzania.

6.1.11 Public Relation Officer

4. Shall be responsible for communication of all kind i.e: telephones, emails, and web sites of the organization.
4. Update and upgrade the web site of the organization.
4. Appear before public when there is such a need, including resuming works of diplomatic affairs.

6.2 Banks, funds and financial resources of the organization.

(1) Bank

There shall be three signatories ideally any two would be needed for authority to withdraw funds. President, Treasurer, and Secretary General.

(2) Fees

- (g) On being admitted to membership, the applicant shall pay an entry fee of shillings: five thousands only (5,000/= Tsh).
- (h) The entry fees may be revised by a decision of two third of the members of the organization at its annual general meeting.

(3) Donations

- h) The organization shall from time to time request for donations, gifts, grants and extra contributions from members and non-members within the country and abroad in order to enhance and strengthen the organization's financial and material basis.
- i) Any person may at any time give extra contributions to the organization over and above the fees and monthly subscription.

(4) Funds

The funds and resources of the organization shall comprise:

- i) All funds of the organization shall be deposited with bank or banks as executive committee may determine and shall only be withdrawn by cheque, endorsed by the President, Secretary General and or Treasurer on the basis of the general specific authority of the executive committee.
- j) The financial year of the organization shall be period of 12 months commencing from 1st of September and ending on the last day of December of each year with an exception of the first financial year after the establishment of the organization, which may be of a shorter or longer period than twelve months.
- k) The executive committee shall, with the approval of the general meeting and reasonable remuneration, appoint a professionally qualifying and duly registered organization either in respect of each financial year or generally.
- l) The books of the accounts of the organization shall be audited within three months after the close of each financial year, and there shall be submitted to the next following Annual Meeting a report containing:

- (x) A statement of income and expenditure during the last past financial year.
 - (iii) A statement of assets and liabilities of the organizations the last day of the financial year.
 - (iii) A copy of report of the auditors on the audited accounts.
 - (iii) Send the report to all donors relating to the expenditures and general report of the work executed during that financial year.
- d) The fund of the organizations may be used for:-
- 0) Purchasing office equipment and stationary of the organization.
 - 0) Covering the expenses of general administration of the organization.
 - 0) Covering costs involved in projects and other organizational program.
 - 0) Support legitimately sanctioned projects of the organization.
 - 0) Any development activities upon approval by the executive committee and the President.
 - 0) Pay workers as may be agreed by the executive committee

ARTICLE 7:

7.1 MEMBERSHIP:

Membership is open to all youth of Tanzania whether learning in schools, colleges, universities, or not at all provided he or she is willing to join the organization under no undue influence. Membership shall be to anyone who has reached the age of 18 years.

8.0 There shall be four types of membership:

- 1. Founder member.
- 1. Ordinary member.
- 1. Group member.
- 4. Honorary member.

7.1.1 FOUNDER MEMBERS:

Shall be those individuals who shall have signed the original manuscript instrument of this organization in accordance with the constitution.

7.1.2 ORDINARY MEMBERS:

Shall be any individual person interested to be member and qualifies according to this constitution. He or she shall willingly without undue influence fill the form of membership as procedural stipulated.

7.1.3 GROUP MEMBERS:

Shall be undertaking any other NGO with the purpose of joining efforts against the eradication of poverty to youth.

7.1.4 HONORARY MEMBERS:

Shall include international institutions, donor agencies or individuals, expert in the field or discipline, which in the opinion of the leaders be a reasonable members in the furtherance of the objectives of the organization.

10.2.1.1 The organization (as per this constitution article no 2 (2.1)) leaders shall have power to appoint members with qualified interest to the organization.

10.2.1.2 All members shall pay fees and annual subscription as agreed by the General Assembly.

10.2.1.3 A member shall be given an identity upon been accepted.

ARTICLE 8:**8.0 TERMINATION AND SUSPENSION OF MEMBERSHIP:**

Membership shall cease to exist on any of the following grounds:

1.0.0 Death.

2.0.0 Failure to pay fees and annual subscription for two years consecutively without prior information. This shall be discussed in the every annual meeting and it is this meeting which shall have power to decide how each member shall pay.

3.0.0 Withdrawal from the organization after giving a three months notices to the Secretary General.

4.0.0 Dismissal by any reason(s) such as a disgraceful conduct detrimental to the organization, embezzlement, failure to give report of financial when required to.

ARTICLE 9:**9.0 RIGHTS OF MEMBERS:**

With exception to honorary members and group members, other members shall have the following rights:

- 1.0.0 All members have equal rights to participate in the organization activities.
- 2.0.0 All members have rights to receive any publication made by the organization.
- 3.0.0 All members have rights to obtain and inspect copies of all documents of the organization up on request to the Secretary General.
- 4.0.0 All members have rights to vote and be elected to hold any position in the organization.
- 5.0.0 All members have rights in giving our his/her opinion no matter how controversial the idea would be.

OBLIGATION OF MEMBERS:

- 1.0.0 All members shall respect this constitution and use all the abilities and talents to protect the youth of Tanzania and the donor country.
- 2.0.0 Attend meetings regularly.
- 3.0.0 Pay fees and subscriptions when due.
- 4.0.0 Work with others to fulfil the organization objectives.
- 5.0.0 Be examples of self-discipline, industriousness and ethical in day life and should act as a role model to the society.

ARTICLE 10:

10.0 ORGANS:

- 1.0.0 General assembly
- 1.0.0 Committees
- 2.0.0 Organization board
- 3.0.0 Advisory council
- 4.0.0 Executive committee

10.1.1 General Assembly:

- l) The general Assembly constituted by the organization members shall be the supreme organ. It shall constitute Executive Committee, all founder member, Trustees, Patron/matron, head of the department and two regional and District representatives form the areas where SYDP operate.
- m) There shall be 1 General assembly in a year.
- n) The decision in the General Assembly shall be carries by the consensus or acclamation or by simple majority of members present and voting. The quorum of meetings shall be the two third of the members
- o) The functions of the General Assembly shall be:
 - (ii) To elect the organization leaders
 - (iii) To evaluates the organization programs
 - (iv) To propose the development strategies of the organization.
 - (v) To discuss organization issues

10.1.2 Committees:

There shall be Committees elected by the General Assembly or appointed by the president according to the needs of the organization. The function of the Committees shall be complete the assignment directed to it.

10.1.3 Organization Board:

The organization Board consists of organization leaders, chairpersons, of the committees and the function of organization Board is to evaluate the achievements of the objectives and to discuss other organization issues.

10.1.4 Advisory Council:

There shall be two or three experts in development issues and life skills who shall form the Advisory Council. Its function is to advice the leaders and the members on how to deal with youths in connection with development.

10.1.5 Executive Committee

The executive Committee shall consist of:-

- b) President
- c) Vice President
- d) Secretary General
- e) The treasurer
- f) The patron
- g) Two member representatives

- h) All Heads of department
- i) Two trustees
- j) At least not less than 3 and not more than five founder member.

10.1.6 The Executive Committee

Conduct of the affairs and business of the organization and shall for the purpose:-

- a) Formulate and plan the activities, partnerships and projects of the organization.
- b) See to the proper and use of and management of the funds, property and resources of the organization.
- c) Make and publish rules and regulations of the organizations.
- d) Cause to establish Trust Fund for the purpose of the organization.
- e) Prepare the accounts of the organization and submit them for the audit.
- f) The executive Committee shall ordinary meet once every month but extra ordinary meetings of the Executive Committee may be convened at any time.
- g) At any meeting of the Executive Committee, two thirds of the members shall constitute a quorum. Decisions shall be passed by majority of the votes of the members present and voting. In the event of equality the President shall have a ballot or by show hands as the executive may see fit to direct in each case.
- h) Approve all appointment of the personnel in the organization.

10.1.7 Board of Trustee

- a) There shall be a Board of Trustee of not less than three and not more than seven members. By virtue of their position president and Secretary General and one representative from founder member shall be among the members in Board of Trustee.
- b) Shall be vested with power as trustee for all properties (movable and immovable) belonging to the organization.
- c) The Trustee shall be nominated by the Executive Committee and approved by the General Assembly in the annual general Meeting and shall be member of the organization. Their Tenure of office shall be five years from the date of appointment. In case of death or in capacity of any Trustee, the general Assembly shall appoint another Trustee.

- d) The Executive Committee reserves power to suspend any Trustee member on the ground of Health ground of misconduct, incompetence or otherwise and refer the matter to the General Assembly for a final decision.
- a) The quorum of the Trustee shall be two third.
- a) The organization shall have common seal bearing the name registered Trustee of Sustainable Youth Development Partnership of Tanzania.
- a) The seal of the Organization shall be affixed by the majority of the resolution of the Executive committee in the presence of at least two or three Trustee chaired by Board of Trustee Chairman.

Tenure of the Office and Code of Ethics

- d) There shall be a code of Ethics to guide the conduct of members of the organization. Code shall be prepared by the Executive Committee and approved by the General Assembly.
- d) All office bearers shall be elected through a secret ballot and serve a term of three years. However, they may be eligible for re-election. On the demise of an office bearer who shall be remain in office until such as time as the General Assembly shall contravene.
- d) Proof of violation of professional ethics, misconduct, and vote of no confidence by two-thirds majority shall lead to the expulsion of the Executive Committee member from leadership.
- d) The Executive Committee may suspend any office bearer upon proof of violation of professional ethics, misconduct, and vote of no confidence pending the final decision of the General Assembly.
- d) Any member of the Executive Committee who does not attend three (3) consecutive meetings without notice shall be withdrawn from the committee.

ARTICLE 11:

11.0 LEGAL STATUS

For the purpose of carrying out its objectives and functions, the organization may:

- 10.0.0 Employ and engage upon such terms and conditions as the leaders may consider fit such person; as may be necessary for conducting affairs of the organization and discharge its objectives and functions and may suspend such person(s) for acting contrary to the organization's ethics.
- 10.0.0 Enter into any agreement or contract.

- 10.0.0 Acquire full legal capacity to institute legal measures such as to sue and to be sued.
- 10.0.0 Request and receive funds within and outside Tanzania and receive grants in cash or kind.
- 10.0.0 Acquire premises necessary for the conduct of organization affairs and may for that purpose hire or otherwise acquire movable and immovable property, interests, rights, and privileges in respect of the premises or property.
- 10.0.0 Do all lawful things and acts as are conducive to or necessary for attainment of the objective(s) of the organization.

11.2 AMMENDMENT

The constitution shall be amended only if the following procedure is followed:

- 0. There should be written reason for the amendment.
- 0. A proposal of an amendment shall pass through executive committee two weeks before the Annual General Meeting (AGM). The executive committee shall thoroughly read through and weigh the reasons before passing it to the Annual General Meeting for final decisions.
- 0. In order for constitution to be amended, two thirds of the founder members shall vote for it, otherwise the proposal will be withheld.
- 0. While amending the constitution there should be enough time to reveal the whole constitution in order to add other areas of its amendment or any necessary addition in the constitution including those proposed areas for amendment.

12.0 MISCELLANEOUS PROVISIONS:

- 15.0 Unless provided by the executive committee and or the president, any member of the organization shall not use the name of the organization directly or indirectly for advertising purposes or for self-enrichment, nor for the use of detriment to the organization.
- 15.0 There shall be rules and regulations that become effective upon the approval by the Annual General Meeting.

- 15.0 Room for amendment of this constitution is open provided a member write its alteration and recommend the replacement or addition two months before the annual meeting to the Secretary General and the decision should base on two quorum of the members.
- 15.0 This constitution shall become effective and operative upon being adopted by at least three fourths of the members of the organization present and upon registration of the organization with the registrar of societies.
- 15.0 Any decision passed and or made in the General or Executive Committee meeting shall be invalid unless the same has been voted for by at least two thirds of the founder members.