



CONSTITUTION

(SEPTEMBER, 2024)



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UCC Scouts Foundation, Sierra Leone

“Every Child Deserves a Childhood”



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PART I – PRELIMINARY

ARTICLE 1: Name of the Organization

The name of the Organization shall be United Children Care (UCC) Scouts Foundation.

ARTICLE 2: Motto of the Foundation

The motto of the Foundation shall be “Every Child Deserves a Childhood”.

ARTICLE 3: Founding Date

The Foundation was founded on 12th November, 2019.

ARTICLE 4: Interpretation

In this Constitution, unless the context otherwise requires–

“**Foundation**” means the United Children Care (UCC) Scouts Foundation;

“**Board Members**” means Board of Directors of the Foundation;

“**Registrar**” means the Registrar of Non Governmental Organizations;

“**Executive**” means the Executive Director or Country Coordinator or Project-Assistant/Secretary of the Foundation;

“**Orphans**” mean children without parents;

“**Orphanage**” means the Foundation;

“**Underprivileged, needy, vulnerable, deprived, deploring**” means children that needed care and supports;

“**Drug addiction**” means children addiction to drugs;

“**Cliques**” means riotous conduct organizations by youths/children.



ARTICLE 5: Preamble

The need for the establishment of the Organization United Children Care (UCC) Scouts Foundation became undoubtedly necessary as many children in Sierra Leone are underprivileged, needy and vulnerable to an alarming rate that warrant immediate attention and assistance owing to its negative effects in the alleviation of poverty and the promotion of development in general. Some children at school going age live in deploring conditions in the streets with less or no care as others are orphans with little or no hope and therefore prone to drug addiction, theft, cliques, war and early child (teenage) pregnancy for the girls, which undermines or delay the promoting of world peace, unity and development.

It was this background that attracted the attention of a compassionate philanthropist from Germany named Marcel Juchhoff during his two visits in Sierra Leone and after many correspondence with Alusine Sesay, a child loving Sierra Leonean who had identified, picked up and working with some of the most needy and vulnerable children across Sierra Leone that urgently needed help and deemed it necessary for the formation of the United Children Care (UCC) Scouts Foundation to assist by collecting, housing caring for and educating these deprived vulnerable children, instill hope in them to become useful people in the future and contribute positively and meaningfully to peace, unity and development in planet Earth. As he believed in the philosophy that a happy, empowered and well planned childhood is the Foundation for an informed and responsible adulthood, he was later able to influence and collaborate with a registered Foundation in Germany, the UCC Orphanage e.V to advocate for these children and support the Foundation and ensure its smooth and successful running.

ARTICLE 6: Registration

The Foundation shall be registered as a Non Governmental Organization under the Non Government Organizations Policy Regulations 2009 by the Ministry of Finance and Economic Development as amended from time to time.

ARTICLE 7: Operate as Orphanage

The United Children Care (UCC) Scouts Foundation shall operate as orphanage home; the foundation shall either rent or build an orphanage to accommodate the children for proper care taking and improved welfare.

ARTICLE 8: Address of the Foundation

The address of the Foundation shall be Batti, Four Mile –Western-Rural District.

ARTICLE 9: Area of Operation

The Foundation shall operate in Sierra Leone Western-Rural District.

UCC Scouts Foundation, Sierra Leone

“Every Child Deserves a Childhood”



ARTICLE 10: Logo of the Foundation

The logo of the Foundation shall be a triple circle with the world map at the Centre surrounded by children with different backgrounds, ages, capabilities and abilities holding each other's hand in middle circle and the top most or outer circle bearing the name of the Foundation "UCC Scouts Foundation" while carrying its Motto "Every Child Deserves a Childhood".

Copy of the logo:



ARTICLE 11: The Foundation Stamp and Seal

The United Children Care (UCC) Scouts Foundation shall have a stamp and seal with date and signature for all its official documents to make them authentic.

Copy of the stamp and seal:





PART II – VISION, MISSION, AIM, OBJECTIVES AND POLICY

ARTICLE 12: Vision Statement

The Foundation's vision is to ensure a discrimination free childhood environment with equal opportunities for orphans, street children, children in the slums and the less privileged to live a dignified life with access to basic needs as enshrined in the human rights (for the children) by providing highest humanitarian assistance for them to acquire education and improve their welfare for responsible adulthood and contribute meaningfully to peace and development.

ARTICLE 13: Mission Statement

The Foundation's mission is working and collaborating with others to ensure the welfare of orphans, street children, slum children and the less privileged to make available their basic necessities such as housing, feeding, clothing, caring for and giving them quality education, opportunities for love and recreational facilities to become responsible leaders in future with societal acceptable attitudes to appropriately perform effectively and efficiently in world peace, unity and development.

ARTICLE 14: Aim of the Foundation

The aim of the Foundation is to provide child care and support to the most vulnerable orphans, street children, slum children and the less privileged to access and enjoy their rights to shelter, food, education, recreational facilities, livelihood and equal opportunities to become responsible adults and contribute positively and meaningfully to world peace, unity and development and serve as models to be emulated by others.

ARTICLE 15: Objectives of the Foundation

The following shall be the objectives of the Foundation-

1. To identify the most vulnerable orphans, street children, slum children and the less privileged children;
2. Provide them with shelter, food, clothing, social amenities and livelihood;
3. Ensure they acquire quality education;
4. Provide advocacy, protect and defend the rights of children as enshrine in the constitutions both national and international;
5. Campaign against child trafficking, abuse, labor, social discrimination and any form of racial/ethnic difference;
6. Collaborate or work with others to source funding for the welfare of these vulnerable children.

ARTICLE 16: Policy

The Foundation shall be a non-governmental, non-political, impartial, non-discriminatory and non-profit making charity organization. The foundation shall maintain its own internal policies for all its operations in compliance with both national and international laws.

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PART III: MEMBERSHIP AND TYPES OF MEMBERS

ARTICLE 17: Membership

Membership to the Foundation shall be unrestricted and voluntary to all individuals whether citizens or foreigners who has attained the age of 18 years and above, of sound mind and not found wanting or guilty of any criminal offence, who is ready to actively participate in supporting and promoting the vision, mission, aim and objectives of the Foundation.

ARTICLE 18: Types of Members

There shall be two types of members-

1. **Founder Members:** these are members who made the initiative to establish this Foundation;
2. **Ordinary Members:** these are members who join the Foundation after its establishment.

ARTICLE 19: Rights and Obligations of Members

1. To appoint and be appointed in the leadership of the Foundation;
2. Rights to be heard;
3. To attend all meetings that requires his/her presence;
4. Participate in all the Foundation activities as he/she may be required to do so;
5. Receiving information of the Foundation progress by any means of communication;
6. To participate in all the activities of the Foundation as planned;
7. To keep secret all matters and decisions of the Foundation.

ARTICLE 20: Cessation of Members

Members shall cease if any of the following happens-

1. By resignation;
2. Expulsion for misbehavior, failure to adhere to Organization's resolutions and this Constitution;
3. Incapacity to perform his/her obligations due to mental disorder;
4. Death.



ARTICLE 21: Operations of Staff Members

The Foundation's staff members shall operate in accordance with the labor laws both national and international, and may recruit staff on voluntary basis if it has not got the financial capability, but can also do permanent recruitment based on satisfactory performance of the staff member. Should a staff member fails to meet the expectations, his/her employment contract may be terminated and a summary dismissal from the Foundation for gross misconducts.

ARTICLE 22: Qualifications for Staff Membership

For an individual to be qualified to become a staff member of the Foundation, he/she shall be a responsible man or woman of sound mind without any criminal record and must have at least basic education except deemed necessary by the Foundation should no educated person apply for the position and the person should not below twenty (20) years of age and not above sixty (60) years (retirement) age at the time of appointment.



PART IV: COMPOSITION AND FUNCTIONS OF BOARD OF DIRECTORS AND STAFF MEMBERS

ARTICLE 23: Establishment of Board Members/Board of Directors

The Foundation's Board Members / Board of Directors shall compose of the following-

1. Chief Executive Officer / Executive Director;
2. Programme Coordinator;
3. Project-Assistant / Secretary;
4. Religious Leader;
5. The sitting Member of Parliament;
6. Legal adviser / Lawyer;
7. The sitting Councilor;
8. The Community Chairman / Chief;
9. Human Right Advocate;
10. Social Worker;

ARTICLE 24: Functions of Board Members/Board of Directors

The Board of Directors of the Foundation shall perform the following functions-

1. Contribute to the design and approval of the annual budget plan.
2. Draw up rules and regulations and make amendments of the constitution for presentation to the founding members for approval.
3. Coordinate with other non-governmental institutions/organizations and the government of Sierra Leone to solicit funding for the foundation.
4. Ensure proper accounting records are provided and be submitted to the founding member.
5. Set and delegate responsibilities to committees and sub-committees as when necessary.
6. Shall responsible for the approval and termination of staff as recommended by the coordinator for the approval of the founding member
7. Shall review, approve or disapprove the project activities of the foundation
8. Ensure the foundation's vision, mission, and motto statements are maintained as a charity foundation.

(9) All discussions or agreement reached by the Board Members / Board of Directors is subject to the approval of the sole Founder of the Foundation and the Executive Director.



ARTICLE 25: Staff Members

The Foundation shall have staff members for the effective day-to-day running of its activities and they shall be recommended by the Programme Coordinator in Sierra Leone for the approval of the Board Members in which the Founder has the final decision.

ARTICLE 26: Composition of Staff Members

The Foundation shall compose of the following positions for staff members-

1. The Chief Executive Officer / Executive Director;
2. Programme Coordinator;
3. Project-Assistant / Secretary;
4. Care taker;
5. Lesson teacher
6. Home cook / Nutritionist;
7. Cleaner;
8. Store Keeper;
9. Book Keeper;
10. Photographer;
11. Site gardener;
12. Security;

ARTICLE 27: Functions of Staff Members

(1) The Chief Executive Officer / Executive Director

The Chief Executive Officer / Executive Director is a Founder of the Foundation and shall perform the following functions and duties-

1. He is the head of the executive and staff;
2. He liaises with other organizations both national and international to secure support and funding;
3. He gives directives and delegates functions to staff members through the Programme Coordinator;
4. He has the mandates to give final approval or disapproval to recommendations and intended programme activities;
5. Shall approve all bank or financial transactions of the Foundation;
6. Shall be the head of all decision making relating to the welfare of the Foundation;
7. He approves/disapprove the employment or termination of any executive or staff member.



(2) The Programme Coordinator

The Programme Coordinator is a Founder and shall coordinate all the activities of the Foundation within Sierra Leone.

He / She shall perform the functions and duties as follows-

1. Shall be directly responsible to supervised and ensure all staff members perform the functions as described;
2. Shall be the leisure officer between the foundation's executive/staff and the founding member;
3. Shall be responsible to ensure all projects and activities are implemented as planned;
4. Shall be the head of the executive in Sierra Leone;
5. Shall be the principal signatory for the Foundation's bank accounts in Sierra Leone;
6. Shall assign or delegate functions to staff members in Sierra Leone;
7. Shall be answerable and report to the Chief Executive Officer / Executive Director for the Foundation activities in Sierra Leone;
8. Shall be under the supervision of the Chief Executive Officer / Executive Director and the adviser to the public;
9. Shall also on behalf of the Executive Director represents the Foundation in meetings, seminars, conferences and any other programme;
10. Shall be responsible for the maintenance and repairs of the Foundation's equipment/properties;
11. Shall take decisions in the absence of the Chief Executive Officer / Executive Director.

(3) The Project-Assistant / Secretary

The Project-Assistant / Secretary shall be the scribe for Foundation and as well serve in the capacity of Financial Secretary.

He / She shall perform the functions and duties as follows-

1. Shall document the Foundation's transactions and activities for proper record keeping;
2. Shall take minutes of the Foundation meetings;
3. Shall also record financial transactions of the Foundation;
4. Shall work with the Coordinator to prepare financial reports for submission to the Foundation's authorities;
5. Shall be in charge of all financial matters and give direct report to the Executive's direction;
6. Shall prepare detailed records of programmes' beneficiaries;
7. Shall prepare payments made by the Foundation;
8. Shall record the Foundation's income and expenditure;

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9. Shall work with the Coordinator to identify, plan and write achievable projects proposals for the Foundation;
10. Shall be a signatory to the Foundation's bank accounts;
11. Shall be custodian of all records including this Constitution;
12. Shall work hand in hand with the Coordinator to prepare and give annual report of the activities of the Foundation.



PART V: FINANCIAL MANAGEMENT AND PLANS

ARTICLE 28: Financial Year

The financial year of the Foundation shall be between 1st January and 31st December of the calendar year. The Foundation shall maintain a quarterly financial report for reporting its operations within a calendar year.

ARTICLE 29: Sources of Funds

The sources of funds for the Foundation shall be-

1. Fundraising;
2. Legal gifts from friends;
3. Grants, donations.

ARTICLE 30: Uses of Funds

Funds however obtained shall be solely applied towards the promotion of the objectives of the Foundation.

ARTICLE 31: Main Bank Account

There shall be a bank account opened and operated in the name of the Foundation to facilitate financial transactions from the sponsors and monies the Foundation receive shall be deposited to the approved bank account for safe keeping to be withdrawn as and when necessary.

ARTICLE 32: Signatories to the Main Bank Account

There shall be three signatories to the Foundation's bank accounts; who shall be responsible for making deposits and withdrawals on behalf of the Foundation.

The three signatories include-

1. The Chief Executive Officer /Executive Director shall serve as the principal signatory;
2. The Programme Coordinator shall serve as a co-principal signatory;
3. The Project-Assistant /Secretary shall serve as co-signatory.

(4) The Executive Director or the Coordinator shall all times sign with any other signatory to make withdrawals on behalf of the Foundation.



ARTICLE 33: Sub Bank Account

The foundation shall also operate on a sub bank account in the same bank to receive deposits or make transfers from the main bank account on monthly basis or as and when necessary for the day-to-day expenses or the Foundation's activities.

ARTICLE 34: Signatories to the Sub Bank Account

There shall be three signatories to the sub bank account as follows-

1. The Coordinator shall serve as the principal signatory;
2. The Secretary shall serve as co-signatory;
3. The Care taker as a co-signatory.

(4) The principal signatory (i.e. Coordinator) with any one of the co-signatories shall sign for the withdrawal of money from the sub bank account.

ARTICLE 35: Building of School

The Foundation shall build a school to facilitate and ensure the provision of academic facilities for better empowerment or creating educational opportunities for the children as well as reducing transportation cost and the risk of accidents, lateness to school, truancy and improve on their security or safety.

ARTICLE 36: Building of Academic Institution

The Foundation in its efforts for empowerment shall provide an institution for higher learning, as well as a vocational institute to provide placement for the less privileged to acquire necessary skills e.g. computer training, sewing, carpentry, masonry, nursing, catering, gara tie and dying etc. for self-reliance and reduction of unemployment, crime rate and alleviation of poverty.



PART VI: MEETING AND DECISION MAKING PROCEDURE

ARTICLE 37: Meeting

The Coordinator shall summon meetings as and when deemed necessary to share ideas and discuss programmes, activities and projects for better planning and implementation as well as the general development of the Foundation.

ARTICLE 38: Congress

The Foundation shall have Annual General Meeting or congress to provide financial statements, activities or project reports for discussions and annual budget planning to be summoned by or under the directive or instruction of the Chief Executive Officer / Executive Director.

ARTICLE 39: Meeting Quorum

A quorum for the Foundation meetings shall be formed when members present are more than half (simple majorities). Therefore a decision cannot be taken if members in attendance are not less than half.



PART VII: AMENDMENTS, CONFLICT RESOLUTION AND DISSOLUTION

ARTICLE 40: Constitutional Amendments

This Constitution bonds all the activities of the United Children Care (UCC) Scouts Foundation and it is also liable to amendment as and when the need arises under the advice of the founders and the Chief Executive Officer / Executive Director.

ARTICLE 41: Conflict Resolution

Whenever arises a conflict within the Foundation, the Executives or Board of Directors will be responsible to settle the dispute.

ARTICLE 42: Dissolution

The Foundation is established for continuing existence to perform its objectives, mission and vision. However, in an event of dissolution the following measures shall be taken into consideration-

The Foundation may be dissolved by resolution passed at the General Meeting / Congress, by at least a two-third majority of members eligible to vote or by the operation of the law.

Sign: *M. Juchhoff*

Date: .27.11.2024.....
MARCEL JUCHHOFF
EXECUTIVE DIRECTOR

Sign:

Date:
ALUSINE SESAY
COORDINATOR

Sign:

Date:
JOSEPH SAM
PROJECT-ASSISTANT

Date Drafted: September 28, 2024

Date Ratified:

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