



CIPAD

CULTURE INFORMATION PASTORALIST DEVELOPMENT

CONSTITUTION

FOR

CULTURE INFORMATION

PASTORALIST

DEVELOPMENT

(CIPAD)

Revised on this day of 30th November 2011



CULTURE INFORMATION PASTORALIST DEVELOPMENT

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PREAMBLE

1.1 PROBLEM STATEMENT

The community of Sololo district is marginalized by the colonial government and the successive governments. The society is underdeveloped with high level of illiteracy and poverty. The community is faced with deeply sited socio-economic problems. The level of hopelessness and dependency has reached epidemic proportions. This has led to poor governance, high school dropout, and poor performance in school and unemployment level. The community of Sololo may never see the dawn of a better life.

THE ORGANIZATION SYMBOL

CIPAD shall have a **STAR** as its logo with its meaning a light for the community where there is darkness. The background colour for the symbol is green in line with our vision of harmony with environment

VISION

A healthy enlightened community living in harmony with their environment

MISSION STATEMENT

CIPAD, therefore strive to improve the living standard and economically vibrant community through improved health care, education, poverty reduction and enhance good governance in collaboration and unison with other stakeholders for sustainable development.

2: NAME OF THE ORGANIZATION

The name of the organization shall be Culture Information Pastoralist Development herein referred to as **CIPAD**.

3: GOAL AND OBJECTIVES

- 3:1. Improve livelihood at household level
- 3:2. improve health status of the community
- 3:3. Environmental conservation
- 3:4. Lobby and advocate for good governance
- 3:5. Increase accessibility and improve quality of education.
- 3:6. Preservation of positive community cultures and values
- 3:7. Humanitarian support and emergency responses

4. GUIDING PRINCIPLES

CIPAD shall uphold the following principles

- 4.1. Equity and equality
- 4.2. Transparency and accountability
- 4.3. Gender equality
- 4.4. Non partisan or non political affiliation
- 4.5. Cooperation, collaboration and partnership with other development agencies
- 4.6. Team work and team spirit
- 4.7. Respect and integrity
- 4.8. All inclusive for sustainable development

5. LEGAL STATUS

CIPAD shall be a registered local Non-governmental organization NGO. Binding by all the laws governing NGOs.

CIPAD is an independent entity and not owned by individuals

6.0. MANAGEMENT STRUCTURE OF THE ORGANIZATION

6.1. CIPAD shall have board of directors as the highest decision making organ. The number of the board shall be 7 persons and composition of at least not more than 2/3 shall be of the same gender

6.2. ADMINISTRATIVE STRUCTURE

The organization day to day running is headed by a chief Executive officer. (CEO) the organization shall have employees running different programs.

6.3. STAKEHOLDERS

CIPAD shall work with the beneficiaries and grass root communities through project management committees and Government line ministries

7.0. ELECTIONS

7.1. CIPAD shall have board election only.

7.2. Election of the board shall be after every 3 years

7.3. The board shall have board chairman, secretary and treasurer elected from among the board members

7.0. MEETINGS

7.1. There shall be general annual meetings for the board and the staffs

7.2. Special general meetings shall be conducted at time when need arises

7.3. Quarterly staffs and management committees meetings shall be held for monitoring.

7.4. Planning and monitoring meetings shall be held on monthly basis

8.0. ROLES AND RESPONSIBILITIES OF THE BOARD

8.1. The board shall be the policy makers and approve budget. The board shall also be fund raisers for the organization and employing authority. The board shall contract, discipline, and also terminate services of employees after being satisfied of gross misconduct or abuse of office.

8.3. The CEO is the chief administrator of the organization appointed by the board. The CEO is the accounting officer and chairs all meetings except the board meetings. The CEO is the secretary to the board. CEO authorizes expenditure and signatory to all CIPAD accounts.

9.0. FINANCES

9.1. CIPAD shall operate current account at local financing institutions

9.2. Signatories shall be 3 persons.

9.3. Withdrawals shall be made by any two signatories

9.4. Mandatory signature is allowed on donors' request

9.5. Payments shall be made through payment vouchers either as cash or cheque

9.6. Any payments above 30,000 shillings shall be paid through cheques

9.7. Audited books of accounts shall be done on monthly basis, quarterly and annual basis and shall be accessible to donors and interested parties. Proper financial records must be kept neat, up to date with proper supporting documents.

9.8. There shall be an activity planning and budget meeting prior to any withdrawals

9.9. The finance officer shall keep not more than 30,000/= per month as cash on hand

10.0 CONTRACTS

10.1. CIPAD may enter into legally binding contract duly signed by the CEO on behalf of the board

11.0. RESIGNATIONS

11.1. Any employee of the organization may resign by giving written notice within 30 days prior to date of resignation. Failure to give notice within the specified period shall lead to forfeiture of one months salary in lieu of the notice

12.0. DISSOLUTION

12.1. CIPAD shall not be dissolved but it can restructure or phase out due to lack of donors

12.2. Assets shall be donated to such organization with similar objectives after all the financial obligations of the organization are met.

13.0. AMENDMENTS

13.1. This constitution may be altered, added, or amended by the board at its annual or special general meetings supported by 2/3 members present.

14.0. ARBITRATION

14.1. Where there is conflicts between the board members disputes shall be solved special general meetings, the organization may involve community leaders and project committees. Any further disputes can be solved or redress at court of law.

15.0. ASSETS

15.1. The asset of the organization shall be properly safeguarded, maintained and used in proper way.

15.2. All assets must be well recorded in store ledgers and stored properly

15.3. Liabilities of assets shall be owned by the organization. Or otherwise by the employee who carelessly misused