

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>CONTENTS</b>	
<b>CHAPTER ONE: ESTABLISHMENT, NAME, COMMENCEMENT, OBJECTIVES, HEADQUARTERS AND OFFICIAL LANGUAGE</b>	
ARTICLE 1 Establishment and name	2
ARTICLE 2 Headquarters	3
ARTICLE 3 Legal Status	3
ARTICLE 4 Official Language	3
ARTICLE 5 Objectives	4
ARTICLE 6 Memberships	4
ARTICLE 7 Secession of Membership	5
<b>CHAPTER TWO: ORGANS OF THE ORGANIZATION</b>	
ARTICLE 8 Organs	5.
ARTICLE 9 General Assembly	5
ARTICLE 10 Executive Committee	6
ARTICLE 11 Termination of Membership in the Executive Committee	7
ARTICLE 12 Other powers and Duties of the Executive Committee	7
<b>CHAPTER THREE: ADMINISTRATION AND MANAGEMENT.</b>	
ARTICLE 13 Organs of the Executive Committee	8
ARTICLE 14 Chair Person	8
ARTICLE 15 Deputy Chairperson	9
ARTICLE 16 Secretary	9

**CHAPTER FOUR: AMENDMENT OF THE CONSTITUTION AND FINANCIAL  
ADMINISTRATION**

ARTICLE 17 Alteration of the constitution 10

ARTICLE 18 Bank accounts, Financial Year and Audit 10

ARTICLE 19 Financial Administrations 11

**CHAPTER FIVE: MISCELLANEOUS**

ARTICLE 20 Common Seal 11

ARTICLE 21 Dissolution 12

ARTICLE 22 Commencement date 12

## **CHAPTER ONE**

### **ESTABLISHMENT, OBJECTIVES, FUNCTION AND MEMBERSHIP**

#### **ARTICLE 1**

##### **NAME**

There shall be an Organisation named LIFE EDUCATION FOUNDATION TANZANIA.

#### **ARTICLE 2**

##### **NAME**

The name of the organization shall be ‘‘Life Education Foundation, Tanzania’’ here in after referred shortly as (LEF).

#### **ARTICLE 3**

##### **HEAD OFFICE**

- 1) The head office of LIFE EDUCATION FOUNDATION TANZANIA shall be at the City of Dar es Salaam in the United Republic of Tanzania.

#### **ARTICLE 4**

##### **STATUS**

LIFE EDUCATION FOUNDATION TANZANIA shall be a Non-Governmental Organisation registered under relevant laws of the United Republic of Tanzania, and shall be capable of:

- 1) To help street children in providing access to education, and LEF will work with the Government, and other institutions, to address this challenge.
- 2) Purchasing, leasing or exchanging, hiring or otherwise acquiring any real or personal property and any rights or privileges which the Organisation may think necessary and convenient for the furtherance of education strategies.
- 3) Selling, letting, mortgage, disposing of or turning to account all or any of the property or assets of the Organisation as may be thought expedient with a view to the promotion of its objects.
- 4) Doing anything within the ambits of the law for the purposes of advancing the objectives of the Organisation. PROVIDED that the objects of the

Organisation shall not extend to putting up or supporting candidates for any government or local authority, or elections which would make it a political party within the meaning of the laws relating to political parties.

## **ARTICLE 5**

### **OFFICIAL LANGUAGES**

The official languages of LIFE EDUCATION FOUNDATION TANZANIA shall be English and Kiswahili.

## **ARTICLE 6**

### **OBJECTIVES**

The general objectives of the Organisation shall be as provided hereunder:

- (i) To monitor the effectiveness of education strategies and education activities in and around urban areas through out rural Tanzania.
- (ii) To engage in the collection, analysis, evaluation and dissemination of information on activities that successfully enhance education environment in Tanzania
- (iii) To work closely and create strong communication with local communities, local and central government, regional governments, research institutions, public and private sectors, and any other lawful organization, in ensuring the continued struggle of educating street children.
- (iv) To support primarily street children by providing education at various levels i.e. Primary, Secondary, High school up to University level.
- (v) To build schools incorporating other social welfare activities i.e. sports, basic accommodation, kitchens as appropriate
- (vi) To advocate the educational, social, spiritual and cultural needs of all children with whom we have the privilege to work with, and to ensure that their rights are protected.
- (vii) To organize volunteer involvement in providing educational and guidance and counseling support to street children.
- (viii) To attract funds and apply them to activities aimed at achieving the objectives of the LIFE EDUCATION FOUNDATION TANZANIA;

- (ix) To do any other activities that LIFE EDUCATION FOUNDATION TANZANIA may lawfully engage in and which are conducive to the attainment of the aims and objectives for which the LIFE EDUCATION FOUNDATION TANZANIA is established;
- (x) To facilitate the implementation of activities in LIFE EDUCATION FOUNDATION TANZANIA.

## **ARTICLE 7**

### **VISION.**

Life Education Foundation, Tanzania (LEF) its motto is “Changing Lives through Education” and looks to support as many street children and others denied access to education, life changing opportunities through access to education.

## **ARTICLE 8**

### **MISSION.**

To give underprivileged children the opportunity to make their own life decisions by providing support through education, workshops and training. Other groups of societies will be included as resources and capabilities expand.

## **ARTICLE 9**

### **MEMBERSHIP**

- 1) The membership of LIFE EDUCATION FOUNDATION TANZANIA shall be open to any person who is interested with providing education to street children.
- 2) The obligation of LIFE EDUCATION FOUNDATION TANZANIA members shall be to :
  - a) Procure an atmosphere of transparency and accountability between and among themselves.
  - b) Provide access to all forms of information pertaining and relevant to the functioning of the Organisation.
  - c) Support the creation of a democratic and participatory leadership within the Organisation.

- d) Strive towards unity and avoidance of all forms of division among the members of the Organisation.
- e) Promote and respect equality of all the members and avoid domination of the Organisation by a member or group of members.
- f) Respect the autonomy and independence of members.
- g) Enhance the spirit of participation without danger of imposition and / or manipulation.
- h) Foster constant dialogue and sharing of resources, information, expertise, and responsibilities among the members.
- i) Maintain a high standard of professionalism in service.
- j) Promote and preserve the sanctity of this constitution.
- k) Attend all meetings under this constitution and discharge assignments.
- l) Participate in all activities of the Organisation.
- m) Observe personal integrity, dignity, respect and rights of other members.
- n) Refrain from influencing the Organisation or its members in any way or manner, which may appear to prejudice the status of the Organisation.

## **ARTICLE 10**

### **CESSATION OF MEMBERSHIP**

Members of the Organisation shall cease to be a member due to the following occurrences:

- 1) If a member is conducted itself contrary to the objectives of the constitution.
- 2) If a member fails to attend Annual General Assembly for two consecutive years without notice.
- 3) If a member is deregistered according to the laws of Tanzania (in case a member is an Organisation).
- 4) Upon written resignation of a member.

## **CHAPTER TWO**

### **ORGANS OF THE ORGANISATION**

#### **ARTICLE 11**

### **ORGANS OF THE ORGANISATION**

There shall be the following organs of the Organisation:

- 1) The General Assembly (GA)
- 2) Executive Committee (EC)

## **ARTICLE 12**

### **GENERAL ASSEMBLY**

- 1) General Assembly shall be composed of equal representation of members and be attended by all members of the Organisation.
- 2) The Annual General Assembly shall meet once per year and a 21 day notice shall be given to members for the General Assembly Meeting. Notice of which shall contain the agenda, date, time, and venue for the Assembly.
- 3) There shall be special or extra-ordinary meetings in case where there is special or extra-ordinary issue to be determined.
- 4) The Annual General Assembly shall be convened by the Executive Committee.
- 5) The key functions of the Annual General Assembly shall be:
  - a) Evaluate and discuss performance of the Organisation in the past year.
  - b) Discuss and deliberate on various policies, vision, and directions for the future.
  - c) Discuss and deliberate on structural changes in the other organs of the Organisation, previously agreed upon by the Executive Committee.
  - d) Formulate and recommend criteria to be used in the allocation of funds by the Organisation.
  - e) Amend, repeal or enact the Constitution.
  - f) Approve or disapprove annual report, budget and audited report.
- 6) The quorum for the General Assembly shall be half ( $\frac{1}{2}$ ) number of the active members.
- 7) The General Assembly shall have power to determine the acceptance or refusal for anyone to be a member of the Organisation. (Approve the admission of new members of LIFE EDUCATION FOUNDATION TANZANIA).
- 8) It shall also have the power to declare cessation of membership of any member in accordance with Article 8. However the Assembly may opt to suspend the said member instead.
- 9) The General Assembly shall elect Chairperson and Deputy Chairperson among themselves who shall hold office for the term of three years and may be re-elected if necessary.
- 10) The Chairperson and Deputy Chairperson of the General Assembly shall also serve as Chairperson and Deputy Chairperson of the Executive Committee respectively.
- 11) The General Assembly shall also elect other members to serve in the Executive Committee.

## **ARTICLE 13**

### **EXECUTIVE COMMITTEE**

- 1) There shall be Executive Committee of the Organisation.
- 2) The Executive Committee shall consist of not less than three (3) but not more than ten (10) members including its Chairperson and Deputy Chairperson, the Secretary and Treasurer.
- 3) No payment shall be made to the Executive Committee members except in respect of the direct cost incurred and related to the Organisation.
- 4) The Executive Committee shall meet at least twice per year to determine the performance of the Organisation.
- 5) There shall be special or extra-ordinary meetings in cases where there are special or extra-ordinary issues to be determined.
- 6) The Executive Committee shall perform all activities of the Organisation in accordance with the advice of the General Assembly.
- 7) On the first meeting, the Executive Committee shall decide the modality of running day to day activities including forming sub-committees, appointing Secretary and the alike.
- 8) It shall advise on the development of plans to manage and mobilize resources for implementation of the activities.
- 9) Supervise the proper use of funds, according to the rules of the Organisation.
- 10) The Committee shall ensure transparency and accountability of use of funds.
- 11) Any member of the Executive Committee shall hold office for a term of three years and may be re-elected if necessary by the General Assembly.

## **ARTICLE 14**

### **TERMINATION OF MEMBERSHIP IN EXECUTIVE COMMITTEE**

Membership of the Executive Committee can be terminated upon death, written resignation, convicted of criminal offences and sentenced to jail for six months, insanity or removal by the General Assembly.

The Executive Committee may vote by majority vote to terminate a person's membership of the Executive Committee. Upon termination, the said member will be served a one-month's notification prior to termination of membership of the Executive Committee.

## **ARTICLE 15**

### **OTHER POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

The powers and duties of the Executive Committee shall be:



- 1) To advise on the management of the Organisation.
- 2) The Committee shall be responsible to advise on annual plans, budgets and other programmes of the Organisation.
- 3) To establish committees and other bodies as appropriate for proper management of the Organisation.
- 4) To do such other lawful things as necessary for the achievement of the aims and objectives of the Organisation.

### **CHAPTER THREE**

#### **ADMINISTRATION AND MANAGEMENT**

#### **ARTICLE 16**

#### **ORGANS OF THE EXECUTIVE COMMITTEE**

The administrative organs of the Executive Committee shall be:

- 1) Chairperson
- 2) Deputy-Chairperson
- 3) Secretary
- 4) Treasurer

#### **ARTICLE 17**

#### **THE CHAIRPERSON**

- (1) The Executive Committee shall have a Chairperson who will be elected by the General Assembly by majority vote and will hold the office for a term of three (3) years and may be re-elected if necessary.
- (2) In case of the absence of the Chairperson and Deputy-Chairperson, the members present shall appoint one of them to take over the vacancy of a Chairperson.
- (3) In the event that the office of the Chairperson is vacant, the Deputy-Chairperson shall discharge duties and functions of the Chairperson until the General Assembly elects another Chairperson.
- (4) Duties of the Chairperson shall be to oversee all activities of the Organisation and to chair meetings.
- (5) Subject to the other provisions of this Constitution, the office of the Chairperson shall be vacant, and the election of the Chairperson shall be held or that vacant shall be filled otherwise in accordance with the provision of this constitution as the case may be upon the occurrence of the following events;
  - a) Written resignation of the Chairperson,
  - b) Death of the Chairperson,
  - c) Disqualification of the Chairperson from holding the office,
  - d) Suspension, impeachment or dismissal from office by the General Assembly,
  - e) If his/her member Organisation ceases to be a member of the General Assembly,

- f) Any other event or occurrence that may lead to the office of the Chairperson to be vacant.

## **ARTICLE 18**

### **DEPUTY CHAIRPERSON**

- 1) There shall be the office of Deputy Chairperson of the Executive Committee, who shall be the principal assistant to the Chairperson in respect of all matters concerning the Committee and the General Assembly.
- 2) The Deputy Chairperson shall preside over all duties of the Committee and the General Assembly in the event the Chairperson is absent.
- 3) His/Her terms of office shall be as of the Chairperson.

## **ARTICLE 19**

### **SECRETARY**

- 1) The Secretary will be the founder of this NGO and serve for a period of six (6) years (two terms), after which the position shall be advertised.
- 2) The Secretary shall be the responsible to keep all documents and records of the Committee and the Organisation, and shall report to the General Assembly of the Organisation, and shall report to the Committee depending with the matter.
- 3) He/She shall be the overall in charge and supervisor of the day to day activities of the organization.
- 4) He/She shall assist the Chairperson and Deputy Chairperson to execute and coordinate activities, programmes and plans of the Organisation.
- 5) He/She shall be the Secretary to all meetings in the respect and shall be responsible to take notes, minutes or record speeches made in the meetings.
- 6) He/She shall be the chief financial and accounting officer of the Organisation and the Executive Committee.
- 7) The Secretary shall :
  - 1) be responsible in implementing financial control over the operations of the Organisation and the Executive Committee to ensure that the accounts are in accordance with the LIFE EDUCATION FOUNDATION TANZANIA financial position,
  - 2) be responsible to propose and prepare the budgets before the Executive Committee by considering accounts and financial position of LIFE EDUCATION FOUNDATION TANZANIA,
  - 3) be responsible to issue LIFE EDUCATION FOUNDATION TANZANIA financial position and statement as may be required,
  - 4) Make reports on the finances of LIFE EDUCATION FOUNDATION TANZANIA to the General Assembly or when called upon by the Executive Committee,
  - 5) The Secretary shall cause to keep proper books and records of accounts of the Income, Expenditure and Assets of the Organisation,

- 6) Perform such duties as shall be assigned by the General Assembly or the Executive Committee.

## **ARTICLE 20**

### **THE TREASURER**

- 1) The treasurer will be the founder of this NGO and serve for a period of two (2) years (two terms), after which the position shall be advertised.
- 2) The treasurer will have the following duties
  - 1) Maintain the books of accounts of the organization;
  - 2) Prepare quarterly and annual financial statements for consideration by the Executive Committee of the organization;
  - 3) To effect payments on behalf of the organization

## **CHAPTER FOUR**

### **ALTERATION OF THE CONSTITUTION AND FINANCIAL ADMINISTRATION**

#### **ARTICLE 21**

##### **ALTERATION OF THE CONSTITUTION**

The General Assembly shall alter this Constitution as follows:

- 1) By giving 21-day notice before the meeting by giving the particulars of the article or matter to be amended, repealed, enacted or added.
- 2) The quorum shall be three quarters ( $\frac{3}{4}$ ) of the all active members of the General Assembly.
- 3) For the purposes of amending, repealing or adding any article to this constitution, the two thirds ( $\frac{2}{3}$ ) votes of the present members is needed.

#### **ARTICLE 22**

##### **BANK ACCOUNTS, FINANCIAL YEAR & AUDITING**

###### **1) BANK ACCOUNTS**

The Organisation shall have its own bank account(s) and the signatories shall be the Secretary, and either of two members from the Executive Committee, provided that those two members shall be ordinarily residing or working near the head office.

###### **2) FINANCIAL YEAR**

The financial year of the Organisation shall commence on the 1<sup>st</sup> December and shall end on the 30<sup>th</sup> December each year.

### **3) AUDITING**

- a) The General Assembly shall annually appoint a reputable independent auditor to conduct audit of the Organisation annually and submit to the General Assembly an annual audit report in writing.
- b) The entire Organisation accounts, records and documents shall be open for inspection of the auditor at any time.
- c) An auditor shall remain an independent person and his/her report shall be publicly declared/presented at the General Assembly.

## **ARTICLE 23**

### **FINANCIAL ADMINISTRATION**

- 1) The funds of LIFE EDUCATION FOUNDATION TANZANIA shall come from grants from both local and international donors. LIFE EDUCATION FOUNDATION TANZANIA shall accept funds from any source whatsoever, provided the same are legitimate and the receipt thereof is not contrary to the general philosophy and principles governing the Organisation.
- 2) The Funds received or generated by LIFE EDUCATION FOUNDATION TANZANIA shall be applied only, to the activities of the Organisation.
- 3) The Secretary shall prepare an appropriate annual budget that will be approved by the General Assembly. The budget shall make provision for all the estimated expenditure of the Organisation for the relevant financial year and for reserve funds of contingent liability.
- 4) No expenses shall be incurred for the purposes of any activity except in accordance with the annual budget or in appropriate circumstances, with the authorisation of the General Assembly.
- 5) The books of account shall be kept at the registered office or head office of the Organisation, or at such other place or places as the General Assembly think fit, and shall always be open to the inspection of the members.
- 6) The Secretary shall from time to time cause to be prepared and to be laid before the General Assembly profit and loss account, balance sheets and reports as to financial status of the Organisation.
- 7) A copy of every balance sheet (including every document required by law to be annexed hereto), which is to be laid before the General Assembly together with a copy of the auditor's report, shall not less than seven days before the date of the meeting be served to all persons entitled to attend.
- 8) The Executive Committee shall develop financial regulations, which will be approved by the General Assembly.

**CHAPTER FIVE**

**MISCELLENEOUS**

**ARTICLE 24**

**COMMON SEAL**

- 1) The Organization shall have a Common Seal that shall bear the registered name of LIFE EDUCATION FOUNDATION TANZANIA (LEF).
- 2) The Common Seal of the Organisation shall be affixed in the presence of the Secretary.
- 3) The custodian of the said seal shall be the Secretary.

**ARTICLE 25**

**DISSOLUTION**

- 1) The organization shall have perpetual existence but may be dissolved upon adoption of a resolution to that effect supported by 213 majority of member attending and voting at a general meeting.
- 2) Upon dissolution of the Organisation, the Executive Committee shall supervise the cessation and the disposal of the liabilities. Remained assets of the Organization if any, shall be distributed to other Organisation with similar objectives.

**ARTICLE 26**

**COMMENCEMENT DATE**

This Constitution shall come into force immediately, after having been passed by the meeting sitting to pass it.