



CASA Gambia

**CONSTITUTION OF COMMUNITY
ACTION SUPPORT ASSOCIATION-
GAMBIA (CASA-Gambia)**

ABSTRACT

As an association, we are committed to empower grassroots structures through capacity development and advocacy for effective policy formulation and implementation.

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SECTION 1: PREAMBLE AND ADDRESS OF THE ORGANISATION

Article 1: Preamble

In year 2015, a group of Gambian youth and friends abroad committed to the development of The Gambian people, particularly the deprived and most marginalized, decided to register a Non-governmental organisation that focuses on advocacy and capacity building. The organisation is registered in The Gambia as a national organisation and in Holland/or elsewhere as an International charitable organisation. Our group is inspired by the concern for poverty alleviation: Poverty constituting low income, low literacy, poor health and environmental degradation.

We acknowledged the vitality of the individual and role of concerned groups in national development. This innovation is premised on the prevailing national socio-economic situations which affect the ability of the target groups to meet their basic needs and efficiently support the education of their children. As an association, we are committed to empower grassroots structures through capacity development and advocacy for effective policy formulation and implementation. It is envisaged that the beneficiaries' quality of life will eventually be improved if they are given direct support based on their priorities and; engaged on self reliant economic activities of their choice for a reasonable length of time.

The association is committed to working with the poor through an established charitable association to be called: CASA-Gambia (Community Action Support Association-Gambia). The Association shall always be in recognition of a beneficiary action as evidence of interest and feeling. In light of the foregoing, we the members of CASA-Gambia hereby acknowledge this constitution in its entirety to reflect our true yearnings and aspirations and therefore wish to be governed and guided by it in all our activities, functions and duties. We shall be a non-governmental organisation; a non-political, non-religious and a non-profit making Gambia-based charitable association with the main thrust of poverty alleviation.

Article 2: The name and address

The name of the organisation shall be (CASA-Gambia) Community Action Support Association for Gambia

The registered office and secretariat of CASA Gambia shall be located at designated premises in The Gambia.

SECTION 2: THE ORGANISATION

Article 1: Goals

The quality of life of the CASA-Gambia target beneficiary IMPROVED through sustainable socioeconomic development.

Article 2: Objectives

- 1) Access to Basic Education and retention improved
- 2) Access to Health Care improved
- 3) Income earning of the target beneficiary improved
- 4) Disaster response improved
- 5) Production and management of Natural Resources improved

Article 3: Functions and activities

CASA-Gambia (referred to as the organisation in the constitution) will maintain and ensure its commitment to the realisation of the Goals and Objectives stipulated in the constitution by supporting the organisations core programmes: The core programmes include:

1. Basic Education Support (BES)
2. Primary Health Care (PHC) support
3. Micro-enterprise Development support
4. Environment Sustainability and good governance
5. Capacity development and advocacy

SECTION 3: ORGANISATION AND MANAGEMENT

Article 1: The organisational structure

CASA-Gambia executive members shall comprise the following:

- a) Chairperson
- b) Executive Secretary

- c) Finance Controller (Treasurer)
- d) Education Programme Coordinator
- g) Gender Health Programme Coordinator
- h) Agricultural and Natural Resource (ANR) Programme Coordinator
- i) Advocacy and Capacity Development Coordinator
- j) Enterprise Development Coordinator
- k) Admin and Accounting Assistant
- j) ICT and Innovation Coordinator
- l) Youth, Peace and Security Coordinator

Article 2: Board of Trustees

The AC, Identified by the founders, will meet once every quarter to discuss, matters relating to the progress being made in general. Board meetings shall be convened by the secretary who is the Chairperson of the Executive Committee of the Board and their terms of reference will summarily include:

- Shall lobby and raise funds for the association and may represent the association at meetings
- Examining the plans of the association
- Assessing progress being made in the implementation of projects
- Evaluating the project monitoring procedures
- Evaluating performance in terms of output and outcome
- Reviewing and verifying reports
- The Board of trustees shall be the CHIEF ADVISORY body to the Executive Committee on all matters of the association.
- And any other business as may be required

Article 3: The supreme authority of CASA-Gambia

The supreme authority of CASA-Gambia is vested on the Executive Committee. Subject to that authority, the Executive Committee – under the leadership of the Chairperson – shall govern the organisation.

SECTION 4: FUNCTIONS OF THE OFFICERS OF CASA-GAMBIA

SECRETARIAT OF CASA – GAMBIA

CASA – Gambia shall establish its own secretariat and office for smooth and effective functioning. The position in the secretariat which are executive and non-elected shall include the post of the:

- a) Chairperson
- b) Executive Secretary
- c) Finance Controller (Treasurer)
- d) Education Programme Coordinator
- e) Health Programme Coordinator
- f) Agricultural and Natural Resource (ANR) Programme Coordinator
- g) Advocacy and Capacity Development Coordinator
- h) Enterprise Development Coordinator
- i) Youth, Peace and Security Coordinator
- j) ICT and Innovation Coordinator
- k) Admin and Human Resource Coordinator

Subject to the positions above, the executive shall appoint such number of staff for its secretariat as it considers necessary for the discharge of the functions of the association and on such conditions as the executive may determine.

Article 1: Functions of the Executive Committee (EC)

The EC comprises the Senior Management Team (SMT) VIZ: The Chairperson, the Executive Secretary, Financial Controller and their functions shall be:

- To enforce the Constitution of the organisation
- To supervise the extension of CASA-Gambia support to groups and/or individuals
- To supervise all such activities that may further the Goals and Objectives of CASA-Gambia
- Deal with all other matters affecting the interest and welfare of the organisation
- Be responsible of the conduct of organisational activities
- Be accountable for the management of all resources of CASA-Gambia
- Supervise programme/activity planning and fund raising
- To ensure transparency, accountability and probity by all stakeholders
- To ensure conformity of CASA-Gambia activities to the development Blueprint of the Gambia Government
- To liaise with the Advisory Board/Committee where necessary

Article 2: The Associate Chairperson (ACP)

The Functions of the Associate Chairperson shall be dictated by the laws, resource mobilisation and advocacy activities of the Associate Organisation at the international level. However, he or she will be responsible of raising funds for CASA-Gambia and marketing project proposals. He/She will be responsible of approval of Annual Plan and Budget of CASA-Gambia and ensuring retirement of funds to the donors through the Associate Organisation. He/She will also be responsible for international auditing of funds managed by CASA-Gambia. He/She will be the delegate of the CASA-Gambia donors.

Article 3: The Chairperson

This person shall be based in The Gambia responsible of:

- Convening and presiding over Management Team Meetings (MTM)
- Representing the organisation (CASA-Gambia) in negotiations on its behalf,
- Working in counterpart with the ACP,
- Acting as liaison between CASA-Gambia and stakeholders
- Delegating functions/responsibilities accordingly
- Terminate CASA-Gambia staff who infringe the constitution in consultation with the Board of Trustees,
- Engaging, hiring or appointing/registering of members into CASA-Gambia in consultation with the Executive Committee,
- Executing the supreme authority of the organisation at all times,
- Responsible of auditing of the financial administration and management,
- Being a signatory to the CASA-Gambia bank account,
- The Chairperson shall heed the advice of the Board of Trustees on procedural matters
- Coordinating the flow and dissemination of information,

Article 4: The Executive Secretary (ES)

The Executive Secretary will be responsible of the overall programme and management of the organisation. The ES is second in command and all other Officers, except the FC, shall report to him.

The ES will be the Assistant to the Chairperson and be responsible for:

- All records and record keeping of the organisation
- Drafting all correspondence for or on behalf of the Chairperson
- Accountable for the programme management and implementation

- Carry out any other duty assigned to him/her

Article 5: The Financial Controller (FC)

The financial Controller will initially perform the functions of accountant according to established financial administration and management procedures using authentic tools. He/She will be responsible of ensuring the judicious use of CASA-Gambia funds according to the donor advice the financial policy and procedures and report to the Chairperson. He/She will be the main signatory to the accounts of CASA-Gambia

Article 6: The Education Programme Coordinator (EPC)

The EPC will be responsible of coordinating the implementation of all education programmes of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 7: The Health Programme Coordinator (HPC)

The HPC will be responsible of coordinating the implementation of all Primary Health Care Programmes of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 8: Agricultural and Natural Resource (ANR) Programme Coordinator

The ANRPC will be responsible of coordinating the implementation of all ANR Programmes of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 9: Advocacy and Capacity Development Programme Coordinator (ACDPC)

The ACDPC will be responsible of coordinating the implementation of all ACD Programmes of CASA-Gambia. These include:

- The coordination of all promotional activities of CASA-Gambia
- Coordination of all capacity building and awareness raising activities of CASA-Gambia
- Coordinating all disaster relief activities of CASA-Gambia
- Serving as the social relations focal point of the association
- Partnering with relevant coordinators and other institutions

He/She will report to the ES and carryout any other duty assigned to him.

Article 10: Enterprise Development Coordinator (EDC)

The EDC will be responsible of coordinating the implementation of all EDC of CASA-Gambia. He/She will report to the ES and carryout any other duty assigned to him.

Article 11: Youth, Peace and Security Coordinator

Article 12: Admin. and Human Resource Coordinator (AHRC)

He/she will also serve as the administrative assistant answerable to the EC in this respect and carry out any other duty assigned to him/her. Furthermore, he/she will be:

Responsible for the day-day administration of the office.

Supervise the admin team in planning and scheduling of office events, including meetings, conferences and orientation. Lead the recruitment process by identifying candidates, performing reference checks and issuing employment contracts. Responsible for coordinating trainings, manages employee files and records, employee benefits as well as oversee organisation policies. Manages the organisation's payroll, update the human resource information system and other HR software. Responsible for onboarding and outboarding of the organisation's new staff/members. Manages the performance management processes and procedures

Article 13: FUNDS

The Association shall open a bank account in its name to save its funds. The Association shall derive funds through the following mechanisms:

- I. Membership Fees
- II. Donations from individual philanthropists
- III. Charities
- IV. Fundraising Activities/Ventures

The following shall be signatories to the Association's account: -

A. Chairperson

B. Finance Controller/Treasurer

C. Secretary

- The Treasurer shall ensure that funds raised from activities are recorded and banked immediately.
- Withdrawal of funds must be approved by the Executive and shall be done by any two signatories to the account.

- Project funds shall be funds exclusively raised for special purposes and shall be expended according to the contract agreement with the donor agency. In the absence of the donor agency's specifications, expenditure must be done in accordance with this Constitution
- The accounts of the Association shall be audited twice a year by internal auditors and once a year by a group of independent auditors (external) who shall be identified by the general membership.
- The Association shall take legal action against any Member who embezzles, vandalizes, mismanages or corrupts the funds, property or name of the Association.
- All spending's must be proved by an official receipt or a written countersigned document indicating reasons for such payment/ withdrawal.
- Failure to justify the spending and or proved official receipt of expenditure will result in the amount being spent surcharged on the person(s) who spent it.

12: GOODWILL AMBASSADORS

- The Executive Committee subject to approval of at least two-third of executive committee and in consultation with the Board of Trustees can co-opt limited number of persons/parties as Goodwill ambassadors of CASA – Gambia.
- Such person/party should have impeccable character and be people/ parties with potential for CASA – Gambia to establish mutual relationships with.
- Appointed Ambassadors of Goodwill shall not be person/persons whose interests may conflict with those of CASA – Gambia.

SECTION 5: AMENDMENTS TO THE CONSTITUTION, DISOLUTION & ARBITRATION

Article 1: Constitutional amendments

All amendments to the constitution shall be subjected to the approval of the founders in consultation with the Advisory Committee

Every executive member shall have the right to request for the amendment of any of the provisions of this Constitution provided that such a request is supported by three third of the executive committee.

Whereas such a request is made, it shall be written stating the object and reason for such proposal and shared with the executive committee

The Chairperson shall within two weeks after receipt of the amendment proposal and call a meeting.

Article 2: Dissolution

- a) Whereas the CASA – Gambia ceases to function anymore, either disbanded by a higher authority, or the entire membership collectively agreed to stop operating the association, its

resources [both financial and material] shall be liquidated and resources [both financial and material] shall be donated to Government of The Gambia through the Attorney General's office.

- b) In the event of the organisation (CASA-Gambia) being dissolved as provided above, all debts legally made on behalf of the organisation shall, be fully discharged and remaining funds will be re-directed according to the recommendations of the AC
- c) The members of the Executive Committee and other officers of the organisation, acting in relation to any affairs of the Organisation and their respective Executive or administrators, shall be indemnified and secured harmless out of the assets of the Organisation against any liability incurred by the discharge of their duties.
- d) Where the existing assets cannot meet the existing liability at the time of dissolution, all members shall remain liable to settle such liability.
- e) The replacement of any officer of the Executive will be approved by the Chairperson in case of any unforeseen circumstances in consultation with the Advisor and the Associate Chairperson

Article 3: Arbitration

In case of conflict among Executive Committee Members of the association, the Board of Trustees and shall meet as an Arbitration committee to resolve any query/complaint or dispute put before them and their decision will be final.

SECTION 6: LEGAL STATUS AND RELATIONSHIPS WITH OTHER ORGANISATIONS

- CASA – Gambia shall be a non-partisan and non-profit association and none of its net income or net worth shall be used to the personal benefit of its member.
- CASA – Gambia shall be incorporated under the relevant laws of The Gambia, and its membership and activities shall be national in scope.
- CASA – Gambia shall seek and make grants from and to, and cooperate with development agencies and other donor agencies into agreement and contract; and acquire consultative status or observer status through accreditation with relevant organs at national, regional and international bodies worldwide for the purpose of mutual recognition, partnership and programme design and delivering.

Article 2: CASA-Gambia affiliation with Beneficiary Groups

The grassroots group structures namely: Village Development Committee (VDCs), Ward Committees and Adhoc Committees, with authority vested on them by the beneficiaries/(our target groups), will strongly be considered liable and responsible of social mobilisation and programme implementation. CASA-Gambia shall work with communities through them according to their functions and powers recognised by the Technical Advisory Committees (TAC) of the Administrative Region of the target area.

Article 3: Membership of CASA-Gambia

Membership will be through groups registered with the association by way of a Memorandum of Understanding (MoU) between the particular interest group and CASA-Gambia. These includes institutions such as schools, health centres etc. This means that there is no direct individual membership.

Article 4: Termination of membership

The membership of any group that defaults the MoU signed between the association and the particular group will be terminated according to policy and procedures governing programme/project implementation. The decision to terminate the membership of any group will be effected by the executive committee in consultation with the AC.

SECTION 7: PENALTIES

Article 1: Contravention of the constitution of CASA-Gambia

- a) A legal or Personnel Policy and Procedural action shall be taken against individuals or groups that contravenes/or infringes the Constitution of CASA-Gambia
- b) Any member of the executive committee found guilty shall be penalised by his line manager or the Chairperson. In the case of the Chairperson, the rest of the executive committee members in consultation with the Advisor will take appropriate action against him/her with reference to the Constitution and the Laws of the Gambia.

REMOVAL AND RESIGNATION OF OFFICIALS

(1) Without prejudice to any section of this constitution, any Executive Committee Member who wishes to resign shall write a letter to the Executive Secretary highlighting reasons for his or her resignation. The Executive Secretary shall thereafter inform the rest of the Executive committee.

(2) The Executive Committee shall meet within a week to consider any resignation and the resignation referred to in subsection (1) of this Section shall only take effect when honoured by the Executive Committee.

(3) The Chairperson shall only resign at a general executive committee meeting after tendering a letter to the Executive Secretary who shall immediately publish the said letter to the general executive committee.

(4) In the case of the Executive Secretary, his/her letter of resignation shall be tendered to the Chairperson who shall ensure that board and executive committee are notified.

(5) Any member of the Executive Committee shall at any time be removed from office when a vote of No-confidence is passed on him or her by three third of the executive committee as a result of:

- Abuse of office;
- Wilful violation of the general objectives of this Constitution;
- Incompetency; and/or
- Medical/Mental incapacity

(6) The Chairperson shall not have the power to remove an Executive Committee member, but shall have the power to suspend an Executive Committee member in consultation with the Executive Committee and the aggrieved party may seek redress from the Board of Trustees.

CODE OF CONDUCT OF THE EXECUTIVE BODY

(1) There shall be a code of conduct for the Executive Committee of the association which shall be a schedule to this Constitution.

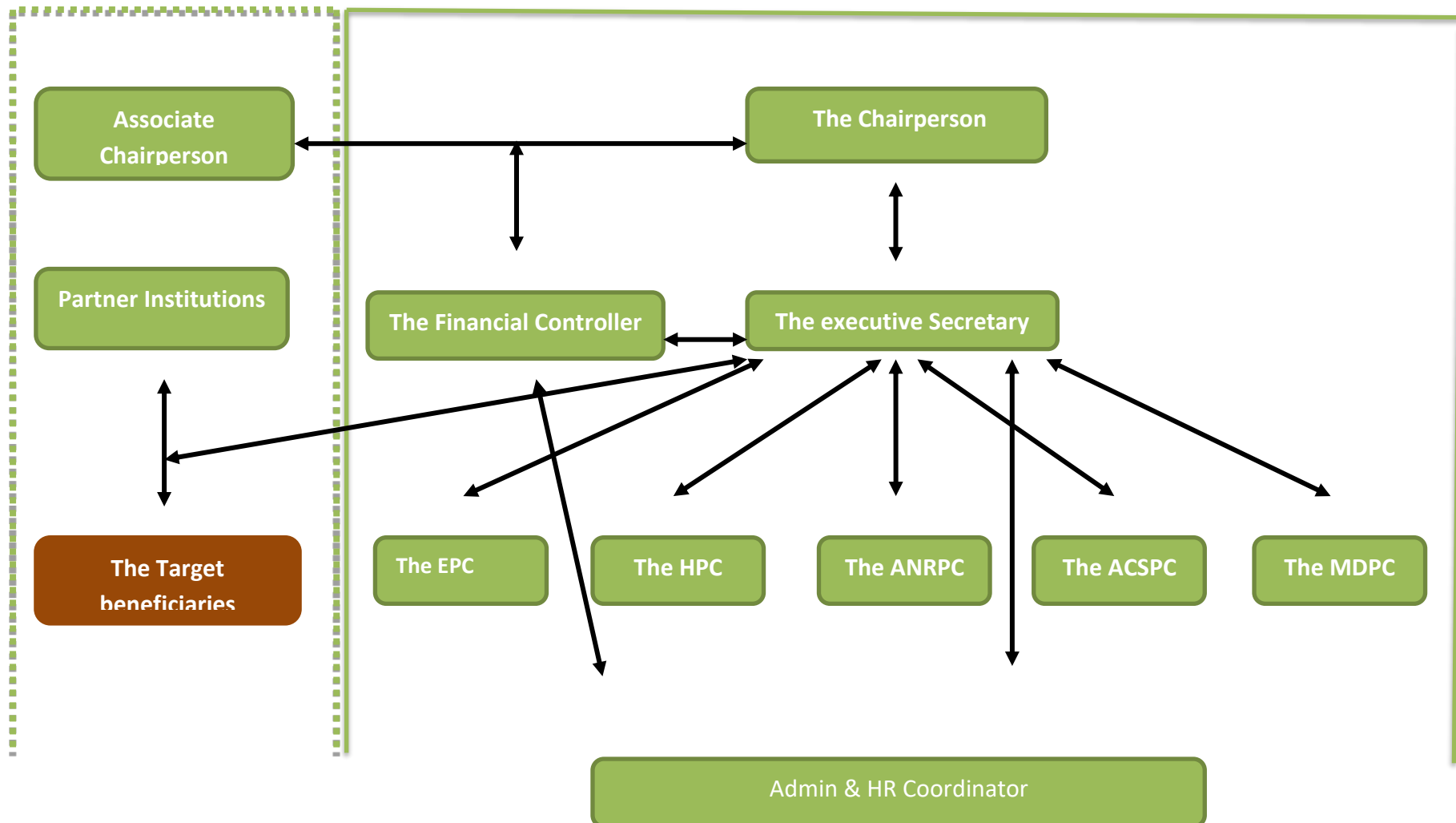
(2) The Executive Committee shall draw up a code of conduct in accordance with the best practices and other relevant laws of The Gambia.

(3) All members of the Executive Committee are expected to adhere to the code of conduct.

CORRESPONDENCES IN THE NAME OF THE ASSOCIATION

(1) No member of the Association shall correspond in the name of the CASA – Gambia by any form using the name of the association without the approval of the Executive Committee.

SECTION 8: ORGANISATIONAL CHART





- Key:**
- Dotted lines indicate that the box is part of the outside structure of the organisation
 - Straight lines indicate that the box is part of the internal structure of the organisation
 - Brown symbolizes vulnerability of our intervention target groups or individuals

ENDORSEMENT

It is hereby agreed that this constitution shall remain the only legal reference of CASA - Gambia, and every legitimate member of the Organisation shall be subject to all the provisions enshrined herein. As such, the Organisation declares the enforcement of this constitution effective this.....day of.....,..... Thus, the entire provisions are ratified by the following signatories on behalf of the organisation.

EXECUTIVE LIST

No	Name	Designation	Telephone/Mobile	Signature
1	Ebrima Jatta	Chairperson	+2203991297	
2	Mariama Kebbeh	Executive Secretary	+2209388823	
3	Alagie Ndow	Financial Controller (Treasurer)	+2207773401	
4	Amadou A Jallow	Education Program Coordinator	+2203922299	
5	Halima Colley	Gender and Health Programme Coordinator	+2203975668	
6	Haddy Dibba	ANR Programme Coordinator	+2203925951	
7	Fatou Marie Touray	Advocacy & Capacity Development Coordinator	+2202468052 +31684610098	
8	Yerro S Bah	Enterprise Development Coordinator	+2209714879	
9	Abdou Bah	Admin and Human Resource Coordinator	+2202256097	
10	Ebrima Saidy	ICT and Innovation Coordinator	+2205046011	
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12				
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