



**THE CONSTITUTION OF
ONE FAMILY ONE EARTH
COMMUNITY BASED ORGANIZATION (CBO)**

Table of Contents

1	NAME OF THE COMMUNITY BASED ORGANIZATION	3
2	THE PURPOSE OF THE COMMUNITY BASED ORGANIZATION	3
3	ADDRESS OF THE COMMUNITY BASED ORGANIZATION	3
4	OBJECTIVES AND ACTIVITIES OF THE COMMUNITY BASED ORGANIZATION	3
5	VALUES OF THE COMMUNITY BASED ORGANIZATION	4
6	MEMBERSHIP	4
7	OFFICE BEARERS	4
7.1	Functions and roles of the office bearers	5
8	TENURE OF OFFICE BEARERS	5
9	FINANCES	5
10	ASSETS OF THE COMMUNITY CBO	6
11	RECORD MANAGEMENT	6
12	MEETINGS	6
13	DISPUTES	6
14	AMENDMENTS TO THE CONSTITUTION	6
15	DISSOLUTION OF THE ORGANIZATION	6
16	COMMITMENT CLAUSE	6
17	LIST OF MEMBERS	8

1 NAME OF THE COMMUNITY BASED ORGANIZATION

The name of the Community Based Organization (CBO) is "ONE FAMILY ONE EARTH".

2 THE PURPOSE OF THE COMMUNITY BASED ORGANIZATION

The purpose of the CBO is to provide comprehensive support to children and mothers in need of help.

3 ADDRESS OF THE COMMUNITY BASED ORGANIZATION

The physical address of the organization is Joy Building, Mtwapa, Kilifi County and of P.O BOX 560-80109 Mtwapa in Kenya.

4 OBJECTIVES AND ACTIVITIES OF THE COMMUNITY BASED ORGANIZATION

- a) Regular visits to needy children and mothers at home and in schools,
- b) Financial support for school fees for needy children;
- c) Financial support for health insurance for needy children and mothers;
- d) Provision of food and clothing according to individual needs;
- e) Provision of medical care according to individual needs;
- f) Provision of homes and furnishing according to individual needs;
- g) Accompanying and supporting needy children and mothers in obtaining employment and independence,
- h) Promoting awareness and education for health care;
- i) Promoting sports and other meaningful leisure's activities;
- j) Providing regular updates on all activities for the sponsors of the CBO
- k) Teaching ethical values based on Christian faith.
- l) Purchase of land for the construction of houses for needy families.

All activities and decisions require instruction and approval of the founders of the CBO, respectively the Austrian aid organization "ONE FAMILY – Hilfsverein für Kenia".

5 VALUES OF THE COMMUNITY BASED ORGANIZATION

The values of the CBO include compassion, empowerment, inclusivity, integrity and sustainability in accordance with Christian faith.

6 MEMBERSHIP

- a) **ELIGIBLE MEMBERS:** All persons who are willing to share the purpose and the objectives of the CBO through active collaboration or financial support.
- b) **PROCEDURE OF JOINING:** Prospective members can be admitted after at least two months of voluntary support and after hearing by all office bearers.
- c) **PROCEDURE OF REMOVAL:** Members may be removed by a decision of the office bearers for misconduct or violation of the organization's principles.
- d) **PROCEDURE OF DEPARTURE:** Members may voluntarily withdraw from the organization by notifying the office bearers in writing by issuing a seven (7) days' notice.
- e) **RIGHTS OF THE MEMBERS:** Members have the right to participate in decision making process, to voice their concerns and to receive information about new activities of the organization.

7 OFFICE BEARERS

- a) The office bearers of the CBO are the Chairperson, the Vice Chairperson, the Treasurer, the Vice Treasurer, the Secretary and the Vice Secretary.
- b) **Election or appointment of office bearers:** Office bearers shall be elected by the General Assembly through a democratic voting process.
- c) **Removal or resignation of office bearers:** Office bearers may be removed by 80% vote of no confidence by the General Assembly or may resign by notifying the executive committee in writing by issuing at least a twenty-one (21) days' notice.

- d) **Qualification or disqualification of the office bearers:** Office bearers must be active members of the organization and demonstrate leadership qualities, teamwork and commitment to its objectives.

7.1 Functions and roles of the office bearers

- a) The Chairperson shall provide leadership and direction to the organization and shall be the main counterpart for the founders and sponsors of the CBO.
- b) The Secretary shall oversee the administrative tasks and maintain records.
- c) The Treasurer shall manage the finances of the organization in accordance with the other office bearers, the sponsors and according to the legislation of the Republic of Kenya.

8 TENURE OF OFFICE BEARERS

Office bearers shall serve a term of two (years), after which new elections shall be held.

9 FINANCES

- a) Sources of funds: Funds are sourced from donations and membership fees.
- b) Management and accounting for funds: The Treasurer shall maintain accurate financial records and prepare reports for transparency and accountability.
- c) Authorized expenses: Funds shall be used for operational expenses and the objectives according to Article 4 of this Constitution, staff remuneration, statutory expenses and individual requests of sponsors.
- d) The CBO will always be a nonprofit organization. Therefore no member is allowed to receive any profit payment.

10 ASSETS OF THE COMMUNITY CBO

Upon dissolution of the CBO, the assets of the CBO shall be transferred to a trust and/or foundation with similar objectives and the choice of the said trust or foundation shall be made by the general assembly.

11 RECORD MANAGEMENT

The organization shall keep records including a register of members, financial records, meeting minutes and any other relevant documents.

12 MEETINGS

- a) Meetings of the General Assembly shall be held two times every year in June and December or whenever necessary.
- b) Meetings of the Office Bearers shall be held at least once per month.
- c) Records: Minutes shall be kept for all meetings and resolutions shall be recorded.

13 DISPUTES

Disputes shall be resolved through mediation or arbitration by the Founders of the CBO or a neutral third party whichever is appropriate.

14 AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall require 60% approval of the General Assembly and must be approved by the Founders of the Organization.

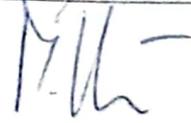
15 DISSOLUTION OF THE ORGANIZATION

- a) The CBO maybe dissolved by a vote of 80% of the General Assembly and the written approval of the Founders of the CBO.
- b) Upon dissolution, assets shall be distributed in accordance with the decisions of the General Assembly.

16 COMMITMENT CLAUSE

All members shall sign and commit adhering to the provisions of the Constitution.

17 LIST OF MEMBERS

NO	MEMBER NAME	POSITION	ID NUMBER	SIGNATURE
1	Sada Salama Khamis Baya	Chairperson	29977084	
2	Lilian Maritina Nabwire Juma	Secretary	23206321	
3	Selina Dela Mwatsuma	Treasurer	29414915	
4	Elizabeth Dzame Robert	Vice Chairperson	38078299	
5	Lilian Bahati Kaingu	Vice Secretary	27056034	
6	Sunnah Kadii Baya	Vice Treasurer	34856278	
7	Iulia Kratzer	Member	060258988	
8	Michael Kratzer	Member	U3207321	
9	Janeliza Mashombo	Member	24928060	
10	Elizabeth Mashombo	Member	22134448	

