CONSTITUTION

1. **NAME**
   The name of the organization shall be LIFE HEALTH EDUCATION DEVELOPMENT ORGANISATION

2. **HEAD OFFICE AND ADDRESS**
   1 Cubicle Dombotombo MARONDERA

3. **AREAS OF OPERATION**
   Mashonaland East Province
   To spread operations to other areas subject to identification of need and consent of the local authority thereof.

4. **AIM**
   Improving the overall well-being and quality of life of vulnerable populations.

5. **OBJECTIVES**
   i. To improve health outcomes and reduce diseases prevalence among vulnerable populations.
   ii. To enhance education outcomes and promote education equity among vulnerable populations.
   iii. To foster economic empowerment, community development, and environmental sustainability among vulnerable populations.

6. **MEMBERSHIP**

   i. Eligibility
      (a) Membership shall be open to interested people of 18 years of age and above and institutions who shall meet the objectives of the organization.

   ii. Assumption of Membership
      (a)Membership shall be applied to the Executive Committee or any designated membership officer of the organization.
      (b)Each applicant shall complete an application form which shall be obtained from the organization's offices.
      (c)There shall be payment of an annual and renewal subscription fee which shall be determined by the organization's Annual General Meeting (AGM).

   iii. Cessation of membership shall be through
      (a) Expulsion subject to a disciplinary hearing
      (b) Non payment of subscription fees within a period of 3 months after AGM.
      (c) Resignation.
      (d) Incapacitation
      (e) Death

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7. 0 THE EXECUTIVE COMMITTEE COMPOSITION

This committee shall be constituted by the following members,

a) Chairperson
b) Vice chairperson
c) Secretary
d) Vice Secretary
e) Treasurer
f) Two committee members.

7.1 THE ROLES OF THE EXECUTIVE COMMITTEE

i) The Executive Committee shall determine policies, procedures and operational systems to be pursued by and within the organization.

ii) The Executive Committee shall ensure that such policies are being pursued and transmitted through the secretariat.

iii) The Executive Committee shall approve annual plans and budgets of the organization.

iv) The Executive Committee shall employ the director who will in turn employ other staff to run the day to day activities of the organization.

v) Tenure of office shall be three (3) years renewable once.

7.2 EXECUTIVE COMMITTEE MEETINGS.

The Executive Committee shall meet quarterly during the year. Where need arise, adhoc meetings shall be held.

8.0 DUTIES OF THE INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

8.1 **The duties of the Chairperson** shall include:

i) Chairing the meetings of the Executive committee.

ii) Leading the Executive Committee in strategic planning, financial accountability, and fundraising.

iii) Appraisal of the Director in consultation with other Executive Members.

iv) Acting as the link between the Executive Committee and Director without limiting the principles of collective responsibility and executive committee discussions.

v) Representing the oprganization on key public occasions.

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vi) Providing leadership to Executive Committee members.

vii) Serving as ex officio member of Executive Committee's sub-committees excluding the disciplinary committee.

8.2 Vice-Chairperson

(i) Shall carry out the duties of the Chairperson in his/her absence.
(ii) Shall chair the disciplinary committee.

8.3 **The duties of the Treasurer** shall include:

i) Providing financial oversight for the organization and give advice to the executive committee on the finances and financial control and operation of the organization.

ii) Reporting to the Executive Committee and the Annual General Meeting on the financial matters and standing of the organization.

iii) Ensuring that proper books of accounts are kept by the Directorate.

iv) Within three months after the end of each financial year of the organization, cause the accounts of the organization to be audited by registered auditors as appointed by the AGM.

v) Present a financial report to the AGM.

8.4 The Duties of the Secretary shall include:

i) To organize meetings of the executive committee in conjunction with the chairperson.

ii) Ensuring that all executive committee members receive all executive committee papers and the notice of at least twenty one (21) days before each executive committee meeting

iii) Attending meetings, keeping records and circulating minutes of committee meetings.

iv) Keeping a register of all names and contact details of all members of the Executive Committee.

v) Communicating with the Registrar of Private Voluntary Organizations (PVOs) and other authorities as required by law.

8.5 Vice-Secretary

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(i) Shall carry out the duties of the Secretary in his/her absence.

8.6 Committee Members

(i) Shall carry out any duties for and on behalf of the Executive Committee as delegated by the executive committee.

9.0 THE ANNUAL GENERAL MEETING

i) The Executive Committee shall within three months after the financial year convene an Annual General Meeting (AGM) at such a place as determined by the Executive Committee.

ii) The secretary of the Executive Committee of shall give at least twenty one (21) days written notice of the AGM to all members of the AGM.

iii) The quorum at any AGM shall be two thirds of paid up members present.

iv) The business of the AGM shall include but not limited to,
a) Review of reports submitted to the AGM
b) Approval of audited financial statements,
c) Appointments of auditors, determination of any benefits and/or allowances, conduct of elections of Executive Committee members and any other matters related to the AGM.

v) To be considered in an AGM, all proposed agenda items shall have been circulated to members of the AGM where they are to be tabled.

10.0 DISCIPLINARY COMMITTEE

i) In the event that a member of the organisation has conducted themselves in a manner that shall be in conflict with the interest or objectives of the organization or ways likely to place the organization in disrepute such a member shall be deemed to have committed an act of misconduct.

ii) Where an act of misconduct shall be deemed to have been committed as in 10.i) above:
a) A disciplinary committee of 3 executive committee members including the Vice Chairperson and four general members elected by the Annual General Meeting shall be convened. The Vice Chairperson chairing the committee shall have the mandate to investigate, hear the matter and take an appropriate action in line with the code of conduct.
b) The above said member shall have a right to appeal in terms of the provisions of the code of conduct.

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c) Disciplinary action shall be in terms of the provision of code of conduct adopted by the AGM.

11.0 FUNDING AND ACCOUNTS

11.1 FUNDING

The organization shall be funded through membership subscriptions and contributions, grants and donations from the public and income-generating projects.

11.2 ACCOUNTS

i) The Executive Committee shall cause proper books of accounts to be kept by the directorate.

ii) The treasurer shall within three months after the end of each financial year of the organization cause the accounts to be audited by registered auditors as appointed by the AGM, which audited accounts shall be submitted and be tabled at the subsequent Annual General Meeting.

iii) The organization shall have bank accounts at such commercial banks, as the Executive Committee shall from time to time determine.

iv) These signatories shall include the Director, and either treasurer or the chairpersons as counter signatories.

v) The financial year of the organization shall be from the 1st of January to the 31st of December of each year.

12. AMENDMENTS TO THE CONSTITUTION

i) This constitution shall be amended by a resolution passed by at least two thirds of the paid up members present at the AGM.

ii) At least three months notice of intention to amend this constitution shall be given to the members of the AGM of the organization.

iii) Such amendment shall be effective only after approval by the Private Voluntary Organization (PVO) Board.

13. DISSOLUTION

i) Any resolution to dissolve the organization shall be passed by two thirds of paid up members at the Annual General Meeting or a special general meeting where two thirds of paid up members shall constitute a quorum.

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ii) After the organization has settled its liabilities remaining assets shall be donated to any registered charity organization carrying out similar objectives and activities.

iii) After the organization has settled its liabilities the Registrar of Private Voluntary Organizations' shall be advised of such dissolution through a liquidation report.

IN WITNESS WHEREOF, the undersigned, being the duly nominated and authorized Representatives of the Organisation have signed this Constitution

THUS DONE and signed at .....3..... date ....June....., 2025 in triplicate in the English language, all texts being equally authentic.

(Name and Signature)

Primrose Fundai .....
Chairperson

Lisa S Ngadziore .....
Secretary

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