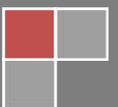


2012

# *Constitution of The Registered Trustees of Urim and Thummim Child-Care Trust*



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## **1.0 Introduction to The Constitution**

Urim and Thummim Childcare Trust also known as UTCCT is a non-profit organization established with and for the lost children, orphans, the elderly, the vulnerable, the hopeless, the down trodden widows as per the scripture in Micah 6:8. The control, accountability and responsibility for daily operations of Urim and Thummim Childcare Trust are done by the trustees and the Executive Board.

### ***Mission***

Urim and Thummim Childcare Trust aim at reaching street children, orphans, the elderly, the hopeless, widows and the aged in Malawi, to provide a home and survival skills to empower them to be self sustenance, to enable them to have a future through developing their spiritual, material, mental and emotional capability which means being independent.

### ***1.1 Preamble***

This is a constitution of the Urim and Thummim child-care trust also referred to as UTCCT. The name and acronym of UTCCT shall never be changed as long as this organization exists. The motto of UTCCT shall be “Finding God’s will and showing mercy upon people which includes lost children, orphans, the vulnerable, the hopeless, the downtrodden, windows;” as per the scripture in Micah 6;8.

To bring up a generation in the fear of the Lord and lead them to God in Jesus name. This organization will be governed by principles, statues

and rules of the Holy Bible, the inspired word of God. All those in leadership and places of authority shall teach and abide by this word, so that the younger generation may have godly leadership and training.

No other religion apart from Christianity shall be taught at Urim and Thummim Child-Care Trust. The Almighty God who is Jehovah, Jesus Christ and the Holy Spirit our teacher and guide will guide and direct the affairs of UTCCT through His anointed servants.

### *Founders*

The founders of this organization shall be the visionaries of the UTCCT. The founder, **Ms. Alice Chinzengo**, will hold the title of the **Executive Director**. The Co-founder of UTCCT - Mrs. Alinafe Luwayo who will be the Program Officer.

### *Office Bearers*

The donor community who support the work of UTCCT shall be the financial arm of this organization. As much as they play an enormous role in raising funds they shall not be involved in the affairs of governance of this organization. The governance of UTCCT will therefore be in the hands of the Executive Director and the Board of trustees appointed by the Executive Director. The Board of trustees will however adhere to and heed sound advice godly instructions given by financial arm or any other person with good intent. UTCCT believes in the function of the body of Christ in the full knowledge that each member of the board does its part as unto the Lord and each one is responsible for the he/she plays. Getting involved in a portion of work that belongs to another can cause disharmony and disunity which can cause work to collapse and suffer. Additional staff members may be employed from time to time through advertisement or appointment. The responsibility of

recruiting staff shall be in the hands of the executive director. UTCCT will be managed through a board of trustees appointed in accordance of the Urim and Thummim Child-care Trust constitution.

## **2.0 Purpose and Aims**

- Our calling aids to reach orphans, street children, widows and the aged in Malawi.
- To provide a home and survival skills to orphans and street children to empower widows and the vulnerable people to sustain themselves and their children.
- To provide education and practical skills to this target group.
- To provide Bible education and practical skills to this target group.
- To operate such an environment and conduct such activities that will promote the realization of the above aims.

### **2.1 Activities**

- To keep and educate orphans and vulnerable children.
- Orphans should have been deemed to be orphans by the social welfare services or the victim support Unit of the police.

## **3.0 The Decision Making Body of UTCCT**

The Board of Trustees also referred to as the board will consist of Christian people with a personal relationship with Jesus, who believes in the tenant as mentioned in Appendix 1.

## **4.0 Trustees of Urim And Thummim Child Care Trust**

The trustees of UTCCT are legally responsible for the trust and have a general oversight over its activities.

### ***4.1 Responsibilities of The Board Of Trustees***

- The fulfillment of the mission in accordance with which are its foundation and inception and those decisions UTCCT
- That UTCCT submits itself under the Malawian Law (human rights, labor law and local government laws).
- The running and oversight of the financial affairs of UTCCT
- The UTCCT maintains the fundamental Christian principles which are its foundation inception and those decisions are based on scriptural truths.

### ***4.2 Indemnity of Trustees***

Every trustee shall be entitled to be indemnified out of the assets or funds of UTCCT against all loses or liabilities which he/she may sanction or incur or about the execution of his/her duties. No personal liability shall be attached to any trustee as a designated by the board.

### ***4.3 The Execution of The Board Of Trustees***

The trustees shall be of the Christian faith. They must be experienced and reputable persons and well respected in the community.

### ***4.4 Number of Trustees***

The board will have trustees as follows:

1. Miss Miriam Mwale
2. Mr. Thunderson Msuku

3. Mrs. Esther Mkweza Silumbu
4. Mr. AJ Banda
5. Miss Chikondi Maliseni
6. Mrs. Alinafe Luwayo
7. Mr. Maxwell Chirwa

#### **4.5.0 Replacement of Trustees**

Vacancies in the board of trustees will be filled by appointment of additional trustees.

- Trustees shall be replaced within four months of their place being declared vacant.
- Trustees who have retired at the end of their term of office may be reappointed.

#### ***4.5.1 Frequency of Meetings***

Trustees will meet at least once a year. Unless otherwise at their own discretion, they may call additional meetings of the trustees appropriate. A full meeting of the board of trustees with the executive director and the co-founder will be called at least once a year at the arrangement of the chairperson where finances and overall mission and strategy can be discussed.

#### ***4.5.2 Failure to Attend Trustees Meetings***

If a member of the board Trustees fails to attend a meeting for three consecutive meetings without genuine reason the place of that trustee shall be declared vacant.

### ***4.5.3 Early Retirement of a Trustee***

If a trustee retires before the end of a term of office the position shall be declared vacant.

### ***4.5.5 Filling of Vacancies***

Vacancies will be filled by appointment of a new trustee by the remaining trustees

Vacancies will be filled within four months of their declaration.

### ***4.5.6 Conduct of Trustees***

If a trustee behaves in such a way as to bring UTCCT into disrepute, they can be rectified by majority of vote of the other trustees and with the approval of the Executive director. Members may be dismissed as a Trustee.

### ***4.5.7 Appointment of the Board of Trustees***

The body of trustees of UTCCT shall appoint a person who has shown a calling to this work. Staff of UTCCT shall embrace their job not as a mere job but a calling to serve. The board will automatically dissolve at the expiry of 36months or on the 31<sup>st</sup> December of the third year whichever comes first. A person shall cease to be Board Member if:

- He/she fails to attend Board Member meeting for 2 consecutive times
- He/she is medically unfit to discharge his/her duties
- Voluntarily resigns from the position in the Board
- If found to be in immoral behavior and/or deemed to be in bad debts
- Has legal case to attend to.

- Any other reason the Executive Director may find liable for dismissal of the said member.

#### ***4.5.8 Payment of Trustees***

Trustees shall render services to UTCCT on a voluntary basis and shall not gain a financial profit from any duties performed or services provided to or on behalf of UTCCT. However they may not be reimbursed for all reasonable cost incurred in the course of performing or providing services.

### **5.0 Key Principles of Urim and Thummim Child-Care Trust**

#### ***Participation of Stake Holders***

The primary stakeholders are orphans, street children, the vulnerable children, the downtrodden widows and the elderly.

#### ***Accountability***

UTCCT will be accountable to its stakeholders as named.

UTCCT will employ an accountant/finance manager whose responsibility will be to provide to the Executive Director for UTCCT with such financial information as may be needed.

#### ***Transparency***

UTCCT will have financial systems and controls which allow it to have transparent accounts which show where funds have come from and how they have been disbursed.

UTCCT shall produce regular projects reports and accounting statements for donors and shall be made available to stake holders and others upon request.

## **6.0 Program Staff**

UTCCT will have a team of paid professional staff which will form the UTCCT secretariat. The size of the secretariat will be as follows:

- The managing director
- Program officer
- Accountant/financial manager
- Administrative assistant
- Office cleaner

## **7.0 Duties of The Secretariat**

- To use resources provided by individuals, donors and the government of Malawi in cost effective ways this will assist in the achievement of UTCCT.
- To advise UTCCT board of trustees in respect of policy and practice required.
- To bring about long term change in the lives of children who are begging in the streets, orphans, the vulnerable children *et. cetera.* enabling them to develop solutions to them and helping them to access resources to put this to practice.

## **8.0 The Common Seal**

UTCCT shall have a common seal which shall consist of an embossed stamp with the formal title of the organization; the seal shall be kept in a safe and not used to endorse any document without the permission of the Executive Director.

## 9.0 Dissolution

Under no circumstances shall this vision and ministry be dissolved. However, in the unlikely event of such dissolution, it's fixed and current assets shall be donated to an organization providing similar services to the country. The selection of this beneficiary organization will be at the discretion of the UTCCT Executive Director subject to authorization of the Board of Trustees and donors.

## 10.0 Attestation

In witness whereof, the undersigned have adopted this constitution on this 4<sup>th</sup> day of December 2012 Anno Domini.

-----  
Board Chairperson (Name)

-----  
Board Chairperson (Signature)

-----  
Programme Officer (Name)

-----  
Programme Officer (Signature)

*This constitution contains 12 pages including the cover page and is issued without alterations and/or erasers. Any erasers, alterations and corrections shall render it null and void. It is witnessed by signatures in indelible ink. Photocopied versions of this document may only be used for demonstration purpose*