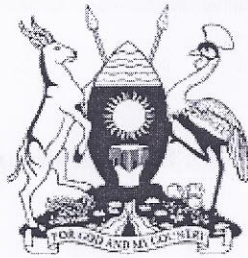


THE REPUBLIC OF UGANDA



**THE
CONSTITUTION
OF GSF UGANDA:
THE GREAT SHEPHERD FOUNDATION**

**CONSTITUTION OF
THE GREAT SHEPHERD
FOUNDATION**

ARTICLE 1.0 History and Establishment of the Organization

1.1 History

Established in January 2015, the Great Shepherd Foundation (GSF) is a community based organization (CBO) that works with the Youth, Children (both Orphans and Vulnerable Children (OVCs) and Children with Disabilities (CWDs) and women of the Mid-Western region to holistically address issues affecting their livelihood and promote youth civic engagement.

The founding members, Kevin Kaliisa (Mr.), Betty Mbabazi (Ms.), Joyce Wobusobozi (Ms.) and Nicholas Ajuna (Mr.), started the foundation with the Kkkam Holistic Brass Band project and in partnership Recreation for Development & Peace (RDP Uganda) based on strong convictions to lift the Children, youth and women out of vulnerability and poverty and to experience the liberties associated with empowerment.

1.2 Establishment

The Great Shepherd Foundation (GSF Uganda) is a CBO based on Christian Centered principles which laid the basis and foundation at which the foundation was formed and established.

ARTICLE 2.0 Purpose of the Constitution

2.1 The purpose of this constitution is to form a legal association, the CBO, being the Great Shepherd Foundation referred

- 2.1.1 A not-for-profit organization;
- 2.1.2 Based within the Masindi community, hereinafter referred to as the 'Community';
- 2.1.3 Which is located in MASINDI district, Mid-western region of Uganda, hereinafter referred to as the 'Service Area';

ARTICLE 3.0 Legal Name and Location of the Organization

3.1 The name of the Organization is The Great Shepherd Foundation hereinafter referred to as "GSF Uganda".

3.2 Headquartered in Masindi Municipality, Masindi District, Uganda.

ARTICLE 4.0 Administration and Mission

4.1 Subject to the matter set out below, the organization and its property shall be administered and managed in accordance with the constitution and the organization policies by the Management Committee with powers from members of the Board of Directors constituted by Article 9.0 Section 9.3 of this constitution (the Board of Directors)

4.2 The mission of the Great Shepherd Foundation (GSF Uganda) shall be to promote youth civic engagement (YCE), achieve transformation through self-help initiatives, relief, giving all necessary assistance to orphans and vulnerable children (OVC), Children with disabilities (CWD) & women(Orphanages, foster homes, vocational training and evangelism as a major thrust).

ARTICLE 5.0 Status and Purpose of the Organization

5.1 The Great Shepherd Foundation (GSF Uganda) is a voluntary, humanitarian, community based, non-profit, non-political and non-partisan organization

5.2 GSF Uganda has legal status and personality; it has the legal right to sue or to be sued in its own name and generally, subject to this constitution, capable of doing anything that corporate bodies may lawfully do.

5.3 GSF Uganda is a non-profit body with perpetual succession; capable of acquiring and holding property separately from its members.

ARTICLE 6.0 Principles of the Organization

6.1 The Great Shepherd Foundation, is striving for “a community of empowered youth and women living with respect and dignity.” GSF Uganda intends to work with the youth and women of the mid-western region to holistically address and improve issues affecting their livelihood. GSF Uganda also intends to promote and advocate the rights of the children (Orphans, Vulnerable and Disabled Children). GSF Uganda supports the youth, children and women in the mid-western region at large but will initially focus on the district of Masindi. Geographic expansion will immediately follow the successful establishment of base operations.

The mission will be implemented through joint planning with Non-governmental organizations whose activities focus on the youth, children and women’s empowerment. GSF Uganda also forms strategic partnerships with other development partners supporting the objectives of GSF Uganda and local level governments including the GoU (Government of Uganda)

ARTICLE 7.0 Objectives of the Organization

7.1 The organization aims to:

- ✓ To propagate the practical Christian faith in obedience to the Great Commission of Jesus Christ through Evangelism. Evangelism which is important in upholding the values of Christianity is the spread of the Gospel of Christ Jesus. To publish, acquire, distribute literature of religious nature or of any other nature that would promote Christian Faith with biblical family values.

THE CONSTITUTION OF THE GREAT SHEPHERD FOUNDATION

- ✓ Promote Youth Civic Engagement (YCE) through working towards the objective of advancing youth's interest by assisting them in civic engagement. Youth Civic engagement (YCE) provides the youth with opportunities to gain work experience, acquire new skills, and to learn responsibility and accountability—all while contributing to the good of their communities
- ✓ Promote equal access to quality education for the youth, children (with disabilities) and females. Research suggests that both the educational experiences of children, youth and females themselves and the educational experience of their parents have a greater impact on their lives. Education is one of the most effective ways to break the cycle of discrimination and poverty that children with disabilities and their families often face.
- ✓ Enhancing the health and well-being of the youth, children and women of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognizing the value of our many differences through promoting community based health care, nutrition, water and environmental sanitation among people in communities.
- ✓ To establish foster family resource centres to provide information, accommodation, education, and research and recreation facilities to vulnerable children, orphans (OVCs) and caregivers.
- ✓ To offer moral guidance and services to persons including children, youth and adults that will lead to reduced risky behavior, increased success in school and leads to greater civic participation later in life.
- ✓ To improve the economic security of the youth, women and their families by empowering the needy members for community to participate in income generating activities for socio-economic transformations of their homesteads.
- ✓ To understand and improve health issues affecting the youth, women and their families through promoting the health and well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognizing the value of our many differences.
- ✓ To advance equal opportunity and the rights of women. Promoting Gender Equity: Young women in Uganda have historically been more marginalized than their male counterparts, particularly in regards to livelihood opportunities. This will give particular attention to the female youth voice by holding female-only focus group discussions
- ✓ Contribute to infrastructural development in the region through mobilizing the youth and women to become more engaged in activities that build collective resources, skills, expertise and the knowledge of the citizens to improve the livelihood of the communities.
- ✓ To enhance preventive measures against HIV/AIDS, Stigmatization and to promote initiative among Communities, members for the care of those individuals and families affected by HIV/AIDS.
- ✓ Promoting the rights of Children and those with disabilities. Children with disabilities and their families constantly experience barriers to the enjoyment of their basic human rights and to their inclusion in society hence need to provide for effective remedies in case of violations of the rights of children with disabilities and ensure that these remedies are accessible to all children, families and caregivers.
- ✓ Promote sport, community recreation and play facilities meant to activate the youth through community based, recreational, educational and service-oriented activities

THE CONSTITUTION OF THE GREAT SHEPHERD FOUNDATION

ARTICLE 8.0 Values of the Organization

8.1 The Great Shepherd Foundation rests on the following beliefs and values:

- We believe in **God the Almighty** as the Supreme Creator and thereby propagate the practical Christian faith in obedience to the Great Commission of Jesus Christ through evangelism.
- We believe in **mutual respect** and thereby recognize the innate worth of all people and the value of their unique experiences.
- We believe in **equity and justice** and we will work to ensure equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, class, ethnicity, disability, location and religion.
- We believe in **honesty and transparency** and will be held accountable for the effectiveness of our actions and open in our communication.
- We believe in **solidarity** with the poor, powerless and the excluded. They will be the only bias in our commitment to improving poverty conditions.
- We believe in **humility** and recognize that we belong to a larger movement fighting for the rights and welfare of the youth, children, women and their families

ARTICLE 9.0 Structure of the Organization

9.1 The Great Shepherd Foundation will be structured in the following manner:

- Trustees
- Board of Directors
- Chief Executive Officer
- Management Team
- Project Staff

9.2 Trustee

- The purpose of the trustees is to act as an advisory board that will help the GSF achieve its mission
- The trustees are the founders of the GSF or those who support the work of GSF and have made a significant financial contribution to the foundation in accordance with its membership policy. The trustees' membership will be reviewed each year at its Annual General Meeting (AGM)
- The trustees hold an AGM every year in January and shall hold an extraordinary meeting if two-thirds of its members request one.
- The responsibilities of the trustees are:
 - i. Approving the constitution and membership policies
 - ii. Reviewing the achievements of the previous year
 - iii. Contributing to the design of annual strategic plan

THE CONSTITUTION OF THE GREAT SHEPHERD FOUNDATION

- iv. Promoting the objectives of the GSF within and outside the organization
- Cessation of the trustee membership may result from not paying membership fees for more than three month, vote of the trustee members by at least 2/3 of all members, death or resignation

9.3 Board of Directors (BOD)

- The BOD's purpose is to provide organizational leadership
- The BOD is answerable to the chairperson of the board and will have seven members
- Members of the board will serve two year terms but may be re-elected for up to three years with appointments approved at its AGM
- The responsibilities of the BOD are:
 - i. To make decisions about the organization excluding daily operations
 - ii. Approve organizational policies, structural changes, and programs
 - iii. Approve the strategic plan and budget
 - iv. Organizing the AGM with the help of the management overseeing the affairs of GSF
 - v. Approve financial transactions above Fifteen million Uganda Shillings.
 - vi. Reviewing the performance of the Chief Executive Officer (CEO)
 - vii. Auditing, monitoring and evaluating the organization
 - viii. Promoting the objectives of the GSF within and outside the organization
- The BOD will hold quarterly meetings and an AGM every year in January
- Cessation of BOD membership outside of the annual vote is through dismissal by a 2/3 majority vote of all members, death, or resignation

9.4 Chief Executive Officer (CEO)

- The CEO's purpose is to lead the organization's daily activities and is answerable to the BOD
- The CEO shall be a member of BOD
- The CEO shall also be the Chief Finance Officer (CFO) of the Organization
- The CEO is hired on an open contract approved by the BOD and may be employed as long as the BOD is satisfied with his or her work
- The responsibilities of the CEO are:
 - i. Implementing the policies of the organization
 - ii. Serving as the organization's representative when written agreements are formed
 - iii. Hiring and dismissing of personnel
 - iv. Approving all financial disbursements
 - v. Ensuring financial transparency of the organization
 - vi. Managing daily operations
 - vii. Promoting the objectives of the GSF within and outside the organization
 - viii. Ensuring strong community and government relations
 - ix. Reporting activities to the BOD quarterly
 - x. Issuing an annual report
- Cessation of a CEO is by: contract expiration, dismissal by the BOD by five or more votes and in accordance with GSF's personnel policy, death, or resignation

9.5 Management Team

- The purpose of the management team is to implement GSF daily activities and manage respective departments and or projects of the organization.
- The management team is answerable to the CEO
- The management team is comprised of the CEO and department heads
- The responsibilities of the management team are:
 - i. Implementing daily activities by supporting departmental staff and managing departmental resources
 - ii. Assist the CEO in making managerial and strategic decisions
 - iii. Regularly report the status of ongoing activities to the CEO
 - iv. Promoting the objectives of the GSF within and outside the organization
 - v. Ensuring strong community and government relations.
 - vi. Ensure the expenditures are within the budget
- The members of the management team will meet on a weekly basis
- Cessation of management team membership is by termination of service by the CEO in accordance with GSFs personnel policy, death, or resignation
- The Management Team shall include the Director - Finance and Administration, Director - Project and Programme, Director - Communications and Dissemination.

9.6 Office Staff

- The project and office staff's responsibilities are described in their job descriptions, contracts, adhere to the GSF's personnel policy.

ARTICLE 10.0 Finance of the Organization

- 10.1 The income of the GSF shall be derived from: sponsorships, aid, donations, interest on investments, funds raised and generated by GSF local and international NGO affiliates/partners, and income generated by the organization's income generating arm
- 10.2 Receiving, disbursement, reporting of the organization's finances will be defined by the GSF financial policy.
- 10.3 The fiscal year begins 1 January of each year and ends 31 December of the same year
- 10.4 All funds received by or on behalf of the GSF shall, in the first instance, be paid to such bank accounts that operate on behalf of the organization
- 10.5 Each bank account requires at least two signatories who shall be determined by the CEO, as the principal signatory and the Director – Finance and Administration. In the absence of either two, the Treasurer – Board of Directors shall be the other signatory.
- 10.6 The CEO and Director – Finance and Administration shall ensure that full and proper accounts are kept in respect of all the Foundation's transactions involving the receipt and expenditure of money and the acquisition of property
- 10.7 The GSF's accounts shall be audited each year by a person and or registered as a public auditor and who appointed by the Board at the GSF Annual Board Meeting

ARTICLE 11.0 Property of the Organization

All property of the GSF shall be registered in the name of the organization and managed according to the organizational fixed asset and inventory policy.

ARTICLE 12.0 Dissolution of the Organization


The Great Shepherd Foundation will only be dissolved by joint resolution of the trustees, Board of Directors, Chief Executive Officer, and the Management team supported by a vote of no less than 4/5 of all delegates present. If less than 2/3 of all delegates are present, then the vote may not be passed, regardless of its outcome.

ARTICLE 12.0 Interpretation of the Constitution


The responsibility for the interpretation of the terms of this constitution or any matter arising in connection with its meaning is that of the trustees by a 2/3 majority, with at least half of all delegates present.

ARTICLE 13.0 Approval of the Constitution

The founding trustees of The Great Shepherd Foundation whose signatures are attached, approves this constitution as of 1st September 2015. This constitution is binding until the ratification of a later one by unanimous agreement of the founding trustees of The Great Shepherd Foundation.



Kevin Kaliisa
Trustee and Co-founder
The Great Shepherd Foundation



Betty Mbabazi
Trustee and Co-founder
The Great Shepherd Foundation