

CONSTITUTION OF
LIFEWAY SUPPORT FOUNDATION
INTERNATIONAL

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Article 1: NAME AND MOTTO:

The group shall be called '*LifeWay Support Foundation International*' (*LIWASF*) herein after shall be referred to in this document as the **Foundation**, and its *Emblem* shall be '**The Heart**' with the **Motto "SERVICE WITH LOVING HEART"**.

Article 2: VISION:

To create awareness among the needy in the society sensitize them to avail themselves to acquire sound education, skill training and to provide, support and encourage the under privileged in the society so as to enhance and promote economic growth.

Article 3: MISSION:

'To assist vulnerable women and children, especially single mothers (with particular attention to teenage single school girl/teenage (girls) school dropouts; street children (neglected children) to acquire skills training with micro credit support to them in order to set up small business to provide funding for their rehabilitation.'

Article 4: AIMS AND OBJECTIVES:

- I. To provide care and support for the under privileged school girl-child;
- II. To create awareness about the need to improve oneself and sensitize the Community about the need to support and care for the poor (the vulnerable and excluded teenage school girl-child) in the society;
- iii. To promote the rights and dignity of people;
- iv. To support the youth especially the teenage single mothers to increase their knowledge of the need for leading and living a decent and healthy life;
- v. To bring the under privileged together in fund raising, income generating activities and companionship;
- vi. To promote the needs of children from broken homes through advocacy, access and community based rehabilitation

Article 5: ADMINISTRATIVE MACHINERY

Advisory Council

The Foundation shall put in place a five-member Advisory Council (which shall be voluntary) and shall be chaired by the Management Consultant to:-

'advise Management on its plans/policies and in the discharge of its responsibilities to achieve the set targets/goals.

Membership: to this high office shall be on the recommendation of the Management Consultant.

Remuneration: Counsellors shall be given motivational allowances, which shall be determined and reviewed by both the Management Board and the Advisory Council.

Tenure of Office:

A member shall hold office for a two-term period of three (3) years each, and or shall be removed or resigned on a month notice by or to the Management Board

Management Board:

The Management Board shall be made up of the following;

- (a) Executive Director(Chairman) (b) Management Consultant (c) First Trustee
- (d) Second Trustee and (e) a Member; and shall include two (2) respectable and dedicated citizens in the Community where projects are being implemented.

Duties of Management Board:

To formulate, analyse, implement, monitor and evaluate policies/programs of the Foundation to achieve set aims/targets/goals/objectives by following laid down procedures.

Administration:

The following personnel shall be appointed by the Management to assist in executing and achieving the Foundation aims/targets/goals/objectives:

1. Planning /Project Co-ordinator
2. Administrative/Finance Officer
3. Field (Technical) Officers

DUTIES/RESPONSIBILITIES OF MANAGEMENT STAFF

The Executive Director/Chairman: shall be the head of the Foundation. He shall preside over all meetings and shall be responsible for the appointment of the personnel for Administration and be responsible for the day-to-day running of the

Foundation. He shall collaborate with the Management Board and the Advisory Council so as to enhance and achieve cohesion in programmes implementation.

The Planning/Project Co-ordinator: shall be responsible for the general planning of projects, writing proposals and other corresponding activities as well as initiating and supervising projects/programmes. He/She shall report to the Executive Director/Chairman.

Administrative/Finance Officer: He/She shall be responsible for administrative and financial activities of the Foundation. He/She shall advise the Foundation on financial issues, prepare and record proceedings at meetings; prepare and advise the Foundation on budget/estimates on programmes/proposals/projects.

The Field (Technical Officers: shall be in charge in identifying groups/peoples that falls under the aims/objectives of the Foundation. He/She shall also assist/advise both the Foundation and the target groups so identified to execute the programmes envisaged.

Remuneration: shall be determined and reviewed by the Management in consultation with the Advisory Council.

Solicitor: The Management shall upon the advice of the Advisory Council secure the services of a Lawyer to advise the Foundation on all legal issues.

Article 6: PARTNERSHIP

The Foundation shall seriously consider going into partnership with or shall be affiliated to any local or international CBO's, CSO's, NGO's etc that shares the same or with similar/identical vision/mission for the achieving of its aims/objectives.

Article 7: FINANCE

Source of Income: The Foundation shall go into legally approved income generating projects such as agricultural activities/marketing of commercial merchandise; engage in social and fund raising activities; solicit funds from both local and international donors and MDA's and MMDA's.

Accounting Records: The Foundation shall keep records of all funds/inventories received/acquired and expended/dispensed in accordance with statutory rules.

Bank Account: The Foundation shall operate a current account with any of the reputable commercial banks in the country. Signatories to the account shall include either of the Executive Director/Chairman or the Management Consultant and the Administrative/Finance Officer.

Article 8: MEETINGS

The Advisory Council: shall meet at least once in every three (3) months to deliberate on issues brought before it by the Management; and where necessary shall be compelled to meet within seven (7) days on emergency issues brought before or that

has come to their notice. The date and time of the meeting shall be determined by the Council.

General Council: The Foundation shall convene its general Council Meetings at every six (6) months to evaluate its activities and prepare the platform for members of the Advisory Council, Management as well as stakeholders to draw Action Plan for achieving the Foundation set goals/targets.

Article 9: REGULATIONS & BYE-LAWS

Regulations and Bye-Laws to supplement the provisions of this Constitution for the conduct of the affairs of the Foundation to suit local conditions and as may be proposed by the General Council shall be made.

Article 10: DISSOLUTION/LIQUIDATION

- i. The Foundation shall not be dissolved except for unforeseen circumstances beyond control and, in such a situation the consent of two-thirds of the Advisory/Management/Administrative members shall be sought;
- ii. In the event of the Foundation being dissolved all assets/liabilities constitutionally and legally incurred for and on behalf of the Foundation shall be discharged to the extent of the assets and remaining funds/assets shall be distributed or transferred to any other organisation sharing the same vision/mission of the Foundation.

Article 11: AMENDMENT

- i. A committee shall be set up to review a proposal for an amendment;
- ii. When such proposal is carried the amendment shall be at a General Council Meeting and shall be supported by two-thirds of the members.

Signed this day of

in the year 2010



Emmanuel Richard Aboah
Executive Director/Chairman



John Yaw Amankrah
Management Consultant



Sarah Inkoom (Ms)
First Trustee



Kwesi Richard Aboah
Second Trustee



Emma Animponma Aboah
Member