



## **THE CONSTITUTION**

### **KIANG WEST DEVELOPMENT ORGANISATION**

#### **PREAMBLE**

Acknowledging the fact that natives of Kiang West District in the Lower River Region of the Gambia are residing in different places, such as within Kiang, Kombos, other parts of the country and the world over.

Cognisant of the fact also that it is most important to come together and discuss issues affecting the lives and livelihoods of our people in the region, especially the developmental aspects of individual villages and the entire region (Kiang West) as a whole, brought about the concept of forming a formidable and vibrant organisation that would serve as the body responsible for sitting over these issues with a view to adequately address the many problems our region may be faced with.

This organisation is hereby referred to as **KIANG WEST DEVELOPMENT ORGANISATION (KWDO)**.

The association shall be non-governmental and therefore, it must strive to seek partnerships and collaborations with other development oriented organizations deemed cordial to work with both within and outside the country. In this respect, we believe and aspire to mainstreaming and gender consciousness in accelerating equitable social, economic and political development amongst our vulnerable groups in particular and the Kiang West Region in general.

Virtually, we stand out as one body and will never wish to fall apart out of disunity or through calamities natural or manmade; and we are awoken to thrive to live by multifaceted social development through self-reliance, accountability and transparency within the realms of sustainable development. Finally, we live to correspond with and respond outwardly to all village local administrations and the affiliated or confederated associations of villages to promote the general will and to secure rights and laws of our dear nation, The Gambia, ourselves, our future generations of all sorts.

We deemed that youths must take the lead in any given community through active participation and help initiate or bring projects that will help themselves, the children, women and the community at large. We believed that a shared participation from all shall make us triumph in our endeavours. We wish to foster unity and love, as such; differences in tribe and culture shall never be put to play in all affairs of this association.

The constitution shall be our legal document and it shall provide us with the rules and regulations and codes of conduct of any Executive or Member of this association.





## ARTICLE 1

### NAME AND LOCATION

The name of the association shall be: KIANG WEST DEVELOPMENT ORGANISATION.  
The address of the organisation shall be:

THE BRUSUBI ROUNDABOUT  
BRUSUBI  
WEST COAST REGION  
THE GAMBIA

The organisation shall however, have a Chapter in other regions within and outside of the Gambia.

### MOTTO - UNITY, COMMITMENT, AND DEVELOPMENT.

### SLOGAN - TOGETHER WE ARE STRONGER

## ARTICLE 2

### A- AIMS AND OBJECTIVES

- i- To serve as an enforce of unity amongst the dwellers of our region,
- ii- To collaborate with any other organization to bring meaningful development projects into our region,
- iii- To embark on other community works that we deem fitting e.g. road rehabilitation work within our region,
- iv- To organize sensitization programs that will enlighten youths about their role in the community and other pressing issues,
- v- To curb issues affecting the youths like crime, drug abuse, poverty and diseases like HIV and AIDS,
- vi- To engage members in meaningful socioeconomic and political development,
- vii- Striving to protect and preserve the Flora and Fauna and the environment at large,
- viii- To create and promote awareness towards gender equity and sensitive development programs,
- ix- To create, maintain and craft viable mechanisms for resource mobilization and utilization,
- x- To embark on projects that can uplift and empower our members





- xi- economically, educationally and morally,  
To embark on other social and sporting functions that can further cultivate love and unity amongst the people and within our community.

## ARTICLE 3

### A- MEMBERSHIP

- i- Membership shall be open to all natives of Kiang West District,
- ii- A patronize membership may be accorded to individuals and friends of Kiang West upon request.
- iii- Membership shall be inclusive of male and female
- iv- Membership of this organisation shall be required of all natives of Kiang West District whether residing in the district or not.
- v- Membership registration shall require the possession of membership card at a cost of D100.00 per person, per card

### B- DUTIES OF A MEMBER

- i- Members shall perform the following functions-
  - ✓ Regular payment of fees and monthly subscriptions,
  - ✓ Consistent attendance to general meetings,
  - ✓ Actively participation in the association's activities and
  - ✓ Promote the aims and objectives of the association.
- ii- Be loyal and obedient to the constitution

## ARTICLE 4

### A- TERMINATION OF MEMBERSHIP

Membership shall be seized upon:

- i- Infringement of this constitution
- ii- Non payment of membership fees and other subscriptions that are required of all members
- iii- Any persistent attitude by a person that may bring dispute in the association
- iv- If he/she wants to quit
- v- Any other reason that Executive committee deems fit
- vi- If membership is terminated, the person will not be refunded the monies he/she contributed and must surrender if any all documents bearing the name and ownership







of the organisation to the secretary general.

## ARTICLE 5

### A- FEES AND SUBSCRIPTIONS

- i- Membership or registration to this organisation is valid by the payment of D100.00 as a new member
- ii- Payment of monthly subscription shall stand at D 50.00
- iii- Any other subscription or fee agreed by the Executive and General Members.

### B- FAILURE OF PAYMENT

- i- Non payment of membership fee for new members signifies non bona-fide membership
- ii- Failure to pay the monthly subscription for three consecutive months shall attract a fine of D 50.00, which shall not include the arrears.

## ARTICLE 6

### A- EXECUTIVE COMMITTEE

The Executive committee shall undertake the affairs of this association in accordance with Article 2 above and to the benefit of the members at large.

The Executive committee shall consist of –

- i- The President
- ii- 1<sup>st</sup> Vice President
- iii- 2<sup>nd</sup> Vice President
- iv- Secretary General
- v- Assistant Secretary General
- vi- Treasurer
- vii- Assistant Treasurer
- viii- Auditor
- ix- Assistant Auditor
- x- Information and Public Relations Officer
- xi- Assistant Information and Public Relations Officer
- xii- Development Coordinator
- xiii- Assistant Development Coordinator





- xiv- Mobiliser
- xv- Assistant Mobiliser

## ARTICLE 7

### SUB COMMITTEES

- i- Sports committee
- ii- Development Committee
- iii- Village Rep. Committee
- iv- Fund raising Committee
- v- Agriculture and Forestry

## ARTICLE 8

### FUNCTIONS OF THE EXECUTIVE COMMITTEE MEMBERS

#### A- PRESIDENT

- i- The president shall be elected at a special congress and serve for a period of two years
- ii- He/she shall be the head of the Executive Bureau and the association at large
- iii- He/she shall represent the association at anywhere as required
- iv- The President shall preside over meetings of both the Executive Bureau and the General membership
- v- He/she is empowered to oversee and monitor the activities of other executives and also give advice as the need arises
- vi- He/she shall be a signatory to the associations account
- vii- He/she has the final say in decision making
- viii- He/she shall liaise with the Secretary General in preparing the Agenda for the meetings.

#### B- 1<sup>st</sup> VICE PRESIDENT

- i- He/she is vested in the functions of the President should he/she be absent
- ii- He/she shall liaise with the president to assist in administrative matters under the president's office
- iii- In the presence of the President, the 1<sup>st</sup> Vice President shall liaise with him/her to perform tasked functions





## **C- 2<sup>nd</sup> VICE PRESIDENT**

- i- This position shall be filled by a female candidate only
- ii- She shall liaise with the president to assist in technical matters under the president's office
- iii- She shall be responsible of Women's affairs under this association

## **D- SECRETARY GENERAL**

- i- He/she shall be elected at a special congress and serve for a period of two years
- ii- Shall receive and undertake all correspondence of the association
- iii- He/she shall take all record of the association and keep the minute book for reference purpose
- iv- He/she shall make a quarterly report of all activities undertaken by the association
- v- He/she shall be responsible of conveying decision of the Executive Bureau and general meetings to members and authorities
- vi- He/she shall be responsible of keeping all relevant documents of the association.
- vii- He or she shall recap of the previous minutes
- viii- He/she shall be a signatory to the associations account

## **E- ASSISTANT SECRETARY GENERAL**

- i- He or she is vested in the functions of the Secretary General should he/she be absent
- ii- In the presence of the Secretary General, he/she shall liaise with him to perform tasked functions.

## **F- TREASURER**

- i- He/she shall be elected at a special congress and serve for a period of two years
- ii- He/she shall receive all fees, subscriptions and monies due to the association
- iii- He/she shall keep accurate and proper books of account of the association
- iv- Shall prepare and present to the General meeting a final audited balance sheet, a report of income and expenses, and a report of financial management,
- v- Shall collaborate in undertaking any fund raising activity for the association.
- vi- He/she shall be a signatory to the association's account

## **G- ASSISTANT TREASURER**







- i- He/she is vested in the functions of the Treasurer should he/she be absent
- ii- In the presence of the Treasurer, he/she shall liaise with him/her to perform tasked functions

## **H- AUDITOR**

- i- He/she shall be elected at a special congress and serve for a period of two years
- ii- He/she shall audit and make approval of the treasurers report
- iii- He/she shall report about the financial management of the association during a congress
- iv- He/she shall advice on matters related to financial transactions of the association
- v- He/she shall not be involved in activities of financial transactions.

## **I- ASSISTANT AUDITOR**

- i- He/she is vested in the functions of the auditor should he/she be absent
- ii- In the presence of the auditor, he/she shall liaise with him/her to perform tasked functions

## **J- INFORMATION AND PUBLIC RELATIONS OFFICER**

- i- He/she shall be elected at a special congress and serve for a period of two years
- ii- He/she shall have an up to date knowledge of the association
- iii- He/she shall serve as the mouthpiece of the association and shall be contacted to give elaborate information to outsiders
- iv- He/she shall mediate on behalf of the association to get information about sources of funding, projects and other vital issues that may be beneficial to the association
- v- He/she shall execute tasked functions between the association and outsiders.

## **K- ASSISTANT INFORMATION AND PUBLIC RELATIONS OFFICER**

- i- He/she is vested in the functions of the information public relations officer should he/she be absent
- ii- In the presence of the information public relations officer, he/she shall liaise with him/her to perform tasked functions.





## **L- DEVELOPMENT COORDINATOR**

- i- He/she shall be elected at a special congress and serve for a period of two years
- ii- He/she shall initiate development projects in consultation with the executives and implement projects on behalf of the association
- iii- He/she shall consult the executive bureau to prepare project proposals on behalf of the association geared towards development and present it to donor agencies nationally and internationally for support
- iv- He/she shall coordinate all development projects under the association
- v- He/she shall give periodic reports of projects the association may be involve in to the executive and general membership at a meeting

## **M- ASSISTANT DEVELOPMENT COORDINATOR**

- i- He/she is vested in the functions of the development coordinator should he/she be absent
- ii- In the presence of the development coordinator he/she shall liaise with him/her to perform tasked functions

## **N- MOBILISER**

- i- He/she shall be elected at a special congress and serve for a period of two years
- ii- He/she shall take charge of all mobilising and logistical operation during function/operations of the executives and the General members
- iii- Shall be mandated to operate on tasks given to him/her by the Executive Bureau or the general members

## **O- ASSISTANT MOBILISER**

- i- He/she is vested in the functions of the mobiliser should he/she be absent
- ii- In the presence of the mobiliser he/she shall liaise with him/her to perform tasked functions

## **ARTICLE 9**

### **A- TERMINATION OF EXECUTIVE MEMBERSHIP**

- i- An Executive member who fails in executing his/her duties two consecutive events for t shall be given a verbal advice







- ii- An Executive member shall be given a warning letter by the President should he/she fails to attend Executive meetings for three consecutive sessions without any genuine reason. Failure to heed to the warning shall lead to indefinite suspension by the President until a decision is taken at the general meeting about his/her fate
- iii- Failure to execute ones functions as an executive member shall terminate ones position should the person persist on the attitude
- iv- All executive bureau members shall safeguard secrets of the bureau and the association, failure to do so shall invalidate ones position.

## ARTICLE 10

### A- TERM OF OFFICE OF THE EXECUTIVE COMMITTEE

- i- Each member in the bureau has a mandated two (2) year term
- ii- Incumbent members of the bureau can contest for a second term or can even change portfolio
- iii- No executive member shall be allowed to serve more than two consecutive terms in the same portfolio

## ARTICLE 11

### SUB COMMITTEES

#### A- SPORTS COMMITTEE

- i- This committee shall have a Coordinator who shall represent them in the Executive Bureau during Executive meetings
- ii- He/she shall be elected at a special congress for a period of three years
- iii- He/she shall take charge of all matters related to sports for this association
- iv- He/she shall be in supervision of the activities of all the coaches under him
- v- He/she shall initiate and organize sporting functions of the association
- vi- Shall give advice on matters related to sports for the association
- vii- Shall make a periodical report of sports activities undertaken by his department.

#### B- VILLAGE REPRESENTATIVE COMMITTEE

- i- Each village within Kiang West District shall have a representative in this committee
- ii- The representative shall be the mouthpiece of his/her village in the committee
- iii- The representative shall be selected/elected by his/her own village
- iv- He/she shall be a resident within his/her village
- v- He/she shall be forwarding up to date matters, development agenda and problems of





- his/her village to the committee
- vi- Upon the formation of the village rep. committee they shall decide amongst themselves to select or elect their chairman who shall be their representative during executive meetings
  - vii- Through the chairman the committee shall make an elaborate report of matters, development agenda and problems of the whole district to the executive bureau during their monthly meetings
  - viii- The individual villages has the power to terminate the service of their village rep if need be and such decisions should be communicated to the chairman of the committee

## **C- TRANSPORT COMMITTEE**

- i- This committee shall have a Coordinator who shall represent them in the Executive Bureau during Executive meetings
- ii- He/she shall be elected at a special congress and serve for a period of two years
- iii- In collaboration with the executives he/she should select a committee that should serve under him/her
- iv- He/she shall spearhead and make all arrangements related to transportation during events for the association

## **D- SOCIAL AND CULTURAL COMMITTEE**

- i- This committee shall have a Chairperson who shall represent them in the Executive Bureau
- ii- He/she shall be elected at a special congress and serve for a period of two years
- iii- In collaboration with the executives he/she should select a committee that should serve under him/her
- iv- He/she shall spearhead all socio-cultural functions of the association
- v- He/she shall initiate and organize fundraising programs for the association.

## **ARTICLE 12**

### **THE ADVISORY BOARD**

- ii- The advisory board shall consist of a five member committee which should include





- the Chairperson to the board
- iii- They should meet amongst themselves and give advice on the state of affairs of the association
- iv- Should there be any misunderstanding and unsettled arguments amongst Executive bureau members and within the association, the advisory board need to be consulted to offer advice
- v- Should there be an event that consensus cannot be met after the advice of the advisory board, voting shall take place.

## ARTICLE 13

### A-FUNDING

The association shall obtain its funding from among other things-

- i- Membership fees and monthly subscriptions
- ii- Fund raising activities organized by the association
- iii- Gift and donations the association may accept
- iv- Other fund raising projects the association may embark on
- v- Should there be a bank account, the President, the Secretary General and the Treasurer shall serve as signatories to the account.

## ARTICLE 14

### A-MEETINGS

- i- The Executive Bureau shall meet at least once every month before the monthly general meeting is convened
- ii- The Executive shall also meet for emergency purposes should the need arise
- iii- General meetings shall be held once every month on the *last Sunday of every month at 4 pm time*
- iv- Emergency general meeting can be held if the Executive deem fit
- v- All defaulters (absentees) of monthly meetings must communicate their reasons to the Secretary General in either a written or telephone communication
- vi- A congress shall be held once every year to discuss about the achievements and shortcomings and if possible elect and hand over Executive positions.

## ARTICLE 15

### A- QUORUM

- i- The presence of half (1/2) Of members including any three Executive member shall make the quorum for the general meetings







- ii- The presence of half (1/2) of the executive members including the President and the Secretary General shall make the quorum for executive meetings.

## **ARTICLE 16**

### **AMMENDMENTS OF THE CONSTITUTION**

- i- The constitution shall be amended by at least a two third (2/3) attendance of members at a general meeting and the decision shall be taken by at least two third of the voting members present
- ii- All proposed amendments to the constitution should be submitted to the secretary general not later than two weeks before the General meeting is held.

# **THE CONSTITUTION**

## **KIANG WEST DEVELOPMENT ORGANISATION (KWDO).**

