

CONSTITUTION OF
THE RELINI
ORPHANS
DEVELOPMENT
ORGANIZATION
(RODEO)

RELINI ORPHANS DEVELOPMENT ORGANISATION
(RODEO)

1. Nature and status:

The organization is hereby established and its affairs be administered as a voluntary, non-religious, nongovernmental organization for purposes of supporting orphans, children who have single mother, and single father within Tanzania.

2. Objectives:

- Provide a temporary home for children from families with financial difficulties
- Provide a non- discriminatory environmental that includes race, gender, culture, religion/beliefs, background, and political standings.
- Make Education available in local villages

RODEO adheres to the principles stated under the United Nations Convention of the Rights of the child.

3. Address

Organization headquarters shall be in: CHAPA YA NGOMBE (RELINI) , USA- RIVER, MERU DISTRICT, at ARUSHA REGION.

Email Relinicentre@yahoo.com

4. Custody and use of common seal

The organization shall a common seal, which shall consist of the word 'Rodeo organization'. The seal shall be kept in the custody of the secretary. It shall only be affixed by secretary to document at a meeting in $\frac{3}{4}$ vote of a resolution of the board.

5. Amendment

The constitution may be amended by $\frac{3}{4}$ majority at a General Meeting provided seven days notice of the proposed amendment has been given to all members.

6. Membership

6.1. Member requirements

- An individual that desires to be a member shall adhere to the to the constitution of the organization.
- Shall have the minimum ages of 18 years and above
- Shall have no criminal record
- Should be able to pay the organization fees set by the organization

6.2. Types of member

The organization will have two types of memberships

The founder members, limited to four persons:

- Frank Onesmo Akyoo
- Michael John Mlimansi
- Blasio Meshack Mololo
- Savera Michaeli Masawe

Ordinary members

These are person's qualified by the requirement of membership as stated in 6.1 and approved by the board.

6.3. Right and obligations of members

- To receive the necessary information of the organization
- To be elected to any position in the organization
- To vote
- To participate in any organization activities
- To attend meetings of the organization
- To pay membership fees as set by the organization

6.4. Cessation of membership

- Failure to meet requirement of membership
- Death
- Resignation of a member giving 30 days notice
- Failure to pay member fees
- Bad conduct negative behavior

7. Power of the board of Director

The supreme power within the organization lies under the board of Director' the board has the responsibility of the following

The objectives as state in Article 2 shall be the board of director's guidelines.

- Shall have the responsibility of all the affairs of the organization and oversee all the operations and evaluate and monitor the activities of the organization.
- To make major decisions regarding finances, such as approving and setting budgets of organization
- All board members have equal power in decision making concerning the Rodeo organization
- The board shall have the power to enter into any agreement or arrangement with any person, party, organization, government, local authority or development partner, in the opinion of the to the organization benefit
- The board shall have the right to institute and defend any action in a court of law or elsewhere.
- The board has the power to appoint the managing committees and the administrator of the organization to the local projects of the organization
- The board should employ make contract and design job-descriptions, which sets staff rules and regulation, for all employees of the local project of the organization

The positions within the organization board shall be elected in annual General meeting and shall serve one term of 3 years and be eligible for re-election of two addition terms

Chairman- shall oversee the organization and lead all the meeting. He/She shall summon the annual General meeting and extraordinary meetings

Vice chairman- shall take responsibilities of chair when chairman is not present

Secretary- shall document all annual meeting and extraordinary meeting and take care of any paperwork and documentation regarding the organization

Treasurer- shall responsible for all financial regarding the organization and keep record each transaction and gives reports on all accounts of the organization. The treasurer's signature must be on all financial matters and document within the organization

7.1 board members

Members of that committee's should be ten.

8. Meetings

8.1 Annual General meeting of the organization

The annual general meeting of the organization shall be convened in October, two months before the end of the financial year concerning the following.

- Selection of the auditor of the new financial year
- The chairman of the board shall lead the general meeting, If he/ she is not present the vice chairman shall lead
- The secretary must send to all members and the board written request to attend six week prior to the date of the general meeting. Such notice should state the agenda, date, time and location of the general meeting
- All topic covered in the general annual meeting shall be decided by majority vote in all the event of a tie, the person leading the meeting shall be granted the deciding vote
- All board members are obligated to vote whenever the organization calls for an election. If a member doesn't have the opportunity to be present during the

actual voting the member shall leave their vote in prior to the meeting or choose a person to be present in their place

8.2 Ordinary meeting

The board of directors should meet at least two times/year.

- All decision making within the power of board of directors has to be decided upon in an ordinary meeting and voted with a majority vote
- The secretary must convene for a meeting with at least 2 weeks' notice
- It can either be chairman or three board member who call for a meeting

8.3 Extra ordinary meeting

- The board of Directors may, whenever they think fit, convene an extra meeting
- Three members of the board shall conduct a debriefing of the extra ordinary meeting provided that due notice of such meeting was properly provided

9. Finances

The funds of the organization shall be used to carry out the objectives as stated in Article 2

All financial matters shall be discussed and decided upon by the board of directors

The finances of the organization shall come from:

- Grants from public and private corporations and organizations
- Religious organization
- Donation from individual or other sources
- The board of director has the responsibility to design a sustainable source of income instead of solely depending on donations
- The financial year start on the first of January and ends 31st of December
- All records of income and expenditure of the organization shall be recorded in an accounting book which shall be open for viewing by all members of the board and member of the general public

- All record of income and expenditure of the organization recorded in accounting book shall be signed by the donor and the receiver and board member
- All withdrawal from the organization account must have two board members present to receive the funds and sign
- The organization shall appoint an external auditor to serve for one financial year. The external auditor shall not be eligible for reappointment after three consecutive years

10. Volunteers

- Volunteer requests should be submitted and approved by the board of Directors
- Volunteer are expected to comply with standards set by the RODEO organization

11. Dissolution

Upon dissolution of the organization the following shall be done

- The liabilities of the organization shall be settled first
- The organization shall be dissolved either by operation of law or voluntary. This must be supported by 2/3 of the members present at special meeting concerning the outcome of the dissolution
- The remaining properties of the organization shall be vested into another organization of similar objective and be voted on by the board.