



**WAPO WAPI
FOUNDATION**

CONSTITUTION

PART I: PRELIMINARY

ARTICLE 1: Name of the Organization

The name of the Organization shall be Wapo Wapi Foundation

ARTICLE 2: Interpretation

Unless the context otherwise requires in this Constitution

"**Act**" shall mean the Non-Governmental Organizations Act, No. 24 of 2002 as amended from time to time;

"**Organization**" shall mean Wapo Wapi Foundation (Name of the Organization);

"**Board**" shall mean Board of Directors of the Organization;

"**Registrar**" shall mean the Registrar of the Non Governmental Organizations;

"**Office bearers**" shall mean Executive Director, Executive Secretary , Treasurer .

"**Vulnerable,marginalized,voiceless,underprivileged or disadvantaged group**" shall include children (e.g Women, Children)

ARTICLE 3: Preamble

In Tanzania, the occurrence of a missing children is no different than in other countries, as there is a wide range of circumstances in which a child may be 'missing'. Missing children are potentially at risk, the longer a child is missing the more vulnerable he/she become. Without money or any other benefits, they depend on others for food and shelter and may be vulnerable to different types of abuse or exploitation, such as substance abuse, labor or sexual exploitation, human trafficking, violent crime, drugs and alcohol misuse, mental illness, and even the risk of death. Far worst, the family of the missing child is usually experiencing trauma.



ARTICLE 4: Registration

The Organization shall be registered as a Non Governmental Organization under the Non Governmental Organizations Act, No. 24 of 2002 as amended from time to time.

ARTICLE 5: Head Office

The head office will be based at Ruaha Street, nearby Watumishi House, Magomeni ward, Kinondoni District, Dar Salaam Region

P. O BOX 8645 .

ARTICLE 6:Area of Operation

The Organization shall operate in National.

PART II: VISION,MISSION AND OBJECTIVES

ARTICLE 7:Vision Statement

Making Tanzania a safer place for all our children.

ARTICLE 8:Mission Statement

To reduce the occurrence of disappearances and facilitate the recovery of missing children.

ARTICLE 9:Objectives

1. Reducing the missing children cases through effective prevention strategies, education work and early intervention.

2. Effectively reduce the primary period between the time a child is reported missing and the time a child is found.
3. Reduce the risk of physical and emotional harm to both missing children and their families.
4. Raise awareness in the community about the plight of missing children by providing knowledge, sharing experiences and resources.

PART III: MEMBERSHIP AND TYPES OF MEMBERS

ARTICLE 10: Membership

Membership to the Organization shall be voluntary and open to any individual who has attained the age of 18 years and above, of sound mind and who is ready to join hands in supporting and promoting vision, mission and objectives of the Organization.

(In case of local NGO membership shall compose of Tanzanians, and for an International NGO membership shall composed of not less than three members two of whom shall Tanzanian being founder members)

ARTICLE 11: Types of Members

There shall be two types of members-

1. **Founder members:** These are members who made the initiatives to establish this Organization;
2. **Ordinary members:** These are members who join the Organization after its establishment;



ARTICLE 12: Rights and Obligation of Members

1. To elect/vote and be elected/voted in the leadership of the Organization except for honorary members
2. Right to be heard
3. To attend General Meeting
4. Participate in all Organization activities as he/she may be required to do so
5. Receiving information of the Organization progress by any means of communication
6. To pay fees that is prescribed by the General Meeting
7. To attend all meetings that requires his/her presence;
8. To participate in all the activities of the Organization as planned
9. To keep secret all matters and decision of the Organization

ARTICLE 13: Cessation of Members

Members shall cease if any of the following happens-

1. By resignation;
2. Expulsion for misbehavior, failure to adhere to Organization's resolutions and this Constitution;
3. Failure to attend three consecutive General Meeting without reasonable information;
4. Incapability to perform his/her obligations due to mental disorder;
5. Failure to pay subscription fees for 3 years;
6. Death.

PART IV: OFFICE BEARERS, ELECTION AND TERM OF LEADERSHIP

ARTICLE 14: Executive Director

There shall be Executive Director of the Organization who;

- 1.Shall preside over General Meeting of the Organization;
- 2.Be the spokesman for the Organization;
- 3.Shall be a signatory to the bank account;
- 4.Shall be overseer of the Organization's daily activities;

ARTICLE 15: Executive Secretary

There shall be Executive Secretary of the Organization who;

- 1.Shall call meetings in consultation with the Chairperson;
- 2.Shall arrange schedule of duties in the office;
- 3.Shall receive all letters including application letters from new members and to submit them to the General Meeting for approval;
- 4.Shall keep all documents of the Organization;
- 5.Shall be a signatory to the Organizations bank account;
- 6.Shall keep records of all assets of the Organization;



ARTICLE 16: Treasurer

There shall be Treasurer of the Organization who;

- 1.Shall receive and keep all the money of the Organization;
- 2.Shall prepare the annual budget and estimates of the Organization to be presented to the General Meeting;
- 3.Shall prepare the financial records of assets, records of accounts and books of account;
- 4.Shall prepare financial records of statements of income and expenditure and submit the said documents together with audited report to the General Meeting;
- 5.Shall be a signatory to the bank account;

ARTICLE 17: Election and term of leadership of office bearers

The office bearers of the Organization shall be elected by the General Meeting among the members and hold office for a period of 5 years and may be re elected for another term of 5 years

PART V: BOARD OF DIRECTORS

ARTICLE 18: Establishment of the Board of Directors

1. There shall be a Board of Directors composed of the Chairperson, Executive Secretary, Treasurer and other 2 members appointed by General Meeting;
2. Members of the Board shall hold the office for a period of 5 year and may be re-appointed for another term of 5 years;
3. The Chairperson of the Board shall be elected by the General Meeting among Board members while the Chairperson of the Organization shall be Secretary to the Board;
4. Board of Directors shall hold the meeting twice a year or at any time in case of emergency;
5. Quorum shall be 2/3 of the Board members;

ARTICLE 19: Functions and Duties of Board of Directors

1. To make Rules and Regulations;
2. To protect and advance the image of the Organisation;
3. To recruit staffs;

4. To participate in developing Organisation's Strategic plans;
5. To appoint auditor(s);
6. To convene projects to be carried out by Organisation, conduct or cause to be conducted feasibility studies for such project and submit the same for approval by the General Meeting;
7. To form different committees of the Organisation where necessary;
8. To advice on the way in which the organization can raise its funds and assure the organization stays in its budgets.
9. To endorse various technical committee and approve the administrative structure of the organization.
10. To receive the report of the chairperson, review it and table to the general meeting for the approval.
11. To act as the chief advisory organ of the organization.
12. To resolve any conflict which may arise.

PART VI: GENERAL MEETING

ARTICLE 20:Composition of General Meeting

- 1.General Meeting shall be a supreme organ of the Organization composed of all members of the Organization;
- 2.The decision in this meeting shall be by majority vote of members attended the meeting.



ARTICLE 21:Powers/function of the General Meeting

1. Discuss new members for admission and discipline and expel members;
2. Discuss and approve annual budgets, plans, physical and financial implementation reports;
3. Amend the Constitution;
4. Electing office bearers of the Organisation;
5. Approve issues originated from the Board of Directors;
6. To appoint Board of Directors;
7. To approve the appointment of the external auditor.
8. To determine duties of members of the organization.
9. To dissolve the organization.

ARTICLE 22:Annual General Meeting

- 1.There shall be Annual General Meeting of the Organization held once a year;
- 2.Notice shall be given to all members 21 days before the meeting;
- 3.Quorum shall be 2/3 of members;

ARTICLE 23: Extra-Ordinary General Meeting

- 1.The Extra-Ordinary General Meeting shall be held whenever there is an emergency;
- 2.Notice shall be given to all members 7 days before the meeting;
- 3.Quorum shall be 2/3 of members;

PART VII: FINANCIAL MANAGEMENT, CONSTITUTIONAL AMENDMENT,DISSOLUTION AND CONFLICT RESOLUTION

ARTICLE 24:Financial Year

The Financial year of the Organization shall be between 1st January and 31st December of the calender year;

ARTICLE 25: Sources of Funds

The sources of funds for the Organization shall be-

1. Entry and annual fees;
2. Fundraising;
3. Legal gifts from friends;
4. Grants, donations;
5. Income generating activities;

ARTICLE 26:Uses of Funds

Funds however obtained shall solely be applied towards the promotion of the objectives of the Organization;

ARTICLE 27:Bank Account

There shall be a bank account opened in the name of Organization. The office bearers shall be the signatories of the Bank Account of the Organization. For any transaction to be effected there must be signatures of two signatories among the three signatories.

ARTICLE 28:Constitutional Amendments

Any part,clause of this Constitutional may be removed, added or amended by the General Meeting by the majority vote of eligible voters held for that purpose.



ARTICLE 29: Dissolution

- 1.The Organization may be dissolved by resolution passed at the General Meeting, by at least a two thirds majority of members eligible to vote or by operation of law;
2. In the event Organization is dissolved, all assets remain after payment of debts shall be transferred to another Non-Governmental Organization registered under the Act with similar objectives with this Organization

ARTICLE 30: Conflict Resolution

1. Whenever arises a conflict within the Organization;the Board will be responsible to settle the dispute
- 2.If the Board fails to handle the dispute, the matter will be referred to the General Meeting