



FOUNDATION FOR ACTIVE CIVIC EDUCATION (FACE)

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Putting Community Participation First

The Constitution

Foundation for Active Civic Education

Name

1. The name of the organization shall be Foundation for Active Civic Education Foundation, hereinafter referred to as FACE.
2. The registered address of FACE shall be FACE, P.O. Box, Nsanje
E-mail: facemalawi@yahoo.co.uk facemw@gmail.com
3. The registered Office of FACE shall be in Blantyre or any other place that the Board may, from time to time, choose.

Mission Statement

4. To be a responsive, non-partisan and not for profit NGO that facilitates general human development through sustainable partnerships in the areas of education, health food security and environmental management and climate change mitigation

Vision Statement

5. Empowered communities living a dignified life

Aims and Objectives

6. To promote local democracy and participation of citizens in affairs affecting them.
7. To promote quality basic, secondary and tertiary education.
8. To empower the youth with life skills.
9. To promote environmental education and active participation in environmental conservation.

10. To promote food security and sustainable rural livelihoods.
11. To promote gender education and mainstreaming in the society.
12. To safeguard the health of the community in other thematic areas such as Sanitation, Nutrition and Family Planning.
13. To promote and strengthen cultural values, beliefs and practices that prevents the spread of HIV/Aids.
14. To promote Water Development and Sanitation
15. To network and partner with other likeminded organization.
16. To network with other organizations in the distribution of relief supplies.
17. To conduct such other activities as may be deemed necessary and ancillary to the promotion and achievement of the afore-going objectives.
18. To provide accurate information to people in the communities for a dignified life through several educative, entertaining and informative radio programming
19. To establish a microfinance to the community as an income generating activity by mobilising nonrestricted funding for its parent organisation, FACE

Board of Trustees and Tenure of Office

20. The Board of Trustees shall be the overall overseer of the activities of FACE and shall consist of The Chairperson, the Vice Chairperson, the General Secretary, the Treasurer and three other members
21. All Trustees except for the initial Trustees shall hold office for a period of four years subject to election for a second term.
22. In the event that a Chairperson is removed from office or resigns on one's own accord, the Vice Chairperson shall automatically assume and fill in this position.
23. The Board of Trustees shall operate a national account with a designated bank. The Initial Trustee/Chairperson, the Executive Director and one other member in the Executive shall be signatories.

Removal and filling vacancies of Trustees

24. A trustee shall not hold office when removed by the majority resolution of the trustees meeting on recommendation of a majority resolution of a general meeting.

25. Resign the office of trustee by giving twenty-one days' notice in writing to the Chairperson of the Board.
26. If rendered insane or incapacitated.
27. Not attending three successive meetings without convincing reasons.
28. Actions detrimental to the operations of FACE.
29. Guilty of an offence in this constitution or any law.
30. Any other reason which in the opinion of the Board makes it difficult for the member to operate freely.
31. In the event of any vacancies, occurring in the board of trustees, upon the availability of finance support, the board of trustees, shall within reasonable time, not later than 30 days, shall call for an extraordinary general meeting to appoint another trustee.

Powers of Board of Trustees

32. Engage and dismiss the employees of FACE as or through the secretariat.
33. Appoint auditors for FAC as a board or through its secretariate office.
34. Institute or defend legal proceedings by or against FACE and on behalf of or against members through appointed legal practitioners.
35. Provide strategic direction to FACE Secretariat in accordance with objectives and this constitution.
36. Co-opt any persons considered necessary or suitable to advise the Board of trustees.
37. Liaise with the Government of the Republic of Malawi and other relevant institutions in pursuing the objectives of FACE.

Powers of the Initial Trustee/Chairperson

38. Convene meetings of the Board of Trustees. The Executive Director shall act as Secretary to the Board.
39. Approve project expenditure.

Duties of the Secretary

40. Recording minutes of the Secretariat.
41. Producing reports in liaison with the ED.

Management of Face

42. The Management of FACE shall, subject to the general direction of the Board of Trustee, be vested in the Secretariat. The Secretariat shall consist of many positions depending upon project demand, donor's requirements availability of required resources:

43. In addition to the availability of all portfolios, FACE shall be headed by the Executive Director with support from Programs Manager on one hand, the head of finance and human resource manager on the other to provide financial support.
44. The Secretariat shall be responsible for the day-to-day administration of FACE headed by the Executive Director, whose function is to provide leadership, strategic direction and control.
45. The Secretariat shall set up such subcommittee for specific purposes, as it shall consider necessary from time to time. In setting up such subcommittees, the Secretariat shall specify their terms of reference.
46. The detailed powers and duties of the Secretariat shall be laid down in the FACE standing orders.

Meetings of the Secretariat

47. The Secretariat shall meet as often as is necessary for the proper and effective performance of their duties.

Finance

48. The Secretariat shall be responsible for the management and disbursement of funds allocated or grants made available to FACE.
49. The Secretariat shall open and operate suitable banking accounts operated by FACE into which all funds shall be paid.
50. The Secretariat shall have the power to borrow such sums as it may require for meeting its obligations and discharging its functions from individuals and any other institutions.
51. All cheque drawn on the FACE banking account shall be signed by the Executive Director and countersigned by any of the other signatories.
52. The financial year shall begin on the first day of April and end on the thirty first of March.
53. The Secretariat shall appoint qualified auditors to audit the institute's banking accounts at the end of each financial year.

Dissolution of FACE

54. FACE shall be dissolved if two thirds of the members of the Board of Trustees shall vote in favour of such dissolution at an extraordinary assembly specifically convened to transact the dissolution of the organisation.
55. Upon such resolution, all realised assets of the organisation shall be used to clear all outstanding debts of the organisation and any balances shall be donated to a charity or charities with similar objectives on recommendation of an extraordinary meeting.

Vesting of Property

58. All land and buildings, cash investments, money collected, material grants in aid and all other assets of FACE shall vest in the initial Trustees.

Limitation upon Disposal of Property

59. The Trustees shall not dispose of the assets of FACE except on the minimum vote of all trustees present at the meeting.

Common Seal

60. The organization shall have a common seal, which shall consist of a logo and stamp with the words "Registered Trustees of the Foundation for Active Civic Education (FACE)".

61. The common seal shall be in the custody of the Executive Director and shall not be affixed to any document, except in the presence of at least two executive members, all of whom shall sign the document.

62. The Common Seal shall be kept under lock and key in the Executive Director's office.

Funding

63. The organization shall rely on donations for its operations, although it will carry out its own income generating activities for the sustainability of its projects.

Amendment of the Constitution

64. The constitution shall be amended in part of by two thirds majority of the members present at a general meeting specifically convened for the purpose.

Approved by
Name

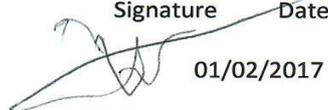
Designation

Signature

Date

Lewis Kulisewa

Board Chair



01/02/2017

Gizex Gizai

Executive Director



01/02/2017