

# GAMCHIX CONSTITUTION



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## PREAMBLE:

We, the members of GamChix to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

## Name

The name of the Association established following this constitution shall be **GAMCHIX**

## Address

The registered office at.....

## MISSION STATEMENT:

The mission of GamChix is to empower, connect and support the next generation of women leaders in science, technology, engineering and mathematics (STEM) by providing them access and opportunity to advance their careers, pursue their dreams, and become role models for women and girls in their communities.

## STATEMENT OF PURPOSE:

- To help and motivate youth from a very young age to succeed academically and professionally through various programs such as mentorship, scholarships, after-school programs, and recognition of academic excellence towards the development of the ICT sector.
- To seek

partnerships, networking opportunities and create working relationships among our local Engineers and Professionals as well as similar international organizations in the Internet and ICT sector from around the world.

- To mobilize the young people and to foster an inclusive environment for women, no matter the workplace.

- To emphasize the need to have more girls interested in STEM. Women constitute half of the population in The Gambia and study shows that they are underrepresented in these fields which means that we have got a lot of underutilized and unexplored talent mainly because they are not being encouraged the way they need to.

## OBJECTIVES:

The objectives of the GamChix shall be:

- To inspire and mentor more young girls to join STEM related fields to change stereotype about what women can or cannot do.
- To form GamChix club in schools.
- To increase STEM awareness knowledge.
- To encourage and motivate girls in ICT at an early age.
- Organize ICT training courses and events for young girls.
- To seek for internship for girls in STEM related fields in high level technology institutions and companies to expose them.
- To work with similar groups and exchange information.
- To take any action that is lawful, which will fulfil or improve our aims.

## MEMBERSHIP:

Membership of GamChix shall be open to anyone who is in STEM related fields, schools students that are interested to take STEM as a career path or interested in helping the group achieve its aims and willing to abide by the rules of the group.

Any individual interested in promoting the purposes of the organization shall have equal opportunity as a member. The Association does not restrict or discriminate members on the basis of race, color, age, religion, sexual orientation, its ability or political affiliation. Charity shall remain as non-religious and non-political.

### Becoming a member:

Anyone who is interested in becoming a member should complete the application form and pay application fees to the group. A monthly contribution fee is a responsibility for all members to the association.

### Rights of members:

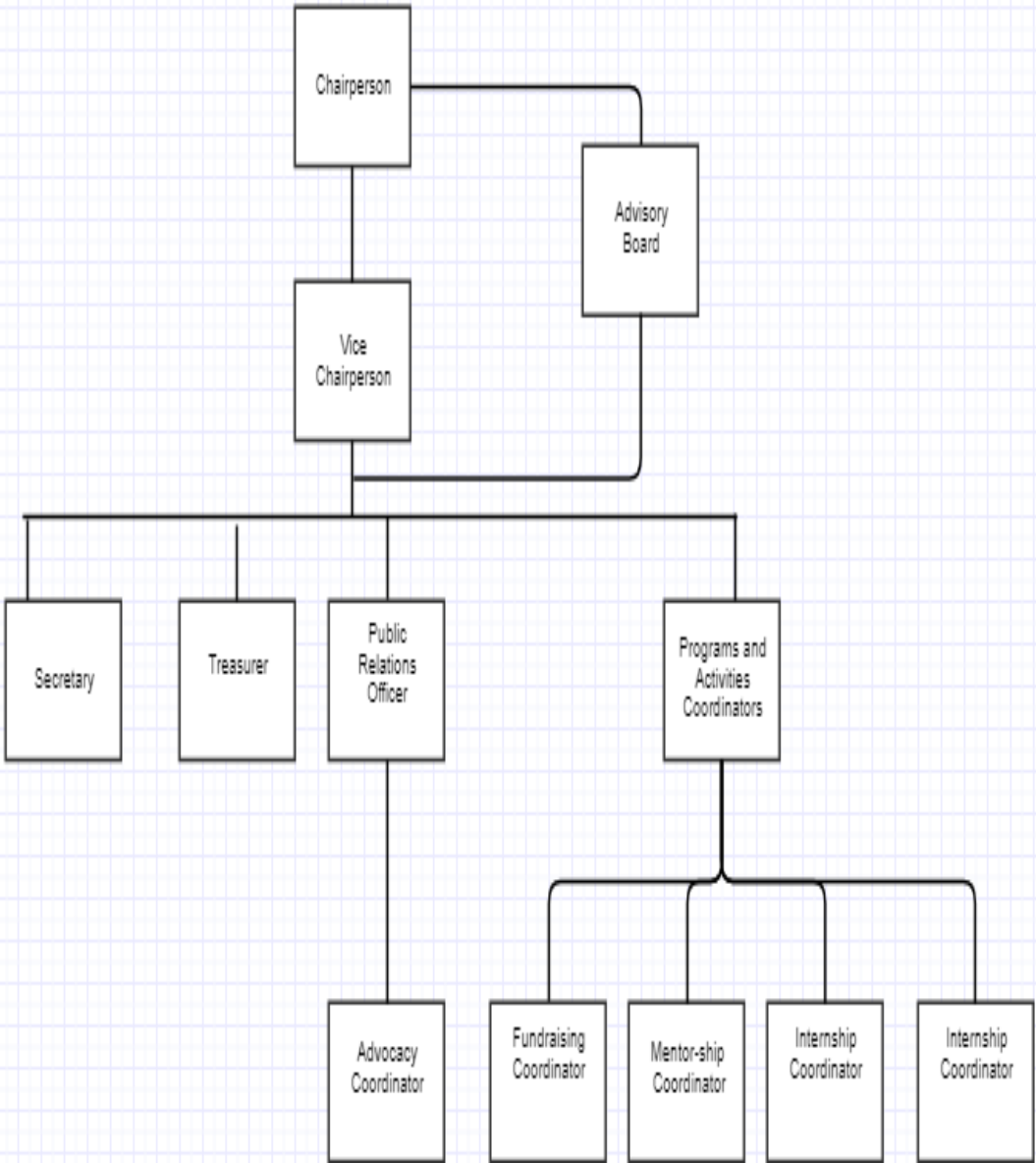
The members of the Group, shall in accordance with this constitution`s by-laws and resolution of the General Assembly, have the following rights;

- The members shall have the right to participate in the General meetings of the association
- Members shall have the right to vote in the General Meetings of the Group
- Members shall receive updates on International and national events, youth opportunities and grants.
- Members shall participate in Associations events and those of member associations
- To have access to our online resources e.g. forum lectures, documents, reports and records.
- To participate equally in all events or activities organized by the group or its collaborators.
- Shall actively participate in discussions, the passing of rules and regulations and resolutions at any General Assembly.

### Termination of membership:

- If a member does not participate in the activities of the Association for more than three (3) three months without any genuine explanation or reason.
- Member may withdraw from the Association by giving notification to the executive members.
- The board reasonably believes that his/her conduct has been prejudicial to the interest of the Group.

# ORGANIZATIONAL STRUCTURE AND OFFICE BEARER



## The Executive Board shall have the following Officers:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Public Relation officer
- Fundraising coordinator
- Advocacy coordinator

## Advisory Board:

The advisory board will be the body that provides non-binding strategic advice to the Executive Board and members of the group. The advisory board does not have authority to vote on corporate matters or bear legal fiduciary responsibilities.

The Advisory Board shall hold the following responsibilities:

- Developing an understanding of the organization.
- Act as a resource for Executives.
- Encourage and support the exploration of new ideas.
- Provide "wise counsel" on issues raised by the Executive board.
- Provide social networking platform for members.
- Monitoring the organization's performance and impose challenges to the Executive and general members to consider as options for improving the association.

## Executive Member:

### Chairperson:

The Chairperson of the association is responsible for the smooth running of meetings of the Executive Board and general members meetings. Allow all members to have their say, guiding and monitoring the committee's work towards the aims of the group.

- Shall also represent the Association at external venues and organizations.
- Make sure that a decision has been reached at an Executive meeting before going onto the next item on the agenda.



- Meeting with the secretary to arrange and draw up the agenda to be discussed at meetings prior to the next meeting.
- Co-sign the Association's financial transactions with the Treasurer to ensure the Association's good financial standing.
- Present to the Executive Board; membership applications, resignation appeals, removal or appointment proposals of Executive Board members, Committee and Project Leaders for approval.
- Record amendments to the Constitution and Bylaws approved by the members.
- The chairperson with the advice of the Executive Committee, coordinates the events to be sponsored by the Organization in forthcoming terms.

### Vice Chairperson:

In the absence or disability of the Chairperson, the Vice Chairperson shall perform all duties and responsibilities of the Chairperson. The Vice-Chairperson shall have the following responsibilities:

- Assist the chairperson and carry out special assignments upon request of the Chairperson.
- Shall have power to perform other duties.
- Participate in fundraising activities, and other activities which support the mission of the Association.
- Serve as an advisory member of all the standing committees, hence may participate in their meetings, and may require written and/or oral reports on their activities and services.

### Secretary:

The Secretary is the point of contact with its members and the wider public in line with the direction given by the committee and its chairperson. The Secretary shall have the following responsibilities:

- Responsible for keeping all non-financial records of the Association. Take minutes at all the Executive Board and general members meetings.
- Meet the chairperson and agree an agenda.
- Send out a notice to committee members of where and when the meeting will take place.

- Work closely with various committees and perform other duties the Chairperson may assign.
- Prepare all mail ballots and referendums.
- Notify the Executive Board and the general members of upcoming meetings and events, and keep records of names of attendance in those meetings.
- Circulate or read out minutes of previous meeting, take question about the minutes and update minutes if necessary.
- Maintaining up to date records of committees and members names, address and contacts.

### Treasurer:

The Treasurer shall be the chief financial and accounting officer of the Association that makes good records of the income and expenditure of the group. The Treasurer has the following responsibilities:

- Open a bank account for the association upon agreement by the executive members.
- Cosign with the Chairperson to disburse funds.
- Properly maintain the financial good-standing of the Association by monitoring and investing available funds as directed by the Executive Board Members.
- Make a regular statement to the Executive Board or general members on how much money the association has spent and still has in its account in person or in a detailed written format, to the Chairperson for presentation at the assigned.
- Is responsible for the payment of all bills, invoices and charges, and also for filing all Federal and Income Tax forms.
- Write thank you letters and prepare appropriate gifts to be given to donor organizations and individuals that have responded to Association's grant and donation requests.
- Give out receipts for money given to any committees or members of the group.
- Shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request payment on behalf of the Organization.
- The Treasurer, with the President, shall prepare and present any budget requests to the appropriate funding source.

- The Treasurer shall ensure that all funds are properly kept within the financial database of the association.

### Public Relations Officer:

The Public Relations Officer shall be responsible for arranging and maintaining contacts with media outlets through the distribution of the Association press releases, announcements, advertisements and other publications.

- Advise the committee on policy issues and communication strategies.
- Monitor public opinion about the organization on particular issues.
- Dealing with enquiries from the public, the press, and related organizations.
- Maintain good knowledge of Associations affairs and visions and be ready at all times to communicate that to the general public.
- Liaise with the media, i.e. write Press Releases, interviews and make statements to the members and general public on ongoing projects and affairs of the organization.
- Organize and coordinate publications with Project leaders and Committee chairs.

### Advocacy Coordinator (works closely with PRO)

- Seek out opportunities for improving the relationship between the public and members of the group.
- Create and implement a community and school outreach plan, including supervising the activities and services provided the organization.
- To explore and suggest ways in which GamChix can become more active in furthering the interests of its members.
- Shall help GamChix become a more effective forum for the voice of the membership.
- The committee shall be constituted to foster an open-minded community of inquiry into issues related to technology.

## Programs and activities Coordinators

### Fundraising coordinator:

- Planning specific fundraising events and activities.
- Review all previous fundraising activities and make recommendations for improvement for the new fiscal activities.
- To ensure effective administrative system to track grants and donations.
- Work with finance to determine annual development plans.
- Maintain and share fundraising calendar.
- Work with members and outside consultants as required to plan and execute fundraising and friends-raising events.
- Identify and recruit members to serve on fundraising events.

### Training coordinator

- Identify worthy training activities that can be conducted by the NGO and present a detailed report to back up the need of it.
- Organize and coordinate seminars, conferences and other forms of training in collaboration with the director of finance and planning

### Mentorship Coordinator

- Individual must have strong existing ties to The Gambia's professional community.
- Coordinator should keep an accurate record of all mentees and mentors on file and should serve as the liaison between mentees, mentors
- Maintain files for all mentors as well as records of current, pending and past mentors.
- Conduct mentor mixers to facilitate new matches
- Plan and implement events for matched youth and their mentors
- Maintain and update program & outreach collateral.
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### Internship Coordinator

- Ensure all Internship agreements are completed accurately, and are kept securely.
- Maintain the records of all students who go out on Internship
- Place mentees at facilities to perform their extended training for hands-on purpose
- Visit and approve the Internship Site before a mentee is allowed to conduct the Internship requirement

- Visit and approve the Internship Site before a student is allowed to conduct the Internship requirement

## ELECTIONS OF THE EXECUTIVE BOARD:

- Election of the Executive Board members shall be made annually, Members of an Election Committee shall be nominated by the Chairperson and confirmed by a majority vote of the general members. The Committee shall comprise of members not running for executive office, and no member of the Executive Board shall be a member of the Election Committee.
- The Executive Board shall have five offices. Two members from the previous Executive Board must always remain in the board for the coming year, and nominations be made to fill the remaining Executive Board positions.
- Nominations shall be made for all positions and voting will be conducted separately for each position, and no one can be nominated by the general members in absentia.
- Election shall be conducted by secret ballots and the candidate receiving a majority of the votes shall be considered the victor. In the event of a tie, a run-off election shall be held between the candidates who obtained the most votes.
- Each Member shall have one (1) vote.
- All motions require an affirmative vote of a simple majority of the Membership to be effective.

## MEETINGS:

### Executive Board Meetings:

- The Executive Board shall convene meetings -giving at least a week advance notice to the Executive Board members, and must meet at least once a month.
- Special emergency meetings may be held at any time within 24hr notice when called by the Chairperson or Vice-Chairperson in the Chairperson's absence, or upon receiving a petition signed by one-third of the Executive Board members.

- All members of the Executive Board shall notify the Secretary and present a compelling reason if he/she is unable to attend or not be on time for a meeting, no less than 24 hours prior to the meeting.
- An Executive Board member who is absent from three(3) board meetings shall be removed from his/her position unless valid reasons for such absenteeism are presented by the member and the reasons are acceptable by the board members.

### General Membership Meetings:

- There shall be at least four (4) general membership meetings each year to be called by the Executive Board, and the Annual Meeting should count as one(1). Every member of Association shall attend the meetings.
- General membership meetings shall be held for the election of members to the Executive Board, disclosure of the current plans and issues, to report progresses, to vote on amendments to the constitution and bylaws, and for any other issues the Executive Board finds necessary
- In the absence of the Executive Board Chairperson, the Vice-Chairperson shall preside over the meetings.

## LANGUAGE

The official language for Gamchix meetings shall be English, but other languages may also be used. All records shall be in English.

## FINANCES

Sources of funds

- Membership Fee
- Monthly Contribution
- Donors
- Sponsors
- Activities carried by any NGO

### Uses of funds

Any money obtained by the organization shall be used only for the organization

### Bank Account

Any money acquired by the organization, including donations, contributions etc., shall be paid into an account operated by the finance officer cosign by the chairperson in the name

of the organization. All funds must be applied to the objects of the organization and for no other purpose.

Bank accounts shall be opened in the name of Gamchix. Any deeds, cheques etc relating to the Gamchix's bank account shall be signed by at least two (2) of the following executive members: Chairperson; Treasurer; Secretary.

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilized effectively and that the organization stays within budget.

### Annual report

An annual financial report shall be presented to the general members

## LEGAL MATTERS

Gamchix shall operate in accordance with the existing laws of The Gambia. The advisory board shall contract a reputable legal firm to advice on legal matters when necessary.

## NOTICES:

Unless otherwise provided in this constitution, any notice required shall be in writing except that oral notice is effective. Notice may be communicated in person, by telephone, e-mail, other forms of wire or wireless communication, air mail or private carrier.

## AMENDMENT OF THE CONSTITUTION:

The Association shall make amendments by a resolution at a GamChix meeting by vote of two-third of its members.

## DISSOLUTION:

The association may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts that have been collected shall be returned to their providers or transferred to local charities or similar groups at the discretion of the members.

## AFFILIATION:

GamChix may affiliate with other societies or bodies. The affiliation shall be approved by the Executive members.

## COMMON SEAL:

The common seal shall be used for all documents and instruments requiring seal.

# DECLARATION:

In witness, whereof the parties have executed these presents in the manner hereinafter appearing;

**Name**

**Signature**

1.

.....

2.

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3.

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4.

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5.

.....

Before me and/or identified by

Name.....

Signature.....

Address.....

Qualification.....