

CONSTITUTION

KAIROH GARDEN FOUNDATION GAMBIA

SECTION I: INTRODUCTION

Article 1: Name

The name of the Foundation is: Kairoh Garden Foundation Gambia.

Article 2: Aims and objectives

The Foundation intend:

- to improve and support positive development in the Gambia
- to create more opportunities for education for youth who don't have enough support from their families, to improve the life circumstances and health from this youth and their families
- to give (financial) support for education to children in the age of 7-27 years
- to facilitate development in education- and training- institutes and organizations

Article 3: The organization of the Foundation

- a. The Foundation includes an executive board and a group of regional contact persons.
- b. The Foundation is divided in three regions: west, central and east Gambia. Each region has a contact person who is a citizen of that region.
- c. The board chooses the contact persons and monitored them.

SECTION II THE EXECUTIVE BOARD

Article 4: Functions of the executive board

Functions of the executive board are:

- a. to carry out the policies and programs of the Foundation
- b. to enforce the constitution of the Foundation
- c. to initiate and undertake all such activities as may further the aims and objectives of the Foundation
- d. to take care of the day to day affairs of the Foundation
- e. to give instructions to and monitor of regional contact persons of the Foundation
- f. to present a regular report to the beneficiary
- g. to create and change rules and conditions of the Foundation

Article 5: Positions in the board

The board includes the following positions:

Chairman
Secretary
Treasurer
Auditor
General advisor

Article 6: Chairman:

The chairman is responsible for:

- a. calling the meetings
- b. control proceedings of the meetings
- c. represent the Foundation in negotiation on its behalf
- d. serve as a focal point for regional contact persons and visitors to the Foundation.

Article 7: Secretary:

The secretary is responsible for:

- a. the recording and keeping of minutes of all the meetings of the Foundation
- b. drawing up the agenda and notice of all such meetings an all other programs connected with the Foundation in consultation with the chairman
- c. to keep the files of the Foundation

Article 8: Treasurer:

- a. The treasurer is responsible for the collection of subscriptions and the save keeping of the funds of the Foundation
- b. Ensure that all income of the Foundation are deposited in the bank and submit regular report of the financial status of the Foundation
- c. Keep a cash book in all financial transactions of the Foundation shall recorded

Article 9: Auditor:

The auditor is responsible for:

- a. checking on quarterly basis, books and records of the treasurer
- b. report his/her findings to the board
- c. submit a complete statement of account to the meeting of the board

Article 10: General advisor

The general advisor:

- a. gives advice to the board about the way of working
- b. gives support to all the correspondence and program organization in the outside world

SECTION III ADMINISTRATION AND MEETINGS OF THE BOARD

Article 11: Executive meetings

The executive meeting of the board shall be held every month.

Article 12: Meetings with the regional contact persons

The board organizes regularly, e.g. once a month, a meeting with the regional contact persons. In this meeting the board:

- a. collects the applications of new students from the contact persons and takes decisions
- b. discuss about improvement of students
- c. monitors the work of the contact persons
- d. collect ideas for other activities in relation of the aims and objectives of the foundation, e.g. special actions to students, parents, education institutes or others
- e. decide about the quarterly communication to the beneficiary

Article 13: Voting

- a. Voting in the board shall be in a form of simple majority.
- b. When there is no majority, the voting subject will be transferred to a next meeting for one time.
- c. When in the second meeting there is also no majority, the chairman takes the decision.

Article 14: Quorum

- a. 3/4 of the majority of the executive board shall form the quorum.
- b. No decision can be taken without the present of the quorum.

Article 15: Signatories to the Bank Account

The signatories to the bank account shall be the chairman and the treasurer.

Article 16: Misappropriation of funds

In case of any misappropriation of embezzle meant of the Foundation fund by any board member or contact person, that person should pay or legal action to be taken.

Article 17: Rules for board members and contact persons

- a. The board member and contact person had to be a roll model for the students, so they also follow the rules they give to them.
- b. They don't do anything without information to the board
- c. They are responsible to spend the sponsor money only for the students
- e. When the board don't agree with expenses the board member or contact person made, that person had to return that money
- d. They are active in their work for the Kairoh Garden Foundation
- g. When the board member or contact person don't respect this rules, the chairman can decide to send him or her out of the Foundation.

SECTION IV: RULES AND CONDITIONS SPONSORSHIP STUDENTS

Article 18: Who can apply for sponsorship

- Young people in The Gambia who are in the age between 7-27 years
- Who are strongly motivated to get well educated
- Who don't have possibilities for financial support for their education from their family or other institutes

Article 19: How to become a sponsored student

1. Intake

- The student had to make an appointment for an interview with one of the Kairoh Garden Foundation contact persons in The Gambia
- The interview is meant to get to know each other, to check the validity of the information and to talk about study, future plans, ambitions and motivation.
- In this interview it had to be clear which study is intended and what kind of sponsorship is needed.
- During the interview all study documents and a valid id or birth certificate need to be shown.
- The rules and conditions of sponsorship will be explained and the student agrees with this.

2. Explore

- After the interview the contact person visit also the family of the student. In that interview the contact person explores what and how the family can contribute to the education of the student.
- The contact person visits also the school where the student is studying to find out the standard of the education and the performance of the student.

3. Decision

- A final decision will be made by the Gambian board of the Kairoh Garden Foundation.
- The contact person informs the student about the solution.

4. Monitoring

- The contact person discusses with the student when and how often there is a contact. A monthly contact is advised.
- At least every school term the student had to show the results to the contact person
- All information must clearly show the name of the student and name of school.

5. Continuation of sponsorship

A. The sponsorship will only be continued after one year when:

- All information about the school results has been received by the foundation
- Study results are sufficient, progress has been made and student is very motivated
- Financial circumstances of the student make it necessary to be sponsored
- Student is still at school or follows a study during the entire period of sponsorship
- Sponsor money is spent for study related expenses only
- Student wishes to continue the study

B. The sponsorship stops when:

- The student don't follow the rules
- The student is not serious
- The student is absent at school without a good reason
- His or her behavior is not correct
- The study is finished

Article 20: Rules for sponsored students

- The student agrees with the rules and conditions of the foundation.
- The sponsor money is solely meant for expenses related to education of the student.
- The student had to show every school term his or her results to the contact person.
- The student have at least once a month an appointment with the contact person.
- The student is serious in his or her study, what is confirmed through his of her teachers
- The student takes care of the (school)materials what is supplied by the foundation
- The student discuss every important situation about the education with the contact person.
- The sponsorship stops when the student don't follow the rules, is not serious, when he or she is absent at school without a good reason or when his of her behavior is not correct.

Article 21: Amount of sponsor fee

- The amount of sponsorship depends on the situation of the student.
- The sponsor money is solely meant for expenses related to education of the student.
- The family of the student had to contribute in the education.
- Expenses related to education are: school fee, exam fee, books, school supplies and transport costs.
- The sponsor money is a supplement to the costs for education and is not meant as a complete coverage of all costs that might be encountered.
- The board of Kairoh Garden Foundation can decide in individual cases about other costs of sponsorship

SECTION V: AMENDMENTS TO CONSTITUTION

Article 22: Constitutional amendments

All amendments to the constitution shall be subject to the approval of the quorum of the executive board

Article 23: Dissolution

- a. the Foundation shall only be dissolved if $\frac{3}{4}$ of the board members file a motion for dissolution.
- b. In the event of the Foundation being dissolved as provided above, all debt and liabilities legally incurred on behalf of the Foundation shall be fully discharged and remaining funds shall be frozen until such a time that another organization is formed in the general interest of the organization and that can take control of these funds.

March 15th 2011
Tanji Village
Kombo South
West Region
The Gambia

**EXECUTIVE BOARD
KAIROH GARDEN FOUNDATION GAMBIA**

Function	Name	Sign
Chairman	Amadou B. Ceesay	
Secretary	Bakalilu K. Jaiteh	
Treasurer	Kawsu Sillah	
Auditor	Bakawsu Sillah	
General advisor	Barbara Somers	

March 15th 2011
Tanji Village
Kombo South
West Region
The Gambia

Attachment Constitution Kairoh Garden Foundation Gambia

Sources of finance of the projects

The organization finances the projects by:

- a. donations from Guesthouse Kairoh Garden in Tanji and Kuntaur
- b. proposal development
- c. donations

Registration

Kairoh Garden Foundation is official registered as a community based organization in The Gambia (registration nr 177/2011, tin nr. 1112151587)

Bankaccount

Kairoh Garden Foundation

Account No 0150 560 822 800

Standard Chartered Bank

Ecowas Avenue 8/10, Banjul, The Gambia

Swiftcode: SCBLGMGM