



NGO Constitution:

PREAMBLE

Pursuant to the provision or proviso under Clause E of the MEMORANDUM OF ASSOCIATION of New Empowerment Initiative-Sierra Leone, hereinafter known and referred to as NEI-SL or NEI-Sierra Leone, we the founders deemed it expedient on this 4th day of January, Anno Domini 2022, to gather together in Bo, the second city of the Republic of Sierra Leone, and prepare this addendum of the NEI-SL's ARTICLES & MEMORANDUM OF ASSOCIATION and call it By-laws or Constitution for the smooth running of NEI-SL throughout the span of NEI-SL.

We as concerned of development adepts, having realized the unfortunate high levels of literacy, acute poverty endemic, poor infrastructure, hunger and poor health prevalent in our rural communities, deemed it expedient to gather together in Bo, the second city of the Republic of Sierra Leone, with the determination to form and legally operate a solution organization, pursuant to the proviso or provision under the Sierra Leone Corporate Affairs Commission Act of 1960, and subsequent New Association Laws of 2009 also enacted for the legal and smooth establishment, institution, or formation of an organization, enterprise, club, charity, corporation, association, Foundation, whether profit-making or non-profit making, faith-based or otherwise, and register it with tax-deduction status on this 4th day of January, Anno Domini 2022.

AND WHEREAS, the name of the organization shall ever be NEW EMPOWERMENT INITIATIVE-SIERRA LEONE, hereinafter known and referred to as NEI-SL for short;

AND WHEREAS, the organization shall solicit people of diverse backgrounds or communities to build the organization's technical manpower capacity, and serve in the areas of board membership, volunteer-personnel and donors;

AND WHEREAS, the organization shall have no phobia about people, especially development workers, investors coming from other parts of the world to contribute meaningfully to the organization's viability and durable success;

AND WHEREAS, the organization shall encourage every aspect of social mobilization or togetherness, including mixed relationships and diverse engagements for a multicultural habitation in which 99% of what the organization does will reach durable proceeds for the benefit of all without discrimination on the basis of any affiliation, race, gender expression, age, ancestral lineage and physical competency;

AND WHEREAS, the organization shall ensure that, all must have equal opportunities for a high or higher quality of life.

AND WHEREAS, the organization shall engage in the active work in education for educational development, agriculture for agricultural development, clean water and sanitation development, primary health care coverage, improvement of the social and economic conditions of the local communities in which its shall operate; and ready to at all times share the concerns of the youth, the needy, the poor and poorest;

NOW THEREFORE, for the organization to succeed, it is considered expedient to promulgate this NEI-SL's Constitution, reflecting educational, agricultural, health, social and economic development aims and aspirations, in keeping with the actual wishes and expectation of the youth, women, needy, aged, rural poor and poorest in their various rural communities in Sierra Leone.

ARTICLE I

Name, Registration, Registered Offices & Branches, Reason, Logo and Motto

Section (1) - Name: The name of the organization shall be New Empowerment Initiative-SL thereafter referred to as “NEI-SL” or “the organization”.

Section (2) - Registration: NEI-SL shall have right to register with any of the following government entities: Ministry of Agriculture, Ministry of Health and Sanitation, Ministry of Education, Youth & Sports, Ministry of Social Welfare, Gender and Children Affairs, Ministry of Local Government and Rural, Developments, Sierra Leone Association of Non-Governmental Organization and the Ministry of Finance and Economic Development registrar at national level.

Section (3) - Registered Offices & Branches: The Organization shall have its head office in Bo District, Southern Sierra Leone, West Africa; the address shall be in Bo city. Upon resolution by the directors, may move its headquarters to any place in Sierra Leone as well as create branch offices in any part of the world as it shall deem necessary for the implementation of its activities and the achievement of its goals.

Section (4) - Reason: The reason of the Organization is, and shall ever be total determination to render charity services; develop and upgrade education, agriculture, health and sanitation; alleviate poverty to the expectations of women, youth, the needy, and the poor in both urban and rural communities.

Section (5) - Logo: The logo of the Organization is, and shall ever be the portray circular shape bearing the caduceus which denotes health and sanitation, crop images which represent Agriculture, books and a mortarboard hat which represents education, and a black hand and a white hand joined together which represents women and youths empowerment regardless of tribe, race, sex, nationality, religious affiliation, social affiliation, financial capacity, political creed and educational status all in professional master art designed on a white background.

Under this proviso, the Organizations’ membership, including members of its Foundation Executive Body, Board of Directors, management and clientele, shall have rights and powers to bar by legal action or otherwise, the use of this logo for any other company/organization/group/ association; or in the case of utilization of it, in the form of any electronic, mechanical or other means, hereinafter invented, including photocopying or in any information storage or retrieval system.

Every registered and paid up member or person shall have the rights to at all times display this logo on T-shirts, banners, caps, etai, with the view to only promote the Organization hereinafter known and referred to as New Empowerment Initiative-SL.

Section (6) – Motto: The motto of the Organization is, and shall ever be: “**Help the People**”

ARTICLE II

Aims and Objectives and Powers of the Organization

Section (1) - Aims and Objectives

- (a) Promote Sustainable Agriculture: Implement initiatives to educate and train youth in sustainable farming practices, organic agriculture, and efficient use of resources to enhance food security and promote environmental conservation in rural communities.
- (b) Enhance Basic and Secondary Education: Ensure access to quality education for all children in rural areas by providing infrastructure, learning materials, and teacher training programs. Foster a conducive learning environment that empowers youth to reach their full potential.
- (c) Empower Youth: Run comprehensive programs that equip youth with essential life skills, leadership

training, vocational skills, and entrepreneurship opportunities. Empower them to actively participate in decision-making processes, fostering a sense of ownership and agency.

(d) **Improve Access to Clean Water:** Establish sustainable water management systems, such as rainwater harvesting, borehole drilling, or distribution networks, to provide clean and safe water access to rural communities. Educate community members about hygiene practices to prevent waterborne diseases.

(e) **Promote Sanitation and Hygiene:** Build and maintain protected latrines and sanitation facilities, emphasizing the importance of proper waste management to prevent the spread of diseases. Conduct educational campaigns on hygiene practices to empower communities to adopt and maintain clean and sanitary living conditions.

(f) **Foster Gender Equality and Social Inclusion:** Promote equal opportunities for all genders and social groups, ensuring representation and inclusion in all aspects of community development projects and decision-making processes.

(g) **Create Sustainable Livelihoods:** Establish income-generating activities and vocational training programs that empower youth to become economically self-reliant. Promote sustainable livelihood practices that reduce poverty and improve the standard of living in rural communities.

(h) **Advocate for Policy Reforms:** Engage with relevant stakeholders and policymakers to influence policies and regulations that support sustainable agriculture, education, youth empowerment, water, and sanitation. Advocate for rural development and the rights of marginalized communities.

(i) **Enhance Community Resilience:** Develop disaster preparedness and climate change adaptation strategies to strengthen the resilience of rural communities. Promote sustainable practices that mitigate the impact of environmental challenges and promote long-term community development.

(j) **Collaborate with Local and International Partners:** Forge strategic partnerships with local organizations, government agencies, and international stakeholders to leverage resources, expertise, and knowledge exchange. Collaborate to maximize the impact and sustainability of community development initiatives.

Section (2) – Powers

In order to achieve its objectives, the organization shall exercise the following powers:

(a) To appeal, solicit or accept donations, contributions, grants and gifts, in cash or in kind, from institutions, individuals and from lawful sources and to apply the same or income thereof for the promotion and achievement of its objectives.

(b) To open, maintain and operate bank accounts in the name of the organization and to draw, make, accept, endorse, negotiate, purchase, execute and issue promissory notes, holds and dispose of bills of exchange, cheques, bankers draft or bills of lading and other instruments.

(c) To demand, collect subscription and membership fees and other fees and charges as may from time to time be determined by the members of the organization.

(d) Borrow or raise money, with or without security, required for the purposes of the organization upon such terms and in such manner as may be determined by the organization for the promotion of its objects.

(e) To mortgage the assets of the organization and / or render guarantee for the performance of any contract made, discharge of any obligation incurred or repayment of any moneys borrowed by the organization.

(f) To nominate delegates and advisors to represent the organization at conferences, government bodies and other gatherings.

(g) To support and subscribe to any charitable or public objective and any institution or society or its members or the country as the organization may think fit.

(h) To pay out of the funds of the organization the costs, charges and expenses of an event incidental to the formation and registration of the organization.

(i) To invest monies or revenue collected or generated and to use such monies for the promotion of the objectives of the organization or as the case may be.

(j) To create, establish, administer and manage funds including endowment fund conducive for the promotion of the objectives of the organization.

(k) To enter into agreements, contracts and arrangements with other organizations or similar companies, associations, institutions, bodies and individuals for carrying out the functions and activities of the

organization.

(l) To take such actions as are considered necessary to raise the status or to promote the efficiency of the organization.

(m) To purchase, take on lease, or in exchange or otherwise acquire and hold any estates, lands, buildings, hereditament, chalets, easements plant, or other right or interest in real estate, and to alter, improve, charge, sell, let or otherwise dispose of any movable or immovable property or grant and any rights and privileges or interests over the same; provided that the organization shall not undertake the business of real estate or housing schemes.

(n) To conduct, hold and arrange symposia, seminars, conferences, lectures, workshops and dialogue and to print, publish and prepare journals, magazines, books, circulars, reports, catalogues and other works relating to any of the objectives of or to the work done by the organization, subject to the permission, if required of the relevant authorities.

(o) To do all other such lawful acts and things whether of the like or any other kind which the organization may consider to be in any way incidental or to be connected with or to be thought conducive to the attainment of the above objectives or any of them or otherwise likely in any respect to be advantageous to the organization.

ARTICLE III

Mission, Vision, Goal, Values and Guiding Principles

Section (1) - Mission

Our mission is to empower underprivileged communities by providing education, clean water sanitation facilities, sustainable agriculture, women and youths empowerment and resources that foster a sustainable livelihood.

Section (2) – Vision

Our vision is to create an equitable world where every individual has access to basic human rights and opportunities needed for personal and communal growth.

Section (3) – Goal

The Goal of NEI-SL is empowering youths, sustaining communities; a blueprint for sustainable growth and progress

Section (4) - Values and Guiding Principles

In order to achieve its mission and to make its programs even more humane-centred, NEI-SL follows certain values and guiding principles in all its interventions and dealings. These include the following:

- i. Peace and Tolerance;
- ii. Participation and Inclusion;
- iii. Transparency and Accountability;
- iv. Non-violence and Non-Selective Justice;
- v. Equity and Fairness;
- vi. Sharing and Openness;
- vii. Diversity and No xenophobic Resource management System.

ARTICLE IV

Membership, Co-option and Condition

Section (1)-Membership: membership shall be opened and made sustainable to any interested person/ group of persons, company, and association and organization etai, regardless of tribe, race, sex, nationality, religious affiliation, social affiliation, financial capacity, political creed and educational status.

Subsection (a) - Membership shall be voluntary, but dependent on the level of involvement in fulfilling

the Organizations objectives

Subsection (b) - Any interested person/group of persons, company, association and organization etai, which shall willingly give, pay, donate, and subscribe a non-refundable cost, price, or fee as the value of:

- i. Membership registration
- ii. Form or related document
- iii. Service rendered
- iv. Uncompleted contribution(s), etai.

Subsection (c) - Membership is open to persons or institutions who subscribe to this Organization and such other persons as the Foundation Executive Body may from time to time admit members, not less or more than three (3) persons shall be members of the organization, provided that a member shall cease to be a member if:

- i. He/she gives one month's notice in writing to the Board of Trustees about their intention to resign from membership. Upon the expiry of such notice he/she shall cease to be a member but his liability to contribute to the funds of the organization in the event of its being wound up or dissolve shall continue for one year from the expiry of such notice.
- ii. If he/she is removed from membership by the vote of not less than two-thirds of the members of the Organization at an extraordinary General Assembly of the Organization specially convened and at which he has been given a reasonable opportunity of attending and being heard. A founder member will in such case to be active in Organization activities but shall remain a life member to the Organization.

Section (2) - Co-option

The Foundation Executive body of NEI-SL shall be the body that shall have right and powers to co-opt any number of person(s) as shall deem it necessary, as long as such person(s) accept the liaises- faire of this constitution.

Section (3) - Conditions

Subsection (a) - Membership shall implore voluntary donations, assistance, contributions, from interested persons, donor agency (ies), and related humane-centred organization (s).

Subsection (b) - Where declared necessary, all member person(s) shall pay their monthly subscriptions as stated and recommend by NEI-SL's membership card, which relays terms and conditions of subscription payment; and such membership card shall be renewed at no extra cost.

Subsection (c) - Any member who cheats, steals, defrauds, or engages in any dishonest practice in the name of NEI-SL, at the detriment of NEI-SL or otherwise, in order to meet or satisfy personal gratification, thereby tarnishing the image of NEI-SL in any sense or otherwise, shall forfeit every benefits, rights and interest to NEI-SL yearly proceed, profit in cash and kind of the year of the aforementioned violation.

Under this footing, and if NEI-SL finds it necessary or fit, shall therefore suggest and bring judicial recourse to re-address the very duplicity of such member as exemplification against recurrence.

Section (4) - Categories of Membership

Subsection (a) - Full membership: open to all persons that meet the eligibility criteria as laid down in section (1) of this constitution

Subsection (b) - Associate Membership: non-profit institutions active in development, which do not meet the Full membership eligibility criteria as lay down in section (1) of this constitution.

Subsection (c) - Honorary Membership: an individual who has made unique, seminal contribution to the field of social work is eligible for election to Honorary Membership. The number of Honorary Members

cannot exceed one (1) in a calendar year. Under extraordinary circumstances, the Board of Trustees may exceed the normal yearly limitation. Election required the unanimous vote of the Board of Trustees. A Member of the Organization may nominate someone to the status of Honorary Membership by sending a brief (no longer than one page) advocacy statement discussion for the candidate to the Foundation Executive Body/Chairperson Board of Trustees.

Subsection (d) - Foundation Executive Membership: these are the founding members of the Organization.

Section (5) - Rights and Duties of Members

Subsection (a) - Full Members:

- i. Attend the General Assembly and participate fully where possible and by recommending the Organization as much as possible;
- ii. Where declared necessary, all member person(s) shall pay their monthly subscriptions as stated and recommended by the organisation's membership card, which relays terms and conditions of subscription payment; and such membership card shall be renewed at no extra cost;
- iii. Explore Accounts of the Organization;
- iv. Vote and stand for electable positions in the Organization;
- v. Training programs organized by the Organization.

Subsection (b) - Associate and Honorary

Members: i. Attend the General Assembly

ii. Participate fully where possible and by recommending the Organization

iii. Explore Accounts of the Organization and act as ambassadors to the Organization

iv. Access to information regarding new sources of funding

v. Exemption to provincial registration fees

vi) To participate fully in proceedings and activities such as help to develop project proposals and take part in the implementation of projects as shall be directed by NEI-SL;

vii. To tolerate and accept the professional and necessarily logic true views of others that work to ensure the viability of the organization at home and at abroad; and vote out corrupt contractor before the end of contract or terms of office; or petition the employment or appointment of corrupt person(s) at any time of the employment or appointment.

viii. To abide by the NEI-SL's Constitution, Code of Conduct, tolerate and accept the professional and necessarily logic true liberal views of others that work to ensure the success/viability of the organization at home and at abroad; then meet local contributions and supply of labour, obligations as shall be determine by the organisation's Foundation Executive Body from time to time.

Subsection (c) – Foundation Executive

Members:

i. Attend the General Assembly;

ii. Support and advise the Board of Trustees and Administrative Body on fulfilling their tasks and duties;

iii. May define the tasks and duties of the Board of Trustees and stipulate their rules of procedure;

iv. Elect four of their members as representatives of the Board of Trustees;

v. Act in an honorary capacity.

vi. They are liable for intent and gross negligence

Section (6) - Withdrawal of Membership

The Organization may by a resolution of the Board of Trustees (BoT) and/or in consultation with the Foundation Executive Body require a member to temporarily or permanently withdraw from the

organisation's membership, if the conduct of such a member impedes the smooth running of the organization, or damages the dignity and reputation of the organization and/or deemed not in conformity with the mission and realistic of the organization.

Subsection (a) - A member who fails to perform his or her duty/ financial obligations without vital excuse shall have his or her membership or position deleted. Under this proviso, any member whose position is terminated as a result of default shall lose all his/her entitlements in the organization including subscriptions. The Foundation Executive Body shall have power to reinstate such member(s) upon agreement of the Director.

Subsection (b) - Has not attended two (2) consecutive meetings of the general body of the Organisation without intimation.

Subsection (c) - Have been found of immorality, theft, mischief, gambling or convicted in any criminal cases by the Government.

Subsection (d) - A member shall only resign after given a month written notice to the Office of the Director; and all members whose membership is terminated shall have the right to appeal to the office of the Director who shall provide advice to the Foundation Executive Body /Board of Trustees on such matter.

ARTICLE V

Governance

Section (1) – NEI-SL is founded to be governed by its Board of Trustees (BoT). The board is the key policy making and governance body of the organization and works strictly on the directives of NEI-SL's Foundation Executive Body members which consists of five (5) founder members. The Board of Trustees formulates and approves policies and organizational system, and further evaluates the overall performances of NEI-SL on period.

Section (2) - The Board of Trustees consists of eleven (11) members (both male and female) headed by its chairperson. Both the Foundation Executive Body and the Board of Trustees may comprise of development professionals, intellectuals, social engineers, academics, and development activists, legal, and media persons. Any member of the NEI-SL's Foundation Executive Body can be appointed to act as an ex-officio member and take office, where the substantive holder is absent for any reasons. The Board of Trustees works in the guidelines of NEI-SL policies manual.

ARTICLE VI

Board of Trustees and Auditors of New Empowerment Initiative-SL

Section (1) - Nature of NEI-SL's Board of Trustees

Subsection (a) – NEI-SL shall have a Board of Trustees that shall include members of both the Foundation Executive Body and co-opted members, which NEI-SL shall be governed by; and shall work strictly on the directives of NEI-SL's Foundation Executive Body. The Foundation Executive Body of NEI-SL members are the founder members whose names appear in the Constitution, and only four of them shall become members of the Board of Trustees. Under this provision the Board of Trustees shall consist of four (4) founder members and seven (7) co-opted members to make the total of eleven (11) members of the Board of Trustees.

Subsection (b) - All members of the Foundation Executive Body are by this proviso or provision covered by the ownership indemnity which protects them against dismissal from the ownership of NEI-SL for no just cause, and shall therefore accept the signatories to the NEI-SL's Constitution as their representation.

Subsection (c) - The organization shall at the General Assembly elect from its member's four (4) people to

the Board of Trustees who shall serve for a period of three years and shall be eligible for re-election.

Subsection (d) - The Foundation Executive Body shall elect four of its members to serve on the Board of Trustees for the same period and may elect new representatives after this period.

Subsection (e) - If the Chairperson, during his term of office, should cease to be a member of the Organization, resign from office or die, the Trustees shall elect one of their members to hold office until the next General Assembly when a new Chairperson shall be elected. The same procedure shall apply to the other electable positions on the Board of Trustees. Provided that the Director may serve as the General Secretary, and even where the Director shall not be the General Secretary, he shall be a member of the Board ex-officio

Subsection (f) - The Board of Trustees shall work to improve communication channels in the Organization, shall stabilize and increase funding, shall develop and monitor a five year plan of the Organization and may restructure committees to ensure effective and efficient functioning.

Subsection (g) - The minimum number of the Board of Trustees members shall be seven while the maximum shall be eleven

Section (2) - First Appointments to the Board

Subsection (a) - The interim members to the Board shall be appointed in writing by the subscribers to this constitution and shall include five persons who shall act respectively as the Chairperson, vice-chairperson, General Secretary, Deputy Secretary and Chief Finance Officer of the organization; until the conclusion of the first General Assembly when a substantive Board shall be appointed to serve for a period of three years provided that a member of the Board shall be a member of the organization.

Subsection (b) - Founder members shall hold permanent seats on the Board of Trustees.

Section (3) - Other Appointments to the Board

The Board may from time to time and at any time appoint any member of the organization, in case of vacancy, or by way of addition, to the board; provided that the prescribed maximum is not thereby exceeded and provided also that the proposal to appoint any new member of the board under this section shall be set out in a formal resolution forming of the notice convening the Board meeting.

Section (4) - Removal of Trustee Members Other Than Officials

The Board may by resolution remove elected member of their body from office, but if such a member should be aggrieved at his removal he may appeal at a General Assembly meeting to be called for this purpose. In the meantime, he shall cease to act as a member of the Board and to hold any other office under the Organization, and members for the time being of the board may act notwithstanding any vacancy in their body; provided always that in case the members of the Board shall at any time be reduced in number to less than the minimum number prescribed by this constitution, that numbers shall be the quorum for the purpose of filling up vacancies in their body and of summoning a General Assembly meeting, but not for any other purpose. Provided also that the Board may co-opt any person to advise the Board in any capacity which the Board shall think fit.

ARTICLE VII

Office Bearers of New Empowerment Initiative-Sierra Leone

Subsection (a) – Chairperson

(a) He/she shall be responsible to chair Board meetings and meetings of all chairpersons of the various departments/ committees and submit all the recommendations of the committees to the Board members for final approval.

(b) He/she shall plan the annual cycle of Board meetings

(c) Subject to the terms of this Constitution dealing with adjournment of meetings, the ruling of the chairperson on all matters relating to the order of business, procedure and conduct of the General Meeting is final.

(d) The Chairperson, in consultation with the General Assembly, may expel any Member or Trustees from a General Meeting if reasonably consider that the Member or Trustee's conduct is inappropriate behaviour.

Subsection (b) - Vice - Chairperson

The Deputy Chairperson shall be responsible to perform all the duties of the Chairperson in his/her absence.

Subsection (c) - The General Secretary

a) The Secretary shall be responsible carry out all correspondence and keep all the records of the organization;

b) He/she shall be responsible to issue agendas of all the meetings of the organization.

c) Keep minutes of the meetings of the Board of Trustees and the General Assemblies;

d) He/she shall be responsible to call the meetings in consultation with the Chairperson;

e) Arrange for meetings of the organization on instructions of the Board of Trustees, in special circumstances, on the instructions of General Assemblies.

Subsection (d) - The Deputy Secretary

The Deputy Secretary shall be responsible to perform all the necessary functions of the Secretary in his/her absence.

Subsection (e) - Chief Finance Officer

(a). Develop and lead NEI-SL's financial strategy, long-term fiscal planning and annual budgeting process to ensure sustainability and alignment with organizational priorities.

(b). Oversee all accounting functions, financial reporting and month-end close processes, ensuring timely production of accurate management accounts, donor financial reports and statutory filings.

(c). Ensure strict financial compliance with national laws, donor regulations and internal policies by designing controls, approving financial procedures and maintaining an up-to-date finance manual.

(d). Manage cash flow, treasury and banking relationships; authorise payments within delegated limits, approve banking signatories and ensure appropriate segregation of duties to mitigate fraud risk.

(e). Lead audit processes by coordinating internal and external audits, preparing audit schedules, responding to audit queries and implementing agreed corrective actions to strengthen controls.

(f). Supervise and develop the Finance team, set performance objectives, provide coaching and ensure continuous capacity building in accounting standards, donor finance rules and financial systems.

(g). Partner with program, grants and operations teams to cost projects accurately, monitor budget variances, provide timely financial analysis and recommend corrective measures to the Executive Director and Board.

(h). Maintain and improve financial systems, ERP or accounting software, reporting dashboards and internal controls; ensure data integrity and readiness for donor and statutory reviews.

(i). Report regularly to the Executive Director and Board on financial health, risks, forecasts and compliance issues; recommend policy changes, investment decisions and remedial actions when necessary.

ARTICLE VIII

The Administrative Body of NEI-SL

Section (1): New Empowerment Initiative-Sierra Leone shall have an Administrative Body which shall be responsible to manage, direct and supervise NEI-SL's day to day workings, and shall work strictly on the directives of the organisation's Foundation Executive Body, and the aforementioned Administrative Body shall initially include:

(1) Executive Director (2) Chief Finance Officer (3) Records Officer (4) Administrative Manager; (5) Office Manager/Deputy Administrative Manager (6) Membership Coordinator (7) Human Resource Manager (8) Community participation Committee(CPC) Chairperson (9) Events and Fundraising Coordinator (10)

Auditors (11) Ex-officio Members (12) Field Staff; (13) Project Analyst; (14) Women & Children Program Coordinator; (15) Education Program Coordinator (16) Youths Program Coordinator (17) Agricultural Program Coordinator (18) Clean Water and Sanitation Program Coordinator (19) Logistic Officer; (20) Deputy Logistic Officer (21) Public Relations Officer (22) Assessment Surveyors; (23) Monitoring & Evaluation Officer (24) Grants and Compliance Officer (25) Website/Social Media Assistant (26) IT & Data Base Manager (27) IT & Data Base Assistant

Subsection (a): The Organization has right to create additional employee positions in order to ensure the smooth running of its programs.

Subsection (b): Every member of NEI-SL's Foundation Executive Body shall have right to work in any office of the Administrative Body in order to sustain the viability of NEI-SL, and therefore have power to engage in NEI-SL's employment, but where he/she proves incompetency in the performance of NEI-SL's duties, the Foundation Executive Body shall quickly hold meeting in which to agree on the solution of his/her immediate change with a competent person that shall take such NEI-SL's employee position.

Section (3) – Powers and functions

Subsection (a): The Administrative Body shall recommend, direct and advise the day-to-day administration and welfare of the Organization hereinafter known and referred to as NEI-SL.

Subsection (b): The Administrative Body shall have right to make null; or approve of NEI-SL's decision to employ during the organisation's workings where and when necessary, or warranted to do so by this Constitution.

Subsection (c): It is only the said Administrative Body that shall have powers to either recommend or approve of employment for the smooth running of the Organization. It shall also have the powers to mandate the dismissal of any employee(s) where dismissal is warranted.

Subsection (d): The Administrative Body shall have the rights and powers to create an avenue of employment for strategist(s) with expertise in project management so as to ensure the Organisation's success.

Subsection (e): Where a person is gainfully employed by the Organization, and the person happens to account, involve, or practice either indecent or saboteur act not permissible, admissible; or not in conformity with the organisation's Administrative orders for employees, the Administrative Body shall have rights and powers to recommend his/her dismissal from office after having warned him/her on two failure occasions. Under this proviso or provision, the person, if is a member of NEI-SL's Foundation Executive Body, his/her membership within the Foundation Executive Body shall remain intact, but his/her dismissal from his/her employment shall stand as exemplification against recurrence.

Subsection (f): The Administrative Body shall enforce discipline among all members (class dismissed) by either suspension or both, where unbecoming behaviour is exhibited by any member (is it member of the Foundation Executive Body, member of the Board of Trustees, ordinary member or employee). But this provision or proviso does not warrant the Administrative Body to interfere with the domestic or private affairs of the member to be disciplined.

Subsection (g): In the case of misuse, embezzlement, misappropriation of NEI-SL's money or fund by any member or group of members, employee or group of employees, the Foundation Executive Body if sees it fit, shall immediately dismiss such culpable person from office, and shall also prefer judicial recourse against him/her; and if found guilty and retrieval proceedings/ judgment is passed against him/her, the Administrative Body shall therefore have rights to further ask such culpable person to hand over office immediately. Thereupon, the estrange person shall before long be replaced.

Subsection (h): Other duties shall be delegated to them by the Foundation Executive Body

ARTICLE IX

Individual Duty Specifications of NEI-SL's Administrative Executive Body

Section (1) – Executive Director

- (a) Director is the technical adviser and the general overseer; and shall be the development planner and NEI-SL's activity organizer on behalf of the entire NEI-SL's membership at home and at abroad.
- (b) He/she shall be the liaison between the Government of Sierra Leone, the international donor organizations/company/association, local and international financiers; and shall answer probing questions by representatives of both local and international press, as to the efficiency and outputs of the organization on behalf of NEI-SL's membership.
- (c) He/she shall also on behalf of the NEI-SL, monitor the project manager, the project coordinator and technical field staff; and shall review all reports, including weekly and monthly technical routine reports relating program implementation; and shall have rights to administratively audit the channels of such reports for such reports; and shall prefer audit action against any NEI-SL member or employee suspected or deemed culpable for misuse, embezzlement misappropriation of NEI-SL's money, funds or monies.
- (d) Lead the mission and vision of the organization, along with the Board, so that NEI-SL clients receive high-quality services;
- (e) Implement strategic plans, based on data-driven analytics, projections and finances;
- (f) Manage NEI-SL's budget and ensure that it is a financially viable, sustainable organization with the resources to meet current and projected program growth;
- (g) Ensure that NEI-SL is in compliance with relevant state and national laws, regulations and with standard accounting procedures;
- (h) Build a high-performing senior leadership team and play an active role in attracting, retaining and developing a best-in-class staff;
- (i) Identify and implement cost-effective ways to deliver state-of-the-art programs to clients;
- (j) Participate in identifying and cultivating corporate, individual and foundation sponsors;
- (k) Cultivate excellent relationships with local media; provide oversight for NEI-SL's presence in the social media;
- (l) Reach out to the community to present NEI-SL, its vision and services through public presentations and by attending relevant business events, conferences and gatherings;
- (m) Sponsor and/or co-sponsor special events designed to promote NEI-SL's mission or other like-minded mission;
- (n) Develop and work with the Board, ensuring that Board committees and efforts are well-organized and funded;
- (o) Inform the Board regularly of internal organization matters, including relevant staffing, funding and program success and priorities; and
- (p) Keep NEI-SL current and at the forefront of rural community service non-profit organizations.

Section (2) – Grants and Compliance Officer

- (a) Lead the full grant lifecycle by identifying funding opportunities, drafting and submitting high-quality proposals, negotiating terms with donors, maintaining an up-to-date grants calendar, and ensuring all deliverables and deadlines are met.
- (b). Ensure strict compliance with donor agreements, national laws and NEI-SL policies by developing and maintaining donor-specific standard operating procedures, compliance checklists and documentation protocols.
- (c). Collaborate with the Finance team to prepare and approve grant budgets, monitor expenditures against budgets, reconcile grant accounts, and promptly flag and investigate material variances.
- (d). Review, validate and approve all technical and financial reports prior to submission to donors; maintain a central, auditable repository of grant agreements, budgets, supporting documentation and correspondence.
- (e). Coordinate and prepare NEI-SL for internal and external audits, lead corrective action planning and implementation, and initiate administrative audits or formal investigations when evidence of misuse, misappropriation or irregularities is identified.

- (f). Design and deliver capacity-building activities for program and finance staff on donor rules, procurement procedures, recordkeeping standards and reporting requirements to reduce compliance risk.
- (g). Maintain a grants risk register, conduct periodic risk assessments, recommend and implement mitigation measures, and ensure that insurance, assurance and other donor-required safeguards are in place.
- (h). Act as NEI-SL's primary liaison with donors, auditors and compliance partners, support the Executive Director in donor negotiations and responses to inquiries, and represent NEI-SL in compliance discussions.
- (i). Report directly to the Executive Director, with authority to request and review financial records, to recommend suspension or pause of disbursements pending compliance review, and to propose disciplinary, recovery or remedial actions to the Executive Director and Board.

Section (3) – Youths Program Coordinator

- (a). Develop comprehensive youth program plans, curricula and activity schedules that align with NEI-SL's strategic objectives and respond to assessed community needs and priorities.
- (b). Oversee day-to-day program implementation, supervise field staff and volunteers, ensure quality control of materials and services, and adapt delivery approaches to maximize participation and impact.
- (c) Lead beneficiary recruitment, registration and recordkeeping; ensure programs are inclusive, gender-sensitive and fully compliant with youth safeguarding policies and child protection standards.
- (d). Establish measurable indicators and monitoring systems, collect and analyse program data, produce weekly and monthly technical reports, and apply learning to continuously improve program design and outcomes.
- (e). Build and sustain partnerships with schools, youth groups, community leaders, local authorities and media; represent NEI-SL at youth forums, stakeholder meetings and public events to promote participation and visibility.
- (f). Design and deliver training and mentorship for youth leaders, peer educators and junior staff; provide ongoing coaching to strengthen local capacity and leadership among beneficiaries.
- (g). Manage program budgets and logistical arrangements, oversee procurement of materials, coordinate transport and venue arrangements, and ensure cost-effective use of resources.
- (h). Report program progress, challenges and achievements to the Executive Director; immediately escalate any safeguarding concerns, serious incidents or operational risks and support timely investigation and remedial action.

Section (4) - The Administrative Manager:

- (a). The Administrative Manager shall be the head for the Organization's administration, and shall therefore always be the chairperson of the meetings held by the Administrative Executive Body; except where he is absent for any reason.
- (b). It is the responsibility of the Administrative Manager to monitor, the running of the Organization in order to ensure its success and viability, as shall therefore be chiefly held responsible for mismanagement of the Organization.
- (c). The Administrative Manager shall be party to the signatories to all of NEI-SL's contract documents, partnership agreement documents, documents relating the smooth running of NEI-SL on behalf of NEI-SL at home.
- (d). The Administrative Manager shall be the head of the Administrative Department and shall therefore be the author of all documents ensuring the smooth running of the Administrative Department of NEI-SL for NEI-SL's success.
- (e). The Administrative Manager is answerable to the Foundation Executive Body, and it is only the body of NEI-SL founders that shall have power to either direct or delegate further duties to him/her.
- (f). The Administrative Manager is deputized always by the Office Manager/Deputy Administrative Manager, and shall be represented by any Ex-officio member(s) in the case where he/she is absent from office for any reason.

Section (5) - Office Manager/Deputy Administrative Manager

- (a). The Deputy Administrative Manager shall have powers and rights to act in the capacity of the Administrative Manager at meetings, conventions, for NEI-SL's business transactions, where the Administrative Manager is absent for any reason.
- (b). The Deputy Administrative Manager shall have right and powers to take the responsibility of disapproving unwarranted employment, and therefore dismiss the employee in question, where such

employment is proven has been made by either favouritism or nepotism to satisfy personal aggrandizement or relationship.

(c). Shall be the custodian of all administrative documents relating the smooth running of the department for better execution of NEI-SL duties; and except in the case where he/she is absent from office for any reason, he/she shall therefore be responsible to secretary every meeting held by the department

(d). The Deputy Administrative Manager is responsible to the Foundation Executive Body in his/her discharge of NEI-SL's duty; but answerable to the Administrative Manager who shall always have powers and rights to delegate further duties to him/her; and shall be represented by ex-officio member where he/she is absent from office for any reason.

Section (6) - Human Resource Manager

(a). The Human Resource Manager shall be the executive head of the Human Resource Department of NEI-SL, and shall therefore be the author of all documents of that department; and shall further maintain work structure by updating job requirements and job descriptions for all positions to ensure the smooth and efficient running of NEI-SL for NEI-SL's reliable success

(b). Shall responsible for maintaining the organisation's staff by establishing and recruiting, testing, and interviewing programme, counselling managers on candidate selection; conducting and analysing exit interviews, recommending changes where necessary and in accord with the Administrative Body of NEI-SL.

(c). Shall maintain a pay plan by conducting periodic pay surveying; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual actions; recommending, planning and implementing pay structure revisions.

(d). Shall ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; and further maintain employee benefits programmes and inform employees of such benefits by studying and assessing benefit needs and trends.

(e). Shall recommend benefit programmes to the Administrative body of NEI-SL, directing the processing of benefit claims; obtaining and evaluating benefit contact bids; awarding benefit contacts; designing and conducting educational programmes on benefit programmes.

(f). shall be answerable to the Foundation Executive Body of NEI-SL, and it is only the NEI-SL founder body that shall have the rights and powers to delegate further duties to him/her.

Section (7) - The Deputy Human Resource Manager

(a). The Deputy Human Resource Manager shall be the assistant administrative head of the department, and work in line with the directives from the Human Resource Manager.

(b). shall be responsible to monitor employees of the department to ensure that the proper and required duties are performed for the viability and efficiency of NEI-SL.

(c). Shall be the custodian of all important documents as to the smooth and efficient running of the department for better execution of NEI-SL duties; and therefore shall further be the recipient of all applications from applicants which he/she shall be responsible to reply; and secretary all meetings which shall be held by the Human Resource Department of NEI-SL.

(d). other duties to ensure the success of the Human Resource Department shall be delegated to him/her by the Human Resource Manager of NEI-SL.

Section (8) – Education Program Coordinator

(a). Lead the design and implementation of NEI-SL's education programs by developing curricula, lesson plans and training materials that align with organizational strategy and local education standards.

(b). Conduct needs assessments and stakeholder consultations to identify priority learning gaps, target groups and contextual adaptations required for effective delivery.

(c). Oversee recruitment, supervision and performance management of teachers, trainers and education volunteers, ensuring they meet NEI-SL's quality, safeguarding and professional standards.

(d). Coordinate classroom and non-formal learning activities, manage schedules and ensure availability of teaching and learning materials, equipment and safe learning spaces.

(e). Establish measurable learning outcomes and monitoring systems, collect and analyse education data, produce weekly and monthly technical reports and use evidence to refine pedagogy and program design.

- (f). Work closely with the Grants and Finance teams to develop and manage program budgets, ensure cost-effective procurement of educational materials and maintain accurate financial records for donor reporting.
- (g). Build partnerships with schools, local education authorities, parent-teacher associations and community leaders to promote enrolment, retention and community ownership of education initiatives.
- (h). Design and deliver capacity-building for teachers, community facilitators and peer educators on inclusive teaching methods, gender sensitivity and child protection.
- (i). Report program progress, risks and achievements to the Executive Director; escalate safeguarding concerns, serious incidents or compliance issues immediately and support investigations and remedial actions.

Section (9) – Agricultural Program Coordinator

- (a). Lead the planning and delivery of agricultural programs by developing technical workplans, demonstration models and farmer training curricula that reflect local agro-ecological conditions and NEI-SL objectives.
- (b). Conduct baseline assessments and participatory needs analyses to identify priority crops, value chains and climate-smart practices for target communities.
- (c). Supervise field officers, extension workers and agronomy trainers, ensuring quality control of on-farm demonstrations, input distribution and technical advice.
- (d). Coordinate input procurement, distribution and logistics, ensure adherence to procurement policies and maintain transparent records for donor and internal audits.
- (e). Establish monitoring and evaluation frameworks with clear KPIs for crop yields, adoption rates and income changes; collect, validate and report program data on a weekly and monthly basis.
- (f). Facilitate linkages between farmers, cooperatives, local markets, agribusinesses and financial service providers to strengthen value chains and market access.
- (g). Design and deliver farmer capacity-building on sustainable agronomic practices, post-harvest handling, storage and climate resilience techniques.
- (h). Manage program budgets, track expenditures, flag variances to Finance and recommend corrective actions to ensure financial integrity and donor compliance.
- (i). Report program status, risks and impact to the Executive Director; escalate biosecurity, environmental or safeguarding incidents immediately and support required investigations and mitigation.

Section (10) – Clean Water and Sanitation Program Coordinator

- (a). Lead the design, implementation and oversight of WASH (Water, Sanitation and Hygiene) interventions by developing technical plans, community engagement strategies and construction/rehabilitation schedules.
- (b). Conduct technical assessments and community consultations to determine water source options, sanitation needs and hygiene promotion priorities.
- (c). Supervise WASH engineers, field technicians and community mobilizers to ensure quality construction, safe water supply, latrine installation and maintenance of facilities.
- (d). Ensure compliance with national WASH standards, environmental safeguards and donor technical specifications; prepare and maintain technical documentation and as-built records.
- (e). Establish monitoring systems for water quality, functionality of infrastructure and hygiene behaviour change indicators; collect, analyse and report data regularly to inform adaptive management.
- (f). Manage WASH program budgets, oversee procurement of materials and services, and coordinate with Finance to reconcile expenditures and support audit readiness.
- (g). Lead community training on water system management, sanitation maintenance and hygiene promotion, and support formation and capacity-building of water user committees.
- (h). Coordinate with local authorities, health services and other partners to integrate WASH with health and education programs and to mobilize resources for sustainability.
- (i). Report program progress, technical risks and incidents to the Executive Director; immediately escalate contamination events, infrastructure failures or safeguarding concerns and support remedial actions.

Section (11) – Website / Social Media Assistant

- (a). Create, schedule and publish engaging content for NEI-SL’s website and social media channels that reflects the organization’s voice, mission and programmatic achievements.
- (b). Maintain and update website pages, event listings and resource libraries to ensure information is current, accurate and accessible to diverse audiences.
- (c). Monitor social media channels for audience engagement, respond to routine inquiries, moderate comments in line with NEI-SL’s communications policy and escalate sensitive or high-risk issues to the Executive Director.
- (d). Track and report on digital analytics, audience growth and campaign performance; provide weekly and monthly summaries with actionable recommendations to improve reach and impact.
- (e). Support content production by coordinating photography, short videos, testimonials and graphic assets with program teams while ensuring consent and safeguarding protocols are followed.
- (f). Implement basic search engine optimisation (SEO) and accessibility best practices to improve discoverability and user experience across devices.
- (g). Maintain an editorial calendar in coordination with program leads and the Executive Director, ensuring timely promotion of events, reports and fundraising appeals.
- (h). Assist with media relations by preparing social media briefs, drafting posts for approval and liaising with external designers or web developers when technical support is required.
- (i). Report digital performance, content plans and any reputational or security concerns to the Executive Director; follow data protection and privacy requirements in handling user information.

Section (12) – IT & Data Base Manager

- (a). Lead the design, implementation and maintenance of NEI-SL’s IT infrastructure and database systems, ensuring reliability, scalability and alignment with organizational needs.
- (b). Develop and enforce IT policies, data governance standards and security protocols to protect organizational systems and sensitive beneficiary data in compliance with national laws and donor requirements.
- (c). Oversee database architecture, data modelling and integration across program, finance and communications systems to ensure data integrity, consistency and accessibility for reporting.
- (d). Manage backups, disaster recovery plans and business continuity procedures; conduct regular tests and audits to verify system resilience and data recoverability.
- (e). Supervise IT staff and contractors, assign technical tasks, review work quality and provide mentorship to build internal capacity.
- (f). Implement user access controls, role-based permissions and logging mechanisms; monitor system activity for anomalies and coordinate incident response to cybersecurity events.
- (g). Provide technical support for software deployments, system upgrades and third-party integrations; liaise with vendors and ensure service level agreements are met.
- (h). Produce regular data quality reports, support M&E and Grants teams with data extraction and analysis, and ensure databases are audit-ready for donor and statutory reviews.
- (i). Report IT status, security risks and resource needs to the Executive Director; recommend investments, approve technical procurements within delegated limits and escalate major incidents immediately.

Section (13) – IT & Data Base Assistant

- (a). Support the IT & Data Base Manager in daily operations by performing routine system administration tasks, user account management and basic troubleshooting for staff.
- (b). Assist with data entry, validation and cleaning activities to maintain high data quality across program and finance databases and to prepare datasets for reporting and analysis.
- (c). Monitor backups and system health indicators, report anomalies to the IT & Data Base Manager and participate in scheduled recovery drills and maintenance windows.
- (d). Provide first-line technical support to staff for hardware, software and connectivity issues, escalating complex problems to the IT & Data Base Manager or external vendors as required.
- (e). Help implement and document IT procedures, user guides and standard operating instructions to support consistent system use and onboarding of new staff.
- (f). Assist with user access provisioning, password resets and role-based permission checks while adhering to

data protection and security policies.

(g). Support small-scale deployments, software updates and data migrations under the supervision of the IT & Data Base Manager and ensure proper testing and documentation.

(h). Contribute to routine data quality checks, flag inconsistencies, and support program teams with ad hoc data pulls and simple analyses for weekly and monthly reporting.

(i). Report operational issues, support requests and observed security concerns to the IT & Data Base Manager; follow escalation procedures and maintain confidentiality of sensitive information.

Section (14) - The Logistics Officer:

(a). The Logistics Officer shall be the head of the Logistics Department, and shall therefore be the author of all documents ensuring the smooth running of Logistics Department of NEI-SL for NEI-SL's success.

(b). He/she shall be the organisation's recipient of all goods, commodities, operation equipment, gift- in-kind at any time anywhere at the pier and international airport, and shall therefore manage all warehouses of the organization and be the custodian of the keys to such warehouses.

(c). He/she shall be the maintenance agent responsible for the maintenance of the organisation's operation equipment, and renovation of structure(s) useful to the Organization, and office equipment to ensure long duration of the organisation's belongings.

(d). Shall be the sales person of all used equipment, structures, property which the company shall deem fit to sell in order to recover previous expenses incurred to possess them.

(e). other duty (ies) shall be delegated to him/her by either the Administrative Manager, but shall chiefly be answerable to the Foundation Executive Body/the Board of Trustees of NEI-SL.

Section (15) - Deputy Logistics Officer

(a). The Deputy Logistics Officer shall have rights and powers to act in the capacity of the Logistics Officer in office duties, at meetings, conventions relating NEI-SL's success, where the Logistics Officer is absent for any reason, and further work in line with the directives from the Administrative Manager.

(b). He/she shall be the custodian of all documents relating the smooth running of the Logistics Department for better execution of NEI-SL's duties, and except in the case where he/she is absent from office for any reason, he/she shall therefore be responsible to secretary every meeting held by the department.

(c). other duties shall be delegated to him/her by the Logistics Officer.

Section (16) – Women and Children Program Coordinator

(a). Lead the design, implementation and oversight of integrated programs for women and children by developing technical plans, community engagement strategies and activity schedules that reflect NEI-SL's strategic priorities and local needs.

(b). Conduct gender-sensitive needs assessments and participatory consultations to identify priority interventions, barriers to access and culturally appropriate approaches for service delivery.

(c). Supervise program staff, caseworkers and community volunteers to ensure high-quality delivery of services, adherence to safeguarding protocols and consistent application of child protection and gender-based violence prevention measures.

(d). Ensure compliance with national laws, child protection standards, gender equity policies and donor requirements; prepare and maintain case files, technical documentation and confidentiality records.

(e). Establish monitoring and evaluation frameworks with clear indicators for wellbeing, protection, education and economic empowerment outcomes; collect, analyse and report data regularly to inform adaptive programming.

(f). Manage program budgets and resource allocation for women and children activities, oversee procurement of materials and services, and coordinate with Finance to reconcile expenditures and support audit readiness.

(g). Design and deliver capacity-building and psychosocial support for caregivers, women's groups, community leaders and frontline staff on topics such as parenting, gender equality, livelihoods and trauma-informed care.

(h). Build and sustain partnerships with health services, education providers, protection actors, local authorities and civil society to ensure coordinated referrals, integrated service delivery and sustainability of interventions.

- (i). Report program progress, protection incidents and risks to the Executive Director; immediately escalate safeguarding concerns, serious incidents or systemic risks and support timely investigation, case management and remedial actions.

Section (17) – Field Staff

- (a). Implement program activities at community level by delivering services, facilitating trainings, conducting outreach and following the technical plans and schedules provided by program coordinators.
- (b). Conduct household visits, beneficiary registration and needs assessments, maintain accurate field records and ensure data is collected in line with NEI-SL’s M&E and data protection protocols.
- (c). Support community mobilization and stakeholder engagement by organizing meetings, facilitating focus groups and promoting inclusive participation of women, children and marginalized groups.
- (d). Assist in the setup, operation and maintenance of program sites, demonstration plots or community facilities, ensuring safety, accessibility and proper use of materials and equipment.
- (e). Monitor beneficiary progress and report observations, challenges and success stories through weekly and monthly field reports; escalate urgent protection, health or safety concerns immediately.
- (f). Follow procurement, cash handling and asset management procedures during field activities; document expenditures and hand over receipts and records to the program coordinator and Finance as required.
- (g). Promote and model safeguarding, confidentiality and ethical conduct in all interactions with beneficiaries; complete mandatory training and report any suspected breaches without delay.
- (h). Participate in capacity-building sessions, team meetings and joint monitoring visits; provide practical feedback to improve program delivery and community responsiveness.
- (i). Report operational issues, logistical needs and security concerns to supervisors; comply with NEI-SL’s safety protocols and support emergency response measures when necessary.

Section (18) - Research/Assessment Surveyor

- (a). Shall be the head of the Management team set up for the conduct of field visit research and assessment surveys; and shall recommend solution project/program that will ensure reliable structure change in the community which the research/survey has covered;
- (b). Shall identify the community to conduct the research and/or surveys; and shall set up assessment task force which shall include people in leadership, service delivery staff, volunteers and project/program clientele to ensure research/survey results that will lead to the required action to address felt-needs;
- (c). Shall gather and analyses feedback from the assessment task force and write up the results as guiding documents to the assessment work; and shall share such guiding documents with project implementation partners, stakeholders, and affiliates of the project implementation activities/exercises to ensure project success;
- (d). shall have the potentials to understand the status of research/survey evidence(s), and shall collect secondary data to support the questions to be asked in conducting the research/survey; and shall be able to tease additional information based on the research/survey results;
- (e). other duty (ies) shall be delegated to him/her by the Program Consultant, Program Manager and the Administrative Manager from time to time.

Section (19) - Auditors

- (a) The Organization shall at each General Assembly appoint an Auditor or Auditors to hold office until the next General Assembly, Provided that a member of the Board or other officer of the Organization shall not qualify to be appointed Auditor of the Organization.
- (b) The Board may fill any casual vacancy in the office of the Auditor, but while any such vacancy continues, the surviving or continuing Auditor or Auditors, if any, may act.
- (c) The remuneration of the Auditors of the Organization shall be fixed at the General Assembly, except that the remuneration of any auditors appointed to fill any casual vacancy may be fixed by the Board.
- (d) Every Auditors of the Organization shall have a right to see all relevant vouchers and shall be entitled to access at all times to the books and accounts he requires from the Board
- (e) The Auditors shall make a report to the members of the accounts examined by them and on every balance sheet laid before the Organization at its General Assembly during their tenure of office, and the report shall state:
 - i) Whether or not they have obtained all the information and explanations they have required and;

ii) Whether, in their opinion, the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the organisation's affairs.

Section (20) - The Public Relations Officer

- (a) The Public Relations shall be responsible for the media briefing about programs /projects of the organization at both local and international level;
- (b) He/she shall be responsible to speak on behalf of the organization as instructed or authorized by the Foundation Executive Body as per his/her duties;
- (c) Regularly assist in updating the English content of the NEI-SL website;
- (d) Prepares in coordination with other staff members, the publicity materials and business communications of NEI-SL. Printed materials include Organization profile/brochures, newsletters and articles for the local and International community;
- (e) Liaising with and answering inquiries from media, individuals, and other Organizations, often via telephone and e-mail;
- (f) Attend meetings with local actors as required, take and share minutes as needed;
- (g) Serve as the focal person for any ad hoc report that is requested by NEI-SL or any of NEI-SL's stakeholders;
- (h) Prepare program related documents/updates including projects' profiles, fact sheets, speeches, success stories, and situation analysis;
- (i) Prepare regular reports to the Executive Committee and other stakeholders about NEI-SL programmes in a quality and timely manner;
- (j) Ensure that project results and reports are properly disseminated internally and externally.
- (k) Other duties shall be delegated to him/her by the Foundation Executive Body/Board of Trustees

Section (21) – Monitoring and Evaluation Officer

- (a). Develop and implement monitoring and evaluation frameworks and tools for program activities.
- (b). Conduct regular data collection and analysis to assess the effectiveness and impact of program interventions.
- (c). Ensure accurate and timely reporting on program outcomes and outputs to donors and other stakeholders.
- (d). Collaborate with program staff to develop and implement data collection and reporting processes.
- (e). Monitor program performance against established indicators and targets.
- (f). Identify and report on best practices and lessons learned from program implementation.
- (g). Provide technical support and capacity building to program staff and partners on monitoring and evaluation.
- (h). Support the development of program proposals and logical frameworks, with a focus on M&E components.
- (i). Conduct periodic field visits to monitor program activities and provide M&E support to field staff.
- (j). Ensure that M&E activities comply with donor requirements and organizational standards.
- (k). Contribute to the overall learning and knowledge management within the organization by documenting and sharing M&E findings and recommendations.

Section (22) – Events and Fundraising Coordinator

- (a) The Economic Development and Fundraising Coordinator shall be responsible for all local economic development activities; including income generating businesses programs and village saving and loan scheme within New Empowerment Initiative-SL communities of operation.
- (b) He/she shall be responsible for the fundraising/ donating of all funds.
- (c) Compile and maintain a database of international and local donor organizations (international foundations, bilateral and multilateral agencies and private corporations offering donations).
- (d) Regularly monitor donor websites and identify and inform donor opportunities matching the work of the organization.
- (e) Maintain a website and regularly update it with information about organisation's work.
- (f) Assist the Director, Program Manager and Development Manager in writing concept notes, project ideas and project proposals and ensure their timely submission.

- (g) Undertake independent research in finding alternative resources for long-term sustainability of the organization.
- (h) Assist the Director in developing business plans to generate income from various sources.
- (i) Undertake online research and build contacts with potential individual donors and raise funds for the activities of the organization.
- (j) Maintain relationships with existing donors and respond to their requests regularly and keep updating them about the work of the organization.
- (k) Improve and develop communications material for the organization such as brochure, website, annual report, DVD, poster etc.
- (l) Organize or provide assistance in organizing any fundraising events for the organization.
- (m) Suggest other innovative ideas for effective resource mobilization.

Section (23) - Membership Coordinator

- (a) He/she sets the annual benchmark goals for the budget and for the membership strategy.
- (b) He/she manages the annual Membership budget, including revenue goal setting and quarterly review of both income and expenses.
- (c) He/she shall be responsible for up-to-date maintenance of NEI-SL's data base including input of records, processing gifts, list pulls and creating reports, and staff training, etc. (working closely with Public Relations Officer).
- (d) He/she coordinates membership initiatives with all departments.
- (e) He/she establishes the overall strategy and the annual calendar of membership events and programs.
- (f) He/she establishes the strategy and timeline for all membership mailings and email communications including acquisitions, renewals, upgrades, invitations, general communications and annual fund appeals.
- (g) He/she track grants and ensures all reporting, deadlines and grant requirements are met on a timely basis.
- (h) May include grant research, coordination and application as requested.
- (i) He/she works closely with Development Manager and Director to coordinate, administer and document donor relations and activities.

Section (24) - Community Participation Committee Chairperson

- (a) He/she shall be the organisation's Ex-officio member and shall be NEI-SL's ambassador to their respective target communities and stakeholders, champion the organisation's plans and activities, and represent NEI-SL as directed by the Foundation Executive Body.
- (b) Provide a volunteer resource to assist and support NEI-SL involvement and participation in rural community development programs, projects, public processes and other activities as approved or directed by the Foundation Executive Body.
- (c) Facilitate bringing local volunteers/supply of labour, resources and partnerships to bear in support of the Organization, local and international donor fund projects and activities.
- (d) Assist the Public Relation Officer and the project team in generating increased public awareness, dialogue and support for NEI-SL.
- (e) Other duties shall be delegated to him/her by the Foundation Executive Body/Board of Trustees.

Section (25) – Records Officer

- (a). Establish, maintain and oversee NEI-SL's records management system by developing standardized filing structures, naming conventions and indexing protocols for both physical and electronic records.
- (b). Implement and enforce records retention and disposal schedules in line with national laws, donor requirements and NEI-SL policy, ensuring timely archival or secure destruction of records as required.
- (c). Ensure accurate, timely and secure capture of incoming documentation including beneficiary files, financial vouchers, contracts and program reports; verify completeness and proper authorization before filing.
- (d). Manage digitization efforts and electronic document management systems, including scanning, metadata tagging, version control and routine backups to guarantee data integrity and recoverability.
- (e). Control access to sensitive records through role-based permissions, maintain an audit trail of record retrievals and disclosures, and ensure strict adherence to data protection and confidentiality protocols.
- (f). Support program, finance and grants teams by retrieving records for reporting, audits and donor reviews; prepare and present organized record packages for internal and external audits.

- (g). Train staff on records procedures, document handling, confidentiality obligations and proper use of the records management system to promote consistent compliance across the organisation.
- (h). Monitor records quality through periodic reviews and reconciliation, identify gaps or risks in recordkeeping, and implement corrective actions to improve accuracy and completeness.
- (i). Report regularly to the Executive Director on records status, archival needs, compliance issues and resource requirements; escalate any breaches, legal requests for information or loss of records immediately and support remedial measures.

Section (25) – Project Analyst

- (a). Support project planning by analysing project proposals, developing workplans, setting measurable indicators and preparing baseline and feasibility assessments to inform decision-making.
- (b). Monitor project performance by collecting, validating and analysing quantitative and qualitative data against KPIs; produce clear weekly and monthly analytical reports that highlight trends, risks and opportunities.
- (c). Conduct financial and operational variance analysis in coordination with Finance to track budget performance, identify cost drivers and recommend efficiency improvements.
- (d). Maintain project documentation, timelines and risk registers; ensure all project records are complete, version-controlled and accessible for internal review and donor audits.
- (e). Facilitate learning by synthesising monitoring data into actionable recommendations, lessons learned and best practices for program teams and senior management.
- (f). Support proposal development and donor reporting by preparing analytical sections, results frameworks, logical frameworks and evidence-based narratives that demonstrate impact.
- (g). Coordinate field monitoring visits, joint assessments and stakeholder consultations; verify field data integrity and provide on-the-ground technical support to field staff.
- (h). Use project management and data tools to visualise progress, produce dashboards and automate routine analyses to improve timeliness and decision quality.
- (i). Report findings, emerging risks and recommended corrective actions to the Project Manager and Executive Director; escalate critical issues that threaten project outcomes, compliance or beneficiary safety.

Section (26) - Ex-Officio Members

- (a) Is NEI-SL’s five (5) man Sub-committee of Ex-officio members, and shall be led by one of the Foundation Executive Body of the NEI-SL or the Head of Umpires who shall be the Chairperson of Ex-officio members that have right and powers to preside over, and investigate all matters or complaints and pass judgment that will ensure the smooth running of NEI-SL for the benefit of all, and as directed by the Foundation Executive Body/Board of Trustees. Under this proviso, where misunderstanding, or confusion etai, crops up between the aged and the youth, Complain Response Unit(CRU) shall have right and powers to pass judgment based not on locus standi, but on the balance of probability, where it shall so deem it expedient.
 - (b) Any of the ex-officio members shall have right to act in certain offices in the absence of the substantive holders, but this proviso or provision does not include any of the office of the CEO, Program Consultant, Chief Finance Officer, the Disbursement Officer, the Treasurer, and the Cashier.
 - (c) The Ex-officio members shall have right and powers to co-opt chiefs/senior staff when presiding over matters important to NEI-SL, complains, conflicts, or probing into behaviour of any NEI-SL’s Executive member(s) or employee(s) or community participation committee(s).
 - (d) They shall perform any necessary duty (ies) delegated to them by either the Foundation Executive Body or the Board of Trustees who shall edit their right and powers in the aforementioned capacity.
- Note: That the Organization has right to create additional Executive Committee positions in order to ensure the smooth running of its programs.

ARTICLE X

Meetings and Quorums

Section (1) - Proceedings of the Board

The Board may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The quorum necessary for the transaction of business shall be not less than half the number of members of the Board for the time being. Questions arising at any meeting shall be decided by a majority of votes. In

case of any equality of votes the chairman shall have a casting or second vote.

Section (2) - Calling of Meetings

Subsection (a) - Normal Meetings

All normal meetings of the Board shall be summoned by the General Secretary, acting in consultation with the Chairperson, by giving at least 14 days' notice accompanied by the proposed agenda.

Subsection (b) - Requisitioned Meetings

A member of the Board may request for a meeting, and on the request of at least two (2) members of the Board, the General Secretary shall at any time summon a meeting of the Board by at least 21 days of notice served upon the several members of the Board, with an indication of the proposed agenda.

Section (3) - Disqualifications of Members of the Board

The office of a member of the board shall be vacated:

- i.) If a receiving order is made against him or makes an arrangement or composition with his creditors;
- ii.) If he/she becomes of unsound mind;
- iii.) If he/she fails to attend the meetings of the Board for a period of six months, except by special leave approved by the Board;
- iv.) If by notice in writing to the organization he/she resigns his office;
- v.) If he/she is removed from office by a resolution duly passed under this constitution.

Section (4) - The General Assembly

Subsection (a) - The organization shall in each year hold a General Assembly, in addition to any other meetings in that year, and shall specify the meeting as such in the notice calling it. Not more than fifteen (15) months shall elapse between the date of one General Assembly of the Organization and that of the next. The General Assembly shall be held at such time and place as the Board shall appoint.

Subsection (b) - The General Assembly shall be called ordinary General Assembly and all others shall be called extraordinary General Assemblies.

Section (5) - Manner of Convening Extra Ordinary General Assembly

Subsection (a) - The Board may, whenever it thinks fit, convene an extraordinary General Assembly

Subsection (b) - The Board shall also, on the requisition of not less than one-third of the members of the organization, proceed to convene an extraordinary General Assembly, provided that the requisition must state the objects of the meeting and must be signed by the requisitioner and deposited at the office.

Section (6) - Notices of General Assembly

Twenty one (21) days' notice at least (exclusive of the day on which the notice is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour the meeting of the Organization shall, notwithstanding that it is called by shorter notice than that specified in the constitution, be deemed to have been duly called if it is so agreed by all the members entitled to attend and vote provided also that the accidental omission to give notice to or the non-receipt of notice of a meeting by any person entitled to receive such notice shall not invalidate the proceedings of that meeting.

Section (7) - Proceedings at General Assembly

Subsection (a) - All Business shall be deemed special that is transacted at an extraordinary General Assembly and also all that is transacted at an ordinary General Assembly with the exception of the consideration of the accounts and balance sheets, the reports of the Board and Auditors, the elections of the board, appointment

of auditors, and the fixing of the remuneration of the Auditors. Provided that no business shall be transacted at any General Assembly unless a quorum of members is present at the time when the meeting proceeds to business members present in person or by proxy shall continue constitute a quorum.

Subsection (b) - If within one hour from the time appointed for the meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved, and in any other case it shall stand adjourned to the same day in the next week at the same time and place and if at such adjourned meeting, a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall then be dissolved.

Subsection (c) - The Chairperson, or in his absence the Vice-chairman of the Board, if present shall preside at every General Assembly. If there is no such Chairperson or Vice-Chairperson, or if at any meeting neither is present within 15 minutes after the time appointed for holding the meeting, the members present shall designate one of their members to be Chairperson of the meeting.

Subsection (d) - The chairperson of any meeting at which a quorum is present may, with the consent of the meeting adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished. When such adjournment extends to more than 30 days since the original schedule date of the meeting, notice of the adjourned meeting shall be given as in the case of an original meeting.

Section (8) - Voting at General Assembly

Subsection (a) - Every member shall have one vote, provided that when any matter affecting a member personally comes before the meeting, although he may be present at it, he shall not be entitled to vote on the question and Chairperson may require him to withdraw during the discussion, and he shall in the case withdraw accordingly.

Subsection (b) - On a poll, votes will be cast in person; therefore absent members are not entitled to vote.

Subsection (c) - At any General Assembly a resolution put to the vote of the meeting shall be decided by a show of hands or by ballot as may be deemed appropriate by the members present. Only fully paid members are entitled to a vote.

Subsection (d) - In case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a second or casting vote.

ARTICLE XI

Funds and Resources Utilization

Section (1) - Bank Account and Signatories

Subsection (a) - Bank account(s) of the organization shall be opened with any credible bank in Sierra Leone agreed upon by the Board of Trustees. The same members may further decide on such other financial institutions deemed fit.

Subsection (b) - Except as may otherwise be authorized by the Board of Trustees, the following Executive Committee shall each, be signatories to the organizations bank account(s) at any material time for withdrawal.

1. Executive Director;
2. Chief Finance Officer

Subsection (c) - In the event of an intention to withdraw money exceeding NLe 500, or its equivalent, 2/3 of the Board of Trustees shall have to first approve such.

Subsection (d) - Whenever funds are taken out of the bank account, the Director and at least one other signatory of the organization must sign the withdrawal slip.

Section (2) - Sources of Funding

The organization's source of revenue shall be from:

- (i) Donations, Grants, and trusts
- (ii) Membership registration and subscription fees
- (iii) Sale of agricultural produces
- (iv) Board of Trustee's contributions
- (v) Development Funds

Section (3) - Expenditure

The Governing Board shall not authorize expenditures to exceed Five Thousand New Leones (NLe5, 000) without the approval of the majority of the members present at a meeting.

Section (4) - Application of Funds and Assets

The funds and assets of the Organization shall be applied solely towards the promotion of the objectives of the Organization as set forth in this constitution; and no portion thereof shall be paid or transferred directly, or indirectly by way of dividend, gift bonus or otherwise by way of profit to the members of the Organization provided that nothing herein shall prevent good faith of reasonable and proper remuneration to any officer or servant of the Organization or any member or the Organization, in return for any services actually rendered to the Organization, or prevent the payment of interest at a rate not exceeding current bank rates on money lent or reasonable and proper rent for premises demised or let by any member to the Organization.

Section (5) - Income and Property

Subsection (a) - The organization will keep accurate record of all assets.

Subsection (b) - The organization may not give any of its money or property to its members or office

Subsection (c) - Bearers, the only time it can do this is when it pays for work that a member or office.

Subsection (d) - Bearer has done for the organization. The payment must be a reasonable amount for the work that has been done.

Subsection (e) - A member of the organization can only get money back from the organization for expenses that he or she has paid for or on behalf of the organization.

Subsections (f) -Members or Office bearers of the organization do not have rights over things that belong to the organization.

Section (6) - Accounts

Subsection (a) - It shall be the work of the Chief Finance Officer to cause the accounts to be kept and in particular as regards;

- i. The sums of money received and expended by the Organization and the matters in respect of which such receipts and expenditures takes place;
- ii. The assets and liabilities of the Organization

Subsection (b) - The books of accounts shall be kept at the office or at such other places as the Board thinks fit, and shall always be open to the inspection of the member of the Board during business hours.

Subsection (c) - At the General Assembly in every year, the Board shall lay before the members present a proper income and expenditure account for the period since the last preceding account made up to a date more than nine (9) months before such meeting.

Subsection (d) - A proper Balance sheet as at the date on which the income-expenditure account is made up shall be prepared every year, and laid before the members present at the General Assembly. Every

such balance sheet shall be accompanied by proper reports of the Board and the Auditors.

Subsection (e) - Copies of the income and expenditure account, balance sheet and reports, all of which shall be framed in accordance with any statutory requirements for the time being in force, and of any other documents required by law to annexed or attached thereto or to accompany the same shall, not less than twenty one (21) clear days before the date of the General Assembly be sent to the Auditors and to all other persons entitled to receive notices, of such meetings in the prescribed manner.

Section (7) - Inspection of Books of Accounts and List of Members of the Organization

The books of accounts and all documents relating thereto and a list of members of the Organization shall be available for inspection at the office by any member of the Organization on giving not less than seven (7) days' notice in writing to the Organization, provided that the books of account and all documents relating thereto and list of members shall always be open for inspection by members of the Board during business hours.

Section (8) - Financial Year

The financial year of the Organization shall begin on the first day of January and end on the last day of December of every year or at such other time as the Board may from time to time determine.

ARTICLE XII

Seal/Stamp

There shall be a seal and/or stamp for the organization the design of which shall be approved by the board of Trustees and the Foundation Executive Body. The seal or stamp shall be kept by the Director and the General Secretary of the organization and shall be used by the Director and or the Executives to authenticate the official documents of the organization or documents to which the organization is party by its duly authorized officer(s).

ARTICLE XIII

Disability and Indemnity

Section (1) - In the case of disability or death of the organisation's member, the Board of Trustees shall meet before long, at most within thirty (30) working days, and transfer the membership and all benefit thereof due the disable or dead member's next of kin with testament to successor.

Section (2) - Under this proviso or provision, such next of kin shall pay no extra cost for the transfer of the aforementioned membership together with its benefit thereof due his/her dead predecessor.

ARTICLE XIV

Arbitration

Save where by this Constitution the decision of the Board is made final if at any time hereafter any dispute difference or question shall arise between the Founders, Members, Board of Trustees or other persons or their personal representatives or any of them respectively touching the constructive meaning or effect of this Constitution or any cause or thing therein contained or the rights or liabilities of the said parties respectively or any of them under this Constitution or otherwise howsoever in relation to the Constitution then every such dispute or question shall be referred to arbitration by a single arbitrator appointed by agreement between the parties and in default of such agreement by the Director for the time being in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1960 of the laws of Sierra Leone or any statutory modification or re-enactment thereof for the time being in force.

ARTICLE XV

Amendments to the Constitution

Section (1) - Any of the provisions or provisos of this constitution shall be amended or rescinded by a two-

third majority of New Empowerment Initiative-SL members present and voting at a meeting or convention for such purpose. Proposal with tangible reasons regarding amendment or annulment of any provision or proviso of this Constitution shall be submitted to the office of the Foundation Executive Body for the same Executive review, at least fourteen (14) working days before a meeting is called up by the same Foundation Executive Body for such amendment.

Section (2) - Subject to the provisions of Regulation of the NGO Regulations, the Organization may by special resolution pass modify or repeal this constitution or adopt a new constitution or change the name of the Organization, provided that no such alteration, amendment or modification shall be made which shall impair or prejudice the effectiveness of the prohibitions contained in this constitution against distribution of income, property and assets of the Organization to the members.

ARTICLE XVI

Dissolution and Disposal of Property

The Organization shall not be dissolved or wound up except by a resolution passed at a General Assembly of the members by votes of two-thirds of the members present. The quorum at the meeting shall be at least 50% (Fifty per cent) of all members of the Organization. If no quorum is obtained, the proposal to dissolve or wind up the Organization shall be submitted to a further General Assembly which shall be held one month later. Notice of this meeting shall be given to all members of the Organization at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.

The Organization will not be dissolved without prior consent in writing to the NGO Board, obtained upon a written application addressed to the Director of the NGO Board and signed by three of the officials of the Organization.

Upon dissolution of the organization, its remaining assets after all debts and liabilities have been paid shall be distributed to either the Government of the Republic of Sierra Leone or to another non-profit organization(s) with similar objectives. Such organizations are to be determined by the members of the Organization at or before of dissolution.

ARTICLE XVII

Members' Contribution to Assets on Winding Up

Every member of the Organization undertakes to contribute to the assets of the Organization in the event of its being dissolved or wound up while he is a member, or within one year of his ceasing to a member, for payment of the debts and liabilities of the Organization contracted before he ceases to be a member, and the cost, charges and expenses of dissolution or winding up and for the adjustment of the rights of the contributories amongst themselves, such sum as may be required not exceeding the sum of One Thousand New Leones (NLe1,000).

ARTICLE XVIII

Miscellaneous Proviso Publication

NEI-SL's membership, under the directive of the office of the Program Consultant and that of the Public Relations Officer, shall have rights to publish literature, newspapers, tabloid, magazines, pamphlets, books, certificates and all, about the efficiency, achievement(s), welfare and comprehensive development, initiative and reforms, which the NEI-SL has covered and still intends to cover.


ARTICLE XIX


AFFIRMATION OF COMMITMENT


We the Foundation Executive members of the New Empowerment Initiative-SL, hereinafter known and referred to as NEI-SL for short, are desirous of being formed into our community development non-profit, hereby willingly append our respective names and signatures to affirm our commitment to run our Organization in accordance with this constitution, given under our hands on this 4th Day of January, 2022 as follow:

1. 
Ibrahim Mohamed Boima
Executive Director

2. 
Alex Samai Gbanie
Chief Finance Officer

3. 
Samuel Issa Sannoh
General Secretary

4. 
Augustine Kebbie
International Liaison and Protocol Officer

5. 
Aruna Boima
Chairman - Ex-officio Members

