

GOVERNING DOCUMENT OF THE YOUTH HARVEST FOUNDATION GHANA.

Preamble

Youth Harvest Foundation Ghana is a membership - driven non-governmental organization registered in Ghana. The Foundation works towards the vision of self-sufficient youth in healthy communities. The Foundation's activities are focused in three broad areas: Education, Health Education in schools and community development through the promotion of ecological farming

Article 1: NAME OF THE ORGANISATION

1. The name of the organisation is Youth Harvest Foundation Ghana (yhfg).
2. The office of the organisation is in Bolgatanga, Upper East Region, Ghana.
3. The emblem of the organisation is a growing Baobab tree signifying growing youngsters with a hopeful future.

Article 2: STATUS OF THE ORGANISATION

1. YHFG is a voluntary, non-governmental, non-profit making, non-political and non-partisan organisation.
2. YHFG has legal status and personality; it has the legal right to sue or to be sued in its own name.

Article 3: MISSION STATEMENT

Youth Harvest Foundation Ghana, founded in 2002 by youth interest activists, is striving to become an uncommon philanthropy engaging in the development of Northern Ghana's youth and its entrepreneurial spirit. Its mission is to research and identify unfulfilled needs of young people and to develop, implement and/or fund breakthrough solutions that have a lasting impact and offer the youth a choice and hope for the future.

Article 4: OBJECTIVES

The objectives of the organisation are to:

1. Support young people to achieve higher educational qualification.
2. Advocate for the improvement of water access, sanitation facilities and hygiene education in public schools.
3. Raise awareness on the need for behavioral changes in environmental practices.
4. Promote ecological farming by creating market access.

5. Build the capacity of community youth to access their rights to resources and play a role in decision-making on issues that affect their livelihoods.
6. Serve as an information centre for all youths irrespective of their background.

Article 5: VALUES

YHFG is committed to:

1. Equal access to education for all young people, especially girls in northern Ghana
2. Implementing projects according to the needs of young people
3. sustainable support for a positive behavioral effect on the environment and communities
4. young people must have greater control over their own development and livelihood

Article 6: STRUCTURE

Youth Harvest Foundation Ghana will be structured according to the following system:

- Congress
- Board of Trustees
- Director
- Management Team
- Project/Office Staff.

The project and office staff’s responsibilities are described in their job descriptions, contracts, and YHFG’s personnel policy.

6.1 CONGRESS

- The purpose of the Congress is to be legal body for helping YHFG to achieve its mission.
- The Congress is the highest organ of YHFG.
- The members of the Congress are all members of the Foundation.

The Congress membership will be reviewed each year at its Annual General Meeting (AGM) and those who have not fulfilled their membership obligations for more than three months will be relieved from their duties.

- The Congress holds its AGM every year in January and a mid year review meeting in June. The Congress may hold an extraordinary meeting if one-third of its members request one.
- The responsibilities of the Congress are:

approving appointments to the Board of Trustees
approving the constitution and membership policies
reviewing the achievements of the previous year
contributing to the design of the plan for the next year.

Cessation of the Congress membership is by:

not paying membership fees for more than three months
vote of the Congress members by at least 2/3 of all members present
death
resignation.

All decisions at congress shall be arrived by simple majority.

6.2 BOARD OF TRUSTEES (BOT)

1. The BOT's purpose is to provide organisational leadership.
2. The BOT is answerable to the Congress and supervises the Director.
3. The BOT term is one year but members may be re-elected for up to 20 years if congress deem it necessary.
4. The BOT members are nominated by the management team of the organisation and then approved by the Congress at its AGM.
5. The BOT will have seven members.

The responsibilities of the BOT are:

making decisions about the organisation that are not part of the daily running of YHFG

approving organisational policies, structure, programmes, and plan of action or strategic plan, and budget

organising the Annual General Meetings of the Congress

fundraising, with the help of the management

overseeing the affairs of YHFG between Congress meetings

proposing all membership policies, including determining and adjusting the membership subscription as necessary, for approval by the Congress

approving financial transactions above twenty million cedis.

auditing, monitoring and evaluating the organisation.

The meetings of the BOT are quaterly.

Cessation of BOT membership outside of the annual vote is by:

Dismissal by the Congress by a 2/3 majority vote of all members present at a meeting called for that purpose

Resignation

Death.

6.3 EXECUTIVE DIRECTOR

1. The purpose of the Director is to be the leader of the organisation's daily activities.
2. The Director is answerable to the BOT and is the head of the Management Team.
3. The Director is hired on an open contract by the BOT and may be employed as long as the BOT is satisfied with his or her work.
4. The responsibilities of the Director are:
 - implementing the policies of the organisation
 - representing YHFG when signing agreements on behalf of YHFG
 - hiring and dismissing the heads of departments and projects staff in consultation with the BOT
 - approving all financial disbursements
 - ensuring financial transparency of the organisation
 - coordinating the running of day-to-day activities
 - promoting YHFG and ensuring good relations with the community, other NGOs and government
 - reporting quarterly on all activities to the BOT.

5 Cessation of the Director position is by:

- end of contract
- dismissal by the BOT by five or more votes, in accordance with YHFG's personnel policy
- resignation
- death.

6.4 MANAGEMENT TEAM

1. The purpose of the Management Team is to implement YHFG's daily activities.
2. The Management Team is answerable to the Director, and supervises the departments and projects of the organisation.
3. The Director hires the Management Team members depending on their experience and qualifications in accordance with YHFG's personnel policy.
4. The members of the Management Team are the Director and heads of the departments.

5. The responsibilities of the Management Team are:
 - implementing daily activities
 - supporting the staff of the department and managing the departmental resources
 - appointing and dismissing project or departmental staff after receiving approval from the Director
 - assisting the Director in making managerial decisions
 - reporting weekly to the Director about the ongoing activities of the projects in the department.
6. The meetings of the Management Team should be at least weekly.
7. Cessation of Management Team membership is by:
 - dismissal by the Director in accordance with YHFG's personnel policy
 - resignation
 - death.

Article 7: FINANCE

The income of YHFG shall be derived from:

1. contributions from the beneficiaries of YHFG's work
2. fees paid by the Congress members
3. financial support from Youth Partnership Ghana in Germany
4. funds provided through agreements with development and Government agencies for implementing projects.

Receiving, disbursement and reporting of the organisation's funds will be defined by the YHFG financial policy.

Article 8: PROPERTY OF THE ORGANISATION

All property of YHFG shall be registered in the name of the organisation and managed and used according to the organisational fixed asset and inventory policy.

Article 9: DISSOLUTION OF THE ORGANISATION

Youth Harvest Foundation Ghana will only be dissolved by joint resolution of the

Congress, Board of Trustees, Director, and Management Team supported by a vote of no less than 4/5 of all delegates present. If less than 2/3 of all

delegates are present, then the vote may not be passed, regardless of its

outcome.

Article 10: INTERPRETATION OF THE CONSTITUTION

The responsibility for the interpretation of the terms of this constitution or any matter arising in connection with its meaning is that of the Congress by a 2/3 majority, with at least half of all delegates present and voting.

Article 11: APPROVAL OF THE CONSTITUTION

The Congress of Youth Harvest Foundation, whose signatures are attached, approves this constitution on xxxxxx. This constitution is binding until the ratification of a later one by unanimous agreement of the Congress of YHFG.