

LOCAL COMMUNITY ASSOCIATION CONSTITUTION TEMPLATE

BASIC INFORMATION

[Name of LCA]

[Address of LCA]

VISION, MISSION, AND OBJECTIVES

VISION

Quality social services and economic empowerment are accessible by all members of our community.

MISSION

to improve access to livelihoods, health care, social services, and economic empowerment in our community

OBJECTIVES

1. To bring health services from the government health system to our community on a regular basis
2. To establish wealth pooling and savings for the community
3. To promote unity among members and the community

ACTIVITIES & SERVICES

ACTIVITIES

- Setting up primary healthcare outreach activities in our community
- Establishing a wealth pooling structure to sustain those outreaches

SERVICES OFFERED

OUTREACHES

Government health workers conduct outreaches in the community at an agreed-upon frequency, e.g., monthly or bimonthly. Outreaches provide primary healthcare services that are available to any member of the community. Here are some important aspects of the outreaches:

- Conduct outreaches in designated buildings agreed to by health workers as sufficient to provide privacy and cleanliness to patients
- Enforce social distancing guidelines and ensure that handwashing stations are available
- Provide health workers with what they need to administer services in a clean, safe environment

WEALTH POOLING

Wealth pooling allows organization and community members to make sure that they improve their access to livelihoods. There should be a clear system for how members and nonmembers can contribute to the wealth pooling model.

RESTRICTIONS

- No loans will be given with any surpluses.
- The association will not borrow from financial institutions.
- Members' savings cannot be used as collateral for an external loan.
- Surpluses can be used toward expenses that help community members in need of accessing health services.
- The association shall sit and decide on spending money on emergency expenses. All decisions must be approved by 2/3 vote of the Management Committee and communicated to the members.

MEMBERSHIP

WHO MAY BE A MEMBER OF THE ASSOCIATION?

- Above 18 years of age
- Any gender
- Resident of our community (spends at least 50% of the year living in the community)

RIGHTS AND OBLIGATIONS OF MEMBERS

1. Abide by word and spirit of this constitution
2. To promote the good name of the organization and engage into full time organization activities.
3. Elect and respect officials in the organization on merit not justice
4. At all times know their roles and avoid interference in other roles, respect one's dignity, avoiding despising others, undertaking or doing anything abominable to human peace
5. Members shall have freedom to express their opinions in the proper manner.
6. All members shall be reliable to surpluses generated and deficits incurred by the organization.

LEAVING THE ASSOCIATION

- If a member leaves the Association because they have no alternative (such as if they move away). They will be entitled ONLY their contributions or shares saved up to date.
- If a person is expelled for failing to make regular share-purchase/savings deposits, shall be given ONLY their shares saved.

EXPULSION OF MEMBERS

- A person shall be expelled from the association if the Management Committee or General Assembly vote to expel them with cause. Causes can include disrupting meetings, harassing other members, or acting against the mission and interests of the association.

DEATH OF A MEMBER

- If a member dies, that member's savings will be retained in the organization's savings.

FINES

The following table lists the fines that can be charged for offences committed by members:

Offence	Amounts
Showing disrespect to a fellow member	2,000/=
Chatting through the procedure	1,000/=
Non-attendance at three meetings in one year for any reason	1,000/=
Late coming/early leaving	500/=
Chatting through the proceedings	500/=
Non execution of role by a member of management committee	1,000/=

Proceeds from fines are added to the savings box of the organization.

OFFICERS

OFFICER POSITIONS

Officers serve one year terms and may serve no longer than 5 years in any position.

CHAIRPERSON

- Serves as head of the executive of the organization
- Presides over meetings
- Oversees the announcement of outreach activities and mobilisation of patients
- Ensures that all policies and property of the organization are properly implemented and kept
- Keeps the chair neutral moving with majority decisions
- Ensures that organization activities adhere to the organization constitution
- Serves as a signatory to organization account

VICE CHAIRPERSON

- Assumes duties of the Chairperson when not available
- Assists the Chairperson in oversight of the organization

SECRETARY

- Oversees organization correspondences
- Assists the chairperson in the management of the affairs of the organization
- Records and keeps documentation of the minutes of organization meetings
- Calls meetings in consultation with the Chairperson
- Participates in all meeting and activity preparations
- Collaborates with the Treasurer to oversee organization's savings box

TREASURER

- Keeps the organization's savings box in between meetings
- Takes savings deposits in between meetings, placing money through the slot in the box, issuing tokens and keeping a simple temporary record.
- Verifies all movements of money both in and out of the cash-box
- Counts the money during each cash-box operation
- Informs the Secretary of each transaction
- Assists the Secretary and Outreach Manager in resolving any disputes, deficits, or irregularities in wealth pooling collection

OUTREACH FOCAL PERSON

- Oversees the setup and conduct of outreaches
- Communicates outreach schedule to community members
- Manages relationships with health workers and other organizations overseeing outreaches

ELECTION PROCEDURES

- One person serves on the Management Committee for one team but a member can be elected again.
- Elections must be held at the start of each new cycle.
- 2/3 of members must be present to hold an election.
- The election procedure will use a system that allows everyone's vote to be secret.
- The minimum number of people that must stand for each position is 2
- A candidate for election to a post must be proposed for office by another member.

REMOVAL OF OFFICERS

- Any member of the General Assembly can request a review of a member's suitability to be on the existing Management Committee.
- If a majority of General Assembly or Management Committee members decide that the person should be removed from the Management Committee, the member must step down and another member be elected to the same position.

BODIES, RESPONSIBILITIES, AND MEETINGS

GENERAL ASSEMBLY

The General Assembly is made up of all members of the organization. Only members of the organization may vote on resolutions. The General Assembly has the power to do the following in meetings:

- Approve amendments to the constitution by 60% majority
- Election of officers
- Removal of officers

MEETINGS

- Announcements of General Assembly meetings must be public and advertised in the community so that any member of the community may attend.
- The Treasurer or Secretary must report on the financial status of the organization at each General Assembly meeting.
- All resolutions must have time allotted for discussion before they can be passed.

MANAGEMENT COMMITTEE

The Management Committee is made up of the elected officers. The Management Committee has the power to do the following in meetings:

- Decide on activities and use of wealth pooling surplus
- Propose constitutional amendments to the General Assembly
- Remove officers
- Install interim officers if necessary

MEETINGS

- The Treasurer or Secretary must report on the financial status of the organization at each General Assembly meeting.
- All resolutions must have time allotted for discussion before they can be passed.

AMENDMENTS

Amendments to this constitution may be proposed and passed under the following conditions:

- Any member can propose a change to the Constitution.
- 2/3 of the members must vote at a General Assembly meeting before the constitution can be changed.

HISTORY

Constitution was approved on [Date]

Amendments

- [Description of amendment], approved on [Date]