



CONSTITUTION WASTE-TO-WEALTH ENTREPRENEURS ASSOCIATION

JUNE 2014

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**CONSTITUTION OF THE
WASTE-TO-WEALTH ASSOCIATION
(JUNE 2014)**

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ARTICLE I (1): PREAMBLE

The Waste-to-Wealth Entrepreneurs Association is an organisation that coordinates the activities of registered small and medium-sized enterprises (SME'S) that are involved in waste reuse and recycling activities in Bo city and its environs. The Association's members use discarded waste products to transform them into valuable goods. These goods are of economic value and will serve the community.

This establishment will set standards, promote the work of the Association's members, represent them in the public and provide marketing services for them. The aim of the Association is to minimize waste and reduce land pollution through recycling of waste into useful products and to create sustainable jobs including jobs for unemployed youths.

The Association shall be independent, non-political, non-religious and non-tribal and shall collaborate and network with authorities at all levels.

Furthermore the Association shall be officially registered with Bo City Council and shall liaise with a legal advisor, who will represent it in all legal matters.

ARTICLE II (2): NAME OF ASSOCIATION

The name of the Association shall be "*Waste-to-Wealth Entrepreneurs Association*".

ARTICLE III (3): MOTTO

The Motto of the association shall be "*Useless to Useful*".

ARTICLE IV (4): LOGO/SYMBOL/COLOUR

The logo of the Association shall be a tree that is surrounded by a circle consisting of three arrows. Each arrow has one of the R's of good waste management written in it: Reduce, Reuse and Recycle. The motto of the association "Useless to useful" is also mentioned in the logo.

ARTICLE V (5): LOCATION/CONTACT

The office that will also serve as a "Joint Market Centre" shall be located in the centre of Bo City.

Address:

Tel:

Email:

ARTICLE VI (6): CONSTITUTION

This document is and shall be the constitution of the Waste-to-Wealth Entrepreneurs Association, hereinafter called the “*constitution*” and the provisions therein shall govern the running of the Association and its affairs and shall accordingly be binding on the umbrella organ and all its members.

ARTICLE VII (7): AIMS & OBJECTIVES

The Waste-To-Wealth Association aims...

- a. To promote reuse and recycling initiatives in order to reduce waste accumulation at all levels.
- b. To ensure that recyclable waste is effectively and efficiently utilized with the overall objective of reducing waste in Bo city.
- c. To increase awareness on the need to keep the community free from environmental hazards.
- d. To provide convenient and affordable recyclable products for the residents of Bo City and beyond.
- e. To create sustainable employment for its members through marketing of their recyclable products.
- f. To open and operate a “Joint Market Centre” in the city centre that can also serve as an office space for the Association.
- g. To organize regular meetings with all its members for sustainable development of the Association.
- h. To make every reasonable effort to improve the quality of the products crafted and manufactured by the Association’s members.
- i. To provide marketing services for the members of the Association.
- j. To produce large supply of recyclable products for long term export purposes in order to compete with other international as well as local products of similar lines.
- k. To improve and enhance the exchange with recycling initiatives and networks nationwide.
- l. To gain additional funds for the Association and its members by developing project proposals for submission to government institutions or donors and other similar entities.
- m. To ensure that the operations of the Association are carried out in compliance with the constitution.

ARTICLE VIII (8): MEMBERSHIP

- a. All initial winners of the waste-to-wealth contest capacitated and financed by WHH/BCC with a willingness to join the Association are considered pioneer members.

- b. All other businesses involved in waste reuse and recycling activities and who are willing to join the Association shall apply formally through the secretariat.
- c. After application for membership, the Executive Body shall inspect the facilities of the applicant.
- d. In the event of applicant not meeting the requisite conditions, but willing to join the Association, the members shall organize some training exercises for him or her and upon completion be certified to be a member.
- e. To become a member a one-time registration fee of 50.000 SLL must be paid.
- f. Every member should be issued a membership card and is required to pay a monthly subscription fee to the Association. The monthly subscription fee for a member is 20.000 SLL (Date: 30.06.2014). The fee is open to amendments based on a majority vote of 50% +1 by the General Assembly (but shall never be below 20.000 SLL).
- g. All members are mandated to champion the activities of the Association, and administrative issues should be addressed collectively and transparently, but the final administrative responsibility lies with the Chairman and the Finance and Administrative Officer of the Association.

ARTICLE IX (9): TERMINATION/SUSPENSION OF MEMBERSHIP

Any member of the Association (Executive and Non-Executive member) may face suspension or termination and legal action if found guilty after investigation to have committed the following:

- a. Misappropriation or embezzlement of the Association's funds
- b. Corruption
- c. Misbehaviour
- d. Theft
- e. Destruction of Association's properties
- f. Any action that may bring the name of the Association into disrepute
- g. Refusal to pay monthly dues for a period of three months even after warning letters have been served
- h. Unauthorised use of any property or facilities of the Association for purpose not connected to the Association
- i. Continuous breach or abrogation of the Constitution

ARTICLE X (10): THE EXECUTIVE BODY

The Waste-to-Wealth Entrepreneurs Association shall comprise the following executive members:

- A. Chairman
- B. Finance and Administrative Officer
- C. Public Relations and Marketing Officer

D. Whip

ARTICLE XI (11): FUNCTIONS OF THE EXECUTIVE BODY

A. Chairman

- a. S/He shall be the overall head of the Organization.
- b. S/He shall assume this position through the majority vote of 50% +1 in an election by the General Assembly (all members). The chairman is elected for two years.
- c. S/He shall represent the organization in any function to be attended by the Organization, unless such function(s) is/are delegated by him/her to any other person of the Executive Body.
- d. S/He shall chair meetings and functions unless delegated due to circumstances beyond his/her control.
- e. S/He will authorize any activity(ies) and function(s) before they commence. Hence without his/her signature or approval, that activity remains void.
- f. S/He shall be the principal signatory of all financial and banking documentation with any relevant banking institution(s).

B. Finance and Administrative Officer

- a. S/He shall handle all financial dealings and manage all finances of the Association.
- b. S/He shall handle all administrative matters of the Association.
- c. S/He shall assume this position through the majority vote of 50% +1 in an election by the General Assembly (all members). The Finance and Administrative Officer is elected for two years.
- d. S/He shall be the Financial Controller of the Association.
- e. S/He shall prepare the budget and monthly financial reports of the Association and shall keep all financial records of the Association.
- f. S/He shall involve the Chairman in all financial dealings before and after payment.
- g. S/He shall take down all minutes, keep all records, make all correspondences, and record all dealings within and outside the Association, and make them available to the Chairman and any member of the Association when asked for.
- h. S/He shall prepare all activity plans, business plans and work plans of the Association.
- i. S/He shall handle all procurements with the supervision of the Chairman.
- j. S/He shall inform the Chairman for any legal registration or renewals.
- k. S/He shall provide monthly reports on all financial and administrative matters of the Association to the Chairman and the General Assembly (all members).
- l. S/He shall advice ways and means of raising funds for the Association.
- m. S/He shall assist the Chairman in all relevant matters.
- n. S/He shall be the second signatory to the Association's Bank Account (s) with any banking institution(s).

C. Public Relations and Marketing Officer

- a. S/He shall be the mouthpiece and defender of the Organization.
- b. S/He shall be the official marketing officer of the Organization.
- c. S/He shall assume this position through the majority vote of 50% +1 in an election by the General Assembly (all members). The Public Relations and Marketing Officer is elected for two years.
- d. S/He shall liaise between the general public, other stakeholder and the Association.
- e. S/He shall market all product and services in order to generate revenue for the Association.
- f. S/He shall submit monthly reports of functions attended on behalf of the Association as well as on all PR activities carried out by him/her to the Executive Body and the General Assembly (all members).
- g. S/He shall conduct workshops for members of the Association through the supervision of the Chairman and Finance and Administrative Officer.
- h. S/He shall plan general meetings for members of the Association.

D. Whip

- a. S/He will be the disciplinary officer of the Association.
- b. S/He shall assume this position upon nomination of the Chairman. His/her tenure ends with that of the Chairman.
- c. S/He shall ensure compliance of members with the codes of conduct of the Association (as outlined in the Constitution).
- d. S/He reports all incidents of misdemeanour of members to the Executive Body and the General Assembly for disciplinary action.

ARTICLE XII (12): ELECTION INTO OFFICE OF THE EXECUTIVE BODY

- a. All members of the Executive Body are elected for a period of two years (with the exception of the Whip, who is nominated by the Chairperson).
- b. Elected persons cannot hold any office for more than two successive terms.
- c. On the expiration of the term of office of the Executive Body fresh elections are conducted.
- d. An electoral board will be set up by the General Assembly to oversee the conduct of elections to executive positions.
- e. All expired executive positions are declared vacant and nominations allowed for them.
- f. All nominated candidates shall have seconders who shall be members of the Association.
- g. Anybody who polls a simple majority of votes in an election (50% +1) into any office is declared the winner of the election and duly elected into that office.

- h. All members of the Association have the right to vote.
- i. All complaints emanating from the election shall be officially channelled within 24 hours after the election.
- j. All complaints shall be dealt with by the Advisory Board of the Association.
- k. The decision of the Advisory Board on such matters is final and binding.

ARTICLE XIII (13): THE ADVISORY BOARD

- a. This body shall be the official Advisor to the Organization.
- b. The Advisory Board shall comprise seven people:
 - 1. Chairman of the Waste-to-Wealth Association
 - 2. Finance and Administration Officer of the Waste-to-Wealth Association
 - 3. Public Relations and Marketing Officer of the Waste-to-Wealth Association
 - 4. Chairman Waste Management Committee (BCC Representative)
 - 5. Environmental Focal Person (BCC Representative)
 - 6. One nominated member of the Waste Management Steering Committee (must be a non BCC member)
 - 7. One person of high integrity and esteem in society (nominated and elected by the General Assembly of the Association with a simple majority of 50% +1).
- c. The Advisory Board shall advise the Executive Body on technical, financial, administrative, political and cultural matters.
- d. The advices given by the Advisory Board should guide the decision-making processes and the work of the Association and its members.
- e. The Advisory Board shall meet once in every quarter of the year, to develop, oversee research, recommend and evaluate all activities conducted by the Association and its Executive Body. Minutes of these meetings shall be prepared by the Finance and Administrative Officer of the Association and distributed to all Board members.
- f. Members of the Advisory Board shall receive sitting fee for every sitting.
- g. Sitting fee shall be 10,000 SLL.

ARTICLE XIV (14): VACANCY IN ANY POSITION OF THE EXECUTIVE BODY

- a. A member of the Executive Body ceases to be one in the following instances:
 - 1. Resignation
 - 2. Unsound Mind
 - 3. Misconduct / Inappropriate Behaviour
 - 4. Corrupt Practices
 - 5. Physical Incapacitation
 - 6. Death
- b. All vacancies in the Executive Body shall be replaced according to the due processes as they are defined in Article XI and XII.

ARTICLE XV (15): MEETINGS

a. MEETINGS OF THE GENERAL ASSEMBLY:

- Meetings of the General Assembly comprising all members of the Association shall be held monthly upon notice by the Chairman and Finance and Administrative Officer. Any member of the Association absent for three consecutive meetings of the General Assembly shall be queried.

b. MEETINGS OF THE EXECUTIVE BODY:

- Meetings of the Executive Body shall be held once every two weeks upon notice by the Chairman and the Finance and Administrative Officer.

c. EMERGENCY MEETINGS:

- Emergency meetings shall be convened by the Chairman or any other member of the Association as deemed necessary and upon quick notice. The Chairman and the Finance and Administrative Officer shall issue summons to members for such meetings stating date, time and place of meeting.

d. MINUTES

- All meetings shall be minuted and recorded for the archives and for posterity purposes.

ARTICLE XVI (16): SOURCES OF INCOME

Sources of income for the Association have to be streamlined and shall include but not be limited to:

- a. Monthly subscription from each member
- b. Funds from national and international donors and institutions
- c. Income from the sale of membership and identification cards and other designed materials
- d. Fund raising activities such as trade fairs and exhibitions.
- e. Grants, loans and gifts
- f. Funds raised through services rendered to other associations or partners for which a fee was charged (e.g. consultancy fees, etc.)
- g. Social activities
- h. Fines

ARTICLE XVII (17): FINANCIAL RULES OF OPERATION

- a. The Association shall operate bank account(s) with any Banking institution in Sierra Leone.
- b. All Cash and Cheque must be deposited to the Organization's Bank Account with the sum of 100,000 Leones left for petty Cash and emergencies.

- c. Two signatories are necessary with the principal signatory being the Chairman and the second signatory being the Finance and Administrative Officer.

ARTICLE XVIII (18): BYE LAWS

Alongside the constitution there will be other laws that will be binding on members. These shall include:

- a. Member of the Association shall at all times act in accordance with the constitution of the Association in carrying out their assigned duties.
- b. Members of the Association must show respect for the Executive Body at all times in the performance of the Association's duties.
- c. The Executive Body and the members of the Association shall not misuse information they acquire in the course of their official duties or disclose information that is held in confidence within the Association.
- d. Any member/executive of the Association guilty of any misconducts/criminal charge shall be dismissed from their office.
- e. All members of the Association shall have equal rights and opportunities within the Association.

ARTICLE XIX (19): AUDITING

The Association's finances are subject to auditing in according with best practices. This includes:

- a. The financial operation of the Association must be internally audited by the Executive Body and approved at the General Assembly.
- b. After the internal audit, if the members are not satisfied an external audit can be conducted to validate the former audit report.
- c. All internal and external audit reports must be presented to the Advisory Board through the Chairman assisted by the Finance and Administrative Officer respectively the external auditor.
- d. After the final audit any member found culpable of embezzlement or fraud must refund squandered amount or face legal action.

ARTICLE XX (20): AFFILIATION






- a. The Association shall affiliate with other reputable Association whose dealings are legal and no fraud intended.
- b. The Association shall affiliate with other Government (Ministries, Departments & Agencies; M.D.A's) and Non- Governmental organizations (NGO'S) and companies.

- c. The Association shall terminate its affiliation with any association or organization if it is found out that the organization is corrupt or working contrary to the aims and objectives of the Waste-To-Wealth Entrepreneur's Association.

ARTICLE XXI (21): AMENDMENTS

1. The Organization constitution may be subject to amendment.
2. All or parts of this document can only be amended after a member of the Association has raised the section or clause to be amended, seconded and voted for by a two-thirds majority (2/3) of the General Assembly (all members).

This present Constitution was adopted by all pioneer members of the Waste-To-Wealth Entrepreneurs Association on the 15th of August 2014:

N°	Waste-To-Wealth Entrepreneur	Recycling / Reuse Activity	Address	Contact	Signatures
1.	Francis Gbondo	Waterproof handbags made out of plastic sachets	17 Goma Street, Moriba Town, Bo	078624267	
2.	Gibrilla Bangura	Pots made out of aluminium cans and scrap metal	46 Old Railway Quarters, Bo	078924256	
3.	Alice and Charles Boyle	Compost manure	12 Old Koribondo Road, Bo	076963421	
4.	Momodu Bah Koroma	Slippers made out of used tyres	4 Old Gerihun Road, Bo	078283570	
5.	Alfred Muana	Pots made out of aluminium cans and scrap metal	Sober One Market, Mattru Road, Bo	078481228 079143202	
6.	Augustine Ansumana	Sieves and graters made out of used tins	141 Old Railway Line, Bo	078561068	