

**THE CONSTITUTION
OF
BC GLOBAL ORGANIZATION**



April 2020

Contents

<u>CONSTITUTION OF BC GLOBAL:</u>	Error! Bookmark not defined.
<u>PREAMBLE</u>	Error! Bookmark not defined.
<u>CHAPTER ONE</u>	4
<u>ARTICLE ONE (1): NAME OF THE ORGANIZATION</u>	4
<u>ARTICLE TWO (2): THE INSTITUTION'S TITLE AND COMMENCEMENT</u>	4
<u>ARTICLE THREE (3): THE ORGANIZATION OFFICE, ADDRESS AND LOGGO.</u>	5
<u>ARTICLE FOUR (4): REPEAL AND SAVING.</u>	5
<u>ARTICLE FIVE (5): REGISTRATION, LEGAL PAPER AND OFFICIAL LANGUAGE.</u>	5
<u>ARTICLE SIX (6): MISINTERPRETATION:</u>	6
<u>CHAPTER TWO</u>	6
<u>ARTICLE SEVEN (7): PARTNERSHIP.</u>	6
<u>ARTICLE EIGHT (8): CHANGE OF THE NAME OF THE ORGANIZATION.</u>	6
<u>CHAPTER THREE:</u>	6
<u>ARTICLE NINE (9): VISION, MISSION, CORE VALUES, MOTTO AND GOAL</u>	6
<u>ARTICLE TEN (10): CODE OF CONDUCT.</u>	7
<u>CHAPTER FOUR:</u>	9
<u>ARTICLEELEVEN (11): BC GLOBAL OBJECTIVES PROGRAMMES AND ACTIVITIES.</u>	9
<u>CHAPTER FIVE:</u>	12
<u>ARTICLE TWELVE (12): MEMBERSHIP OF BC GLOBAL</u>	12
<u>ARTICLE THIRTEEN (13): QUALIFICATION S/REQUIREMENTS</u>	13
<u>ARTICLE FOURTEEN (14): DISCONTINUATION OF MEMBERSHIP:.</u>	13
<u>ARTICLE FIFTEEN (15): DUTIES AND OBLIGATIONS OF A MEMBER.</u>	13
<u>ARTICLE SIXTEEN (16): RIGHTS OF MEMBERSHIP.</u>	14
<u>ARTICLE SEVENTEEN (17): RIGHTS.</u>	14
<u>ARTICLE EIGHTEEN (18): ORGANS OF BC Global</u>	14
<u>ARTICLE NINETEEN (19): FUNCTIONS AND DUTIES OF THE ORGANS</u>	15
<u>ARTICLE TWENTY (20): DISCIPLINARY AND ARBITRATION PANEL</u>	26
<u>ARTICLE TWENTY-ONE (21): TERMS OF OFFICE</u>	27
<u>CHAPTER SIX:</u>	27
<u>ARTICLE TWENTY ONE (22): TERMSAND CONDITIONS OF SERVING AN OFFICE</u>	27
<u>ARTICLE TWENTY TWO (23): VOTE OF NO CONFIDENCE.</u>	28
<u>ARTICLE TWENTY THREE (24): MEETINGS AND ORGANISATION NET WORKING DIALOGUES</u>	29
<u>ARTICLE TWENTY FOUR (25): RULES AND REGULATIONS OF A MEETING.</u>	29
<u>CHAPTER SEVEN:</u>	29
<u>ARTICLE TWENTY FIVE (26): SOURCES OF FUND AND ITS SYSTEMS.</u>	31
<u>ARTICLE TWENTY SIX (27): GENERAL POLICIES.</u>	33
<u>ARTICLE TWENTY SEVEN (28): OATH OF MEMBER OF THE EXECUTIVE BOARD OF DIRECTORS</u>	33
<u>CHAPTER EIGHT:</u>	34
<u>ARTICLE TWENTY EIGHT (29): DOSSULATION</u>	34
<u>CHAPTER NINE:</u>	34
<u>ARTICLE TWENTY NINE (30): LIQUIDATION:</u>	34
<u>ARTICLE THIRTY (31): AMENDMENT:</u>	35
<u>ARTICLE THIRTY ONE (32): RATIFICATION OF THE CONSTITUTION.</u>	35
<u>ARTICLE THIRTY TWO (33): ORGANIZATIONAL ORGANGRAM</u>	36
<u>ARTICLE THIRTY-THREE (34): COMMENCEMENT</u>	Error! Bookmark not defined.37
<u>ARTICLE THIRTY-FOUR (35): DECLARATION:</u>	Error! Bookmark not defined.38

BC Global determine to serve humanity since 2020
Table of Contents

PREAMBLE

WE, THE FOUNDING MEMBERS OF BC GLOBAL ORGANIZATION:

AWARE of the socio-cultural, education, economic and health challenges facing the people of South Sudanese in USA, South Sudanese refugees and displaced including the neighboring Africa countries.

RECOGNISE our desire and need to respond to humanitarian challenges that impact on peoples social and economic among the vulnerable communities at the refugee camps and in South Sudan:

COMMITTED to building a better future by instituting a stable social economic mandate through a popular and durable constitution for accountability; teamwork; innovation; respect for diversity and professionalism:

Mindful to work for unity of the South Sudanese refugee, displaced and asylum seekers common interest to develop under this constitution as by-laws from the date of commencement and signatures and hereby abbreviated as (BC Global).

DO HEREBY solemnly adopts, enact and give to ourselves and our posterity, this constitution of BC Global dated April 11st, 2020

SUPREMACY OF THE CONSTITUTION

This constitution shall be the supreme law of the BC Global in line with other relevant existing laws in the any country where BC Global shall operate in. Any resolution, decision or policy inconsistent with this constitution shall be null and void. BC Global shall in accordance with this Constitution enact rules and Regulations which help to achieve its objectives.

The powers and function of the constitution are as stipulated below:

- Be the supreme law of BC Global.
- Have a binding force on all members who subscribe to BC Global.
- Made by the South Sudanese Community in Uganda, South Sudan and USA.

RECOGNITION

BC Global shall be recognized as a non-governmental, not for profit, non-partisan and self-motivated organization that stands on the norm for equal rights and opportunities for all irrespective of gender, race, nationality, social status and religious affiliation.

CHAPTER ONE:

ARTICLE ONE (1): BC Global's CONSTITUTION NAMES AND DEFFINATION

1.1 Names, location:

- 1.1.1 **The name of the organization** is abbreviated as (BC Global) which stands for Bari Community Global.
- 1.1.2 **Headquarter:** The headquarter of BC Global shall be in USA. Country office in Uganda shall be Yangani Cluster one Zone Five Bidi bidi Refugee Settlement Yumbe District West Nile Sub-Region and in Republic of South Sudan will be in Juba.
- 1.1.3 **The constitution:** shall be cited as the constitution of BC Global aka Bari Community Global.

1.2 Definitions.

- 1.2.1 **Bari:** This refers to an ethnic group living in USA and in the republic of South Sudan along the River Nile and surrounding the capital city of South Sudan with other sub-tribe of Bari namely, Kuku, Nyangwara, Mundari, Pojulu and Kakwa
- 1.2.2 **Community:** people living in an area and for the sake of this constitution means either South Sudanese Refugees or the host communities in USA or Uganda.
- 1.2.3 **Global:** relating to or encompassing the whole of something or of group of things.
- 1.2.4 **Nile:** This is the longest River in the world.
- 1.2.5 **Refugees:** These are group of people who migrated their country due to fear of harm and loss of lives
- 1.2.6 **Organization:** A group of people who have a particular shared purpose or common interest
- 1.2.7 **Constitution:** This means the mother/supreme law and embeds the values and principles that govern the organization.
- 1.2.8 **President:** Refers to the principal founder/head of the organization with full mandate in the organization and whose functions and powers are defined under this constitution and the law.
- 1.2.9 **Chief Executive Director:** Refers to the head of the organization at the country office with full mandate in the organization and whose functions and powers are defined under this constitution and the law.
- 1.2.10 **Board of Directors:** this refers to group of people who constructed and develop ideas and including financing it. its function and responsibilities are as defined under this constitution
- 1.2.11 **Executive Board:** This is the managing organ of the association, implementing activities, (putting plans, decisions and laws into effect)
- 1.2.12 **Head office:** Is where the organization is being sited

ARTICLE TWO (2): THE INSTITUTION'S TITLE AND COMMENCEMENT

- 2.1 This organization shall be referred to as BC Global.
- 2.2 The organization shall come into force after being legalized by the seal and stamp of the concerned government office in the USA, Uganda and South Sudan where BC Global can execute its programs.

ARTICLE THREE (3): THE ORGANIZATION OFFICE, ADDRESS AND LOGO.

OFFICE;

3.1.1 The organization headquarter will be in 670 W. San Jose Ave #27 Claremont, CA 91711 USA unless it is decided by 50+1 of its BOD members then resolution will be made to move to other designated area with approval from the General Assembly

ADDRESS;

3.1.2 **BC Global**

3.1.3 The location of the organization shall be in designated places where South Sudanese are in USA, Uganda and in South Sudan where its programs shall be implementation.

3.1.4 The name of the organization hereinafter known as BC Global and shall not be changed, unless the board of director's quorum provides reason with approval from the General Assembly

3.1.5 **Contact: Mobile No., Tel:**

Email address: Info@bcgfederation.org

Website: www.bcgfederation.org

Contact phone# (909)618 8336 # (909) 480 5378

LOGO;

3.1.6 The organization shall have one logo in reference to the vision, mission and objectives.

3.1.7 There shall also be identity cards provided to all the executive members, the board of directors and the general assembly.

3.1.8 The Logo of BC Global contain the following symbols and its explanation is as follows:

- a- **Globe:** relating to or encompassing the whole of something or of group of things.
- b- **Seal:** This means every South Sudanese need inclusivity and rights to protection

ARTICLE FOUR (4): REPEAL AND SAVING.

4.1.1 The inspired laws or constitution governing BC Global may hereby be repealed or ceased to maneuver, provided that all proceedings taken, orders issued, and instruction are made in accordance with this constitution and the law.

4.1.2 Where any costume relating to any article of the existing constitution was pending before the court prior to its enforcement, that suit shall continue to be heard by the court in accordance with the stipulation of its constitution.

ARTICLE FIVE (5): REGISTRATION, LEGAL PAPER AND OFFICIAL LANGUAGE.

5.1.1 BC Global shall be registered with the concerned office in the government of USA, Uganda, South Sudan where BC Global opted to implement it Programs.

5.1.2 English shall be used as the Official Language for communication and written in the organization and whereas some other languages such as (Juba Arabic and native languages) may be used too as a working communication language.

ARTICLE SIX (6): MISINTERPRETATION:

6.1.1 Positive statement made in a manner which is not necessary by the information of the person who makes it or declaration which is not true though the person making it believes to be true.

CHAPTER TWO

ARTICLE SEVEN (7): PARTNERSHIP.

7.1.1 The Chief Executive Officer/Country Executive Director of the organization shall undertake all agreements, contracts and partnership documents, in case of their absence they can assign anyone to act.

7.1.2 BC Global shall be in partnership with other organization(s), civil society organizations or community-based organizations, international organization, local governments and central in line with the Vision, Mission and Objectives of BC Global.

ARTICLE EIGHT (8): CHANGE OF THE NAME OF THE ORGANIZATION.

8.1 The name of the organization hereinafter known as BC Global shall not be changed, unless the quorum of the board of directors provides so, with apparent reasons and shall be done with the presence of a fifty plus one (50+1) and approved by the general assembly.

CHAPTER THREE:

ARTICLE NINE (9): VISION, MISSION, MOTTO, GOAL AND CORE VALUES,

9.1.1 THE VISION:

To establish enduring modalities to improve the lives of the minority and vulnerable population in conflict and disaster-affected areas through peace building and promotion of social-cultural and socio-economic multiplicity.

9.1.2 THE MISSION:

Strive to inform and transform vulnerable population in conflict and disaster-affected areas through provision of humanity services towards sustainable development with focus on Holistic Education, Youth Empowerment, peace building, psychosocial support, sports, Food Supplements to Malnourished, Agricultural-Farming and economic empowerment.

9.1.3 THE MOTTO:

Strive to Revive and Develop

ARTICLE TEN (10): CODE OF CONDUCT.

All members of BC Global shall individually and collectively uphold to the common vision, mission and objective through

- A- Cohesion
- B- Inclusiveness
- C- Participation
- D- Transparency
- E- Integrity
- F- Commitment
- G- Professionalism
- H- Accountability

9.1.4 THE AIMS:

- a. To support, nurture and empower vulnerable individuals, families and communities of all ages to secure a better quality of life.
- b. To respond to the needs of the people with sustainable solutions, showing mercy, delivering knowledge and aid during crises.

9.1.5 THE OVERALL GOAL:

To restore individual dignity by offering selfless services and advocacy for needs of the voiceless.

9.1.6 STATUS:

- a- BC Global is an independent organization that is self- reliant, non- partisan, non- political, non-religious and non- tribal, among others. It is a legal entity with corporate body that can sue or be sued.
- b- BC Global operates as non- profit making but beneficial organization. It shall therefore be within this mandate that BC Global operates and seeks funds and other workable assistance from various agencies, institutions, individuals and any group of good will to enable BC Global achieve its goals.
- c- BC Global shall state issues and address questions, petitions and proposals to appropriate bodies or organs.

9.1.7 STAMP:

BC Global shall have official seal and stamps with writings as follows “BC Global”.

ARTICLE TEN (10): CODE OF CONDUCT.

10.1.1 The organization shall be established as a non-political, nonprofit making, non-tribal, nonreligious nonpartisan and racist organization.

BC Global determine to serve humanity since 2020

- 10.1.2 **Personal and Professional Conduct:** the personal and professional behavior of BC Global employees should conform to standards that could reasonably be expected of such persons by virtue of their positions as articulated on human resource code of conduct.
- 10.1.3 **Dressing code.** The dressing code of the employee should articulate the values the organization wishes to foster in leaders in doing so, defines desired behavior.
- 10.1.4 **Ethical principles.** The ethical principle should include workplace behavior and respect for all people.
- 10.1.5 **Values:** The values of the organization should include an honest unprejudiced work environment to all its employees.
- 10.1.6 **Accountability:** The management of BC Global should ensure appropriate use of information, exercising diligence and duty of care obligations and avoiding conflicts of interest.
- 10.1.7 **Standard of Conduct.** The management of BC Global should comply with the Job description, commitment to the organization and proper computer internet and email usage.
- 10.1.8 **Standard of practice.** The standard of practice of the organization of BC Global should include current policies and procedures and business operational manual.
- 10.1.9 **Disciplinary Actions.** The Organization of BC Global includes complaints handling and specific penalties for any violation of the code.
- 10.1.10 **Equal Opportunity:** BC Global is committed to following policies and practices that do not discriminate against individuals on the basis of race, ethnicity, age, sex, marital status, pregnancy, disability, sexual orientation, transgender identity, responsibilities as a career, or religious or political affiliation
- 10.1.11 **Confidentiality of Personal Information:** Employees are entitled to confidentiality and privacy with respect to information, which is personal to them and BC Global, it is duty bound to make the environment favorable to ensure such safety of the information.
- 10.1.12 **Disclosure of Information:** BC Global and its staff must be responsible enough to protect confidential information and institutional informational from unauthorized person in accordance with the human resource code of conduct
- 10.1.13 **BC Global's Resources:** Employees have a general responsibility to safeguard, effectively use and care for BC Global resources. They are responsible for the maintenance and protection of Organization property and for the proper expenditure of BC Global funds. Financial procedures and systems are designed to ensure that BC Global is publicly accountable for expenditure of monies entrusted to it. Fraud or theft by an employee may result in dismissal, and where appropriate, legal action will be taken
- 10.1.14 **Acceptance of Gifts and Benefits:** Gifts received as employees of BC Global may be accepted in accordance with BC Global's "Guidelines for Organization Staff for the Receipt of Gifts", provided there is no possibility that the recipient may be, or might appear to be, compromised in the process or where the gift could be seen by others as either an inducement or reward which might place an employee under an obligation.
- 10.1.15 **Outside Employment and Private Practice:** While working with BC Global, employees will not be permitted to engage in private practice or employment outside during the working hours: Once this is known the contract of the staff will automatically be terminated.

BC Global determine to serve humanity since 2020

- 10.1.16**Health and Safety:** Take reasonable care for their health and safety of persons who are at their place of work and who may be affected by their acts or omissions at work as clearly stipulated on the human resource code of conduct
- 10.1.17**Conflict of Interest:** All employees are required to take responsibility for their own conduct and decisions in respect to actual, potential or perceived conflicts of interest, taking into consideration the arrangements and procedures set out in the “Conflict of Interest Procedure.
- 10.1.18**Abuse of Authority:** BC Global personnel shall not use the authority entrusted to them, in particular by taking advantage of colleagues, beneficiaries or other individuals or groups, for financial, political, sexual or other gain.
- 10.1.19**Respect for Human Rights:** BC Global personnel shall fully respect the human rights, dignity and worth of all persons and shall act with understanding, tolerance, sensitivity and respect for diversity and without discrimination of any kind for example BC Global staff should respect each other and beneficiaries in the way they speak or address themselves in the community to portray good image of BC Global. Non-compliance with this provision will lead to warning, suspension or dismissal as per the stipulation of the country act.
- 10.1.20**Integrity:** BC Global personnel shall maintain the highest standards of integrity, including honesty, truthfulness, fairness, and incorruptibility, in all matters affecting their official duties and the interest of BC Global
- 10.1.21**Accountability:** BC Global personnel shall be accountable for the proper discharge of their functions, and for their decisions and actions. In fulfilling their official duties and responsibilities, BC Global personnel shall make decisions in the interest of BC Global. They shall submit themselves to scrutiny as required by their positions.
- 10.1.22**Avoid Involvement in any Criminal Activities:**
- 10.1.23**Personal or Sexual Harassment:**
- 10.1.24**Prohibition of BC Global Employees in Politics:**
- 10.1.25**Rules and Regulations:**

CHAPTER FOUR

ARTICLEELEVEN (11): BC GLOBAL OBJECTIVES PROGRAMMES AND ACTIVITIES

OBJECTIVES

- 11.1.1 To promote environmental protection through recovery of ecosystems and conserve biodiversity.
- 11.1.2 To develop strong livelihood initiatives for community’s transformation.
- 11.1.3 To enhance the development of peaceful communities, less violent society through peacebuilding, education and development of interpersonal skills for handling relationships and conflict management constructively.
- 11.1.4 To improve the quality of life of young people by facilitating their access to resources needed for their socio-economic development.
- 11.1.5 To promote education by focusing on inclusive learning, capacity building and technical support.

BC Global determine to serve humanity since 2020

- 11.1.6 To boost the capacity of persons with disabilities by providing for their physical, social and economic rehabilitation.
- 11.1.7 To promote counseling, raising awareness on health issues including corona virus, H.P B, HIV/AIDS awareness

11.2 PROGRAMS THEMATIC AREAS

BC Global will primarily focus on seven Programs thematic areas mentioned below:

- 11.2.1 Relief for refugees, IDPs and asylum seekers
- 11.2.2 Livelihoods, Agriculture and farming
- 11.2.3 Health, nutrition and behavioral change
- 11.2.4 Education
- 11.2.5 Peace building
- 11.2.6 Water and sanitation
- 11.2.7 Organizational development

11.2.1 Humanitarian relief assistance,

- a- Provision of food items: flour, beans, cooking oil, sugar, salt etc.
- b- Non-food: Clothing, shoes, blankets, bed sheets, mosquito nets: shelter tents, flashlights and batteries, washing soap,

11.2.2 Agriculture and Farming, Activities under livelihood

- i. Improve equitable and sustainable livelihoods for smallholder farmers in Jebel Lado Payam and refugee's camps in Northern Uganda with a particular focus on the empowerment of women and young men.
- ii. Support smallholder farmers with microloans to improve food security.
- iii. Empower and resilient agricultural producers capable of adapting to climate change and supplying products of high quality and in quality to access formal markets.
- iv. Formation and training of community-based farmer on extension agricultural training that involved agricultural mechanization engineering, group management, record keeping and meeting management. These groups shall target women, youth and the engendered groups with a mix of all males, female across age, ability and status.
- v. Training of refugee and host community farmers on good agricultural practices and climate smart agriculture and livestock farm management. This is intended to maximize output quality and reduce on input wastage and ensure operation on optimal capacity.
- vi. Promotion of urban and green house vegetable farming in main towns to increase access to home grown vegetables. Common and easily obtainable and cheap planting materials such as old tires, old buckets and sacks to mention.
- vii. Carry out qualitative and quantitative baseline surveys on food security, agricultural needs, agricultural input prices to inform the stakeholders with credible and an updated information.
- viii. Carry out livestock vaccination and treatment against common livestock diseases and outbreaks that require emergency response.

BC Global determine to serve humanity since 2020

- ix. Emergency farm kit distribution including seeds, tools and fishing gears to the affected communities.

11.2.3 Health, nutrition and behavioral change

- i. Promote and facilitate maternal health through sensitizations, linkages and support to manage mothers in labor.
- ii. Disseminate public health education through the use of different media and languages for improved health seeking behavior.
- iii. Promote and facilitate voluntary HIV/AIDS, Hepatitis and other sexually transmitted Infections.
- iv. Construct, equip and operationalize trauma centers to rehabilitate trauma victims in the refugee population and host communities.
- v. Organize sensitization meetings through radio talk-shows, face to face meetings and forum plays on trauma healing methods.
- vi. Organize dialogues on dangers of drug, substance abuse, drug substance business, its effects and document the discussions for future sharing.
- vii. Promote use of community-led health initiative for increased latrine use in the refugee settlements and host communities to achieve reduction in open defecation.
- viii. Facilitate a referral mechanism for trauma victims among refugees and host communities for better management of the victims.
- ix. Conduct settlement and host community reproductive health clinics for refugees and host communities in West Nile.
- x. Organize trainings and dialogues on road safety.

11.2.4 Education

- i. Capacity building trainings for local communities-based education committees such as the Parents and Teachers Association, School Management Committees on their roles and responsibilities in primary and secondary schools in the refugee settlements and selected schools host community District.
- ii. Provision of scholastic materials for the pupils and teaching aids to the teachers to enhance learning for improved numeracy and reading thus achieving increased literate rate among refugee children and students in the settlements and host community schools.
- iii. Provide sanitary kits and towels for girl child enrolled in schools in the settlements and host community schools to increase enrolment and retention and education cycle completion.
- iv. Construction of makeshift and permanent classrooms and latrines in schools to create a better learning environment in the schools.
- v. Lobby for provision of furniture for pupils and teachers in primary and secondary schools in the settlements and selected host community schools.
- vi. Establishment of school gardens for learning and food security purposes. This will target schools with adequate land for agriculture.
- vii. Lobby and build partnership for school feeding program for the primary and secondary schools.
- viii. Lobby for the facilitation of life skills training for youth and women through community of practice approach where the learners are attached to practical learning in tailoring centers, garages, carpentry workshops, welding and metal fabrication workshops and block laying grounds.

BC Global determine to serve humanity since 2020

- ix. Organize events in schools such as debates, drama plays and school choirs son completion to mark the international day of the African child.

11.2.5 Peace building

- i. Carry out sensitization meetings on land use and peaceful coexistence for sustainable production.
- ii. Recruit and train community and settlement-based peace ambassadors to carry out routine peace building messages.
- iii. Establish local community-based radio powered with battery to amplify story telling by refugees and host communities' messages.
- iv. Initiate and facilitate peace promotion meetings among refugees, host communities, local governments and service providers.
- v. Form and facilitate inclusive school level peace clubs to organize school plays, peace messages during activities in the schools.

11.2.6 Water and sanitation

- I. Carry out periodic water and sanitation surveys for up-to-date data for intervention measures.
- II. Clean water, sanitation & hygiene promotion.
- III. Participate in the annual sanitation week through sensitization meetings by organization an annual water and sanitation dialogue.
- IV. Create awareness in the settlements, rural and urban host communities on good health and hygiene practices to ensure healthy and good public health in the community.
- V. Advocate and lobby for safe water sources and clean water use for human use and other domestic chores.
- VI. Organize and participate in the organization of world water day

11.2.7 Organizational development

- i. Recruit and retain skilled, knowledgeable and experienced staff and volunteers
- ii. Establish and equip offices one each in the refugee hosting Districts and settlements.
- iii. Procure, manage office equipment and dispose-off assets unutilized and with high running costs
- iv. Maintain website and internet
- v. Facilitate resource mobilization and consortium building
- vi. Conduct regular reviews of policies, work plans and budgets and frameworks
- vii. Facilitate Board, partnership and coordination meetings
- viii. Conduct annual Audit.

CHAPTER FIVE:

ARTICLE TWELVE (12): MEMBERSHIP OF BC GLOBAL

12.1 Membership of BC Global is open to whoever can successfully contribute to the fulfillment of its overall goal.

CATEGORIES OF MEMBERSHIP

Membership of BC Global are categorized into three;

12.1.1 ACTIVE MEMBERSHIP

These are members who participate in all duties of membership, attending meetings, the right to apply for a post and the right to participate in BC Global's activities.

12.1.2 ASSOCIATE MEMBERSHIP

This includes all members who participate and contribute to the activities of the organization. For example, well-wishers, donors and partners.

12.1.3 HONORARY MEMBERSHIP

Any individual participating by virtue of his/her position or distinguished contribution to the development of the organization

ARTICLE THIRTEEN (13): QUALIFICATION S/REQUIREMENTS

13.1 Membership of the organization shall be:

13.1.1 Shall be any person of good will.

13.1.2 Individual who undertakes and fully abides by this constitution and the overall objectives

13.1.3 Who fully accepts and responds to the registration and the subscription requirements and has to know and accept the vision, mission, overall goal and objectives of BC Global.

13.1.4 Should have not been convicted of any criminal offence in both country of origin and hosting country.

13.1.5 Upon admission a member shall pay membership registration fee of \$50 or its equivalent, and monthly subscription fee of \$5 or its equivalent specially for the members in the conflict and disaster areas.

13.1.6 For the members who are outside the conflict and disaster areas. The membership fee and dues shall be determined at the discretion of the BC Global Board of Directors.

13.1.7 Be an individual of sound mind

13.1.8 Member must be any person without age limit who can deliver

ARTICLE FOURTEEN (14): DISCONTINUATION OF MEMBERSHIP FROM THE ORGANIZATION.

14.1 Except an honorary or any member shall be discontinued under the following provisions;

14.1.1 Resignation.

14.1.2 Insanity.

14.1.3 Theft/Embezzlement.

14.1.4 Corruption.

14.1.5 Incompetence in executing the objectives set for the smooth running on the progress of BC Global.

14.1.6 On realization that a member has not fulfilled all the requirements for the membership as provided, its content and the provisions in this constitution will be terminated.

14.1.7 Any member is proposing a particular political ideology and wanted to influence the organization to support it, he/she will be terminated.

14.1.8 Administratively or judicially convicted of a gross misbehavior or misconduct.

- 14.1.9 Permanent disability
- 14.1.10 In case of death.

ARTICLE FIFTEEN (15): DUTIES AND OBLIGATIONS OF A MEMBER.

- 15.1 Any member of BC Global shall bear the following duties and obligations;
- 15.1.1 Respect and defend this constitution and the organization at all times.
- 15.1.2 Uphold and abide by the vision, mission, objectives, core values and programs of the organization and work towards the impact.
- 15.1.3 Combat all anti-social services such as tribalism, nepotism, corruption, favoritism, discrimination and immorality in the organization.
- 15.1.4 Obligated to respond to the call for struggle towards developmental activities and any other duties of the organization
- 15.1.5 The staff are to respect, take care of and protect the organization's properties or assets
- 15.1.6 To observe and comply with the decisions, resolutions and directives of the majority.
- 15.1.7 To contribute towards the strengthening of the unity among the members of the organization and the other refugees at the settlements and urban areas.
- 15.1.8 To be ever vigilant against any infiltration to the organization by any person not worthy of the honor of the organization and may have his/her subversive and hidden agenda not known to the other members of BC Global.
- 15.1.9 To constantly strive to explain the vision, mission and objective of the organization to other refugee's organization, donors and people within the settlements and beyond.
- 15.1.10 To be sincere, transparent, truthful and faithful to the organization and to the refugees.
- 15.1.11 To be confidential and keep secrets of the organization from unauthorized persons.
- 15.1.12 Respect the rights of all members of the organization.
- 15.1.13 Any staff of BC Global shall not miss duties as planned unless permission is granted. The permission should not be also frequent or without proper reasons.
- 15.1.14 Staff/Member shall report for duties on time without absenteeism.

ARTICLE SIXTEEN (16): RIGHTS OF MEMBERSHIP

- 16.1 Rights of membership are categorized into three namely:
- 16.1.1 Legal right.
- 16.1.2 Moral rights
- 16.1.3 Human rights.

ARTICLE SEVENTEEN (17): RIGHTS.

17.1.1 Legal Rights;

- 17.1.1.1 Right to be appointed.
- 17.1.1.2 Sue or be sued.
- 17.1.1.3 Freedom of speech during official meeting or sessions.
- 17.1.1.4 Identify concerns and take in hand questions, petitions and proposals to the appropriate bodies or organs either oral or written and take delivery of concrete and timely answers.
- 17.1.1.5 Put forward prepositions and defend his/her opinions before resolutions are passed under the matter on discussion.
- 17.1.1.6 Any other right assigned by the host law applicable.

17.1.2 MORAL RIGHTS;

BC Global determine to serve humanity since 2020

- 17.1.2.1 Access to information about the policies and activities of the organization.
- 17.1.2.2 Be sufficiently notified to attend meetings within satisfactory time.
- 17.1.2.3 Require the execution of the provisions of this constitution and the resolution decision as required by the organization.
- 17.1.2.4 Vote on resolutions to be taken on matters/issues discussed during meetings.
- 17.1.2.5 Any other moral rights that exist in the sections of the by-laws or articles of the constitution.

17.1.3 HUMAN RIGHTS;

- 17.1.3.1 The rights to protection against ending/terminating life.
- 17.1.3.2 Rights to equal treatment.
- 17.1.3.3 Rights to determine information on human rights and the law.

ARTICLE EIGHTEEN (18): ORGANS OF BC Global

18.1 BC Global shall have the following organs:

- 18.1.1 The General Assembly (GA) is the overall head of the organization.
- 18.1.2 The board of directors (BOD) the sub-supreme organ of the organization.
- 18.1.3 The executive board (EB) is the implementing and managing organ of the organization.

ARTICLE NINETEEN (19): FUNCTIONS AND DUTIES OF THE ORGANS

THE GENERAL ASSEMBLY (GA)

19.1 The functions of the general assembly are stipulated below:

- 19.1.1 It comprises of registered members who regularly conform to pay their monthly subscription after fulfilling all conditions and eligibilities.
- 19.1.2 It's the supreme authority of organization.
- 19.1.3 It has the right to demand for the amendment of the constitution either by adding or eliminating some clauses within the constitution.
- 19.1.4 It is entitled with the power to discuss and approve polices, plans and the staff's operational manual of the association in accordance with its objectives.
- 19.1.5 It has the power to suspend membership of a member or dismisses him /her.
- 19.1.6 Monitors and reviews the implementation plan of discussed reports to the organization.

BOARD OF DIRECTORS (BOD)

19.2 Board of Directors' composition

The Board of Directors shall compose of seven competent members appointed by the general assembly with different skills from both the refugees and other persons who fulfill the criteria.

- 19.2.1 Chairperson to the board of directors
- 19.2.2 Vice chairperson to the board of directors
- 19.2.3 Secretary to the board who is the Chief Executive Officer of the organization
- 19.2.4 Treasurer
- 19.2.5 Three more members

The BOD will have four committees and each committee shall consist of three members

- a- Finance committee
- b- Support services committee

BC Global determine to serve humanity since 2020

- c- Policy reviews and enforcement
- d- Program development and donor relation

FUNCTIONS OF THE BOARD OF DIRECTORS

19.3 The BOD shall perform the following roles:

- 19.3.1 The BOD is the sub-supreme organ of the organization.
- 19.3.2 The BOD reports to the general assembly.
- 19.3.3 Provide leadership with policy implementation and guardians.
- 19.3.4 Ensure that, BC Global's polices, plans and programs as laid down by the chief executive officer are executed through the managerial body and ensure that these policies are adhered to.
- 19.3.5 Approves, monitor the budget presented by the Chief Executive Officer/Country Executive Director.
- 19.3.6 Reports BC Global activities to the General Assembly for endorsement.
- 19.3.7 Appoint auditors and approve audited reports of the organization.
- 19.3.8 Appoint sub-committees and other special ad hoc committees when need arise.
- 19.3.9 Recommend termination and promotion of any Executive board member for job well/not done by staff of the organization.
- 19.3.10 Draw up together with the Chief Executive Offer/Country Director of the organization agenda for general assembly meetings including dates, time and venues.
- 19.3.11 Deal with all disciplinary matters and actions to BC Global executive board.
- 19.3.12 Calls for extra ordinary meetings if recommended by 50+1 of its members.
- 19.3.13 Lobby and advocate for funding.
- 19.3.14 To give, professional advice to Chief Executive Officer/Country Director and the managerial body on matters relating to programs and provide linkages among BC Global structures.
- 19.3.15 Resolve issues declared contentious by the chairperson.
- 19.3.16 Attend annual general meetings.

CHAIRPERSON (BOD):

19.4 The chairperson of the BOD is to act as stipulated blow:

- 19.4.1 The chairperson is the head of the BOD
- 19.4.2 He/she calls and preside over all the meetings of the BOD
- 19.4.3 He/she is a signatory to the organization bank accounts
- 19.4.4 He/she approves some of the policies and the plans of organization.
- 19.4.5 He/she is a signatory to some of the organization operational manuals.
- 19.4.6 In case of his /her absence, the vice chairperson will take over or in the absence of then he/she will delegate one of the BOD members to chair the meeting.

APPOINTMENT MENMBER TO THE BOD

A person shall not be a member of the Board unless appointed by the General Assembly

- 19.6.1 He/she has knowledge, skill and attitude believed necessary to bring progress to the organization.
- 19.6.2 He/she is disciplined and hardworking.
- 19.6.3 There's vacancy created and
- 19.6.4 He/she is recommended by a member of the general assembly based on his/her contribution to the organization.

TERMINATION OF A MEMBER FROM THE OFFICE OF THE BOD

BC Global determine to serve humanity since 2020

A person shall cease to be a member of the board in the following circumstances: -

- 19.7.1 When one's term of office in the BOD has expired;
- 19.7.2 When the person loses interest in the office, upon written notice of resignation to through the secretary to the chairperson;
- 19.7.3 When a person's interest ceases to be in line with the mission and vision that of the organization.
- 19.7.4 When he/she retires from the work of the organization
- 19.7.5 When a person's health is believed to be jeopardizing the work of the organization
- 19.7.6 When a person is found to be undisciplined and lazy and evading his or her duties and responsibilities;
- 19.7.7 upon the death of that member;
- 19.7.8 If during reshuffles a member is relieved of his or her duties and responsibilities;
- 19.7.9 When the president declares one as no longer a member of the board;
- 19.7.10 When a member has been adjudged bankrupt; and
- 19.7.11 When a member has been found to be of unsound mind.

ROLES AND RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER

- 19.8 The chief executive officer will work under the Strategic Programs of the organization and will be responsible for performing the tasks listed below towards supporting BC Global executive board and will perform following;
- 19.8.1 Responsible for planning, organizing, and directing of the organization's operations and programs within its areas of operations.
- 19.8.2 Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics within its areas of operations.
- 19.8.3 Oversees and reports on the organization's results and reports to the Board of directors. Donors and stakeholders.
- 19.8.4 Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- 19.8.5 Provides leadership to and manages the efforts of site staff to ensure appropriate support of all departments.
- 19.8.6 Supervises the development of operations-based financial modeling.
- 19.8.7 Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all locations of its operations.
- 19.8.8 He/she is the signatory to all the organization documents and finances in the areas of operations.
- 19.8.9 He/she consult with donors in the areas of operations.
- 19.8.10 Approves all the projects and activities and the work plans of the organization in the areas of operation.
- 19.8.11 Approves medium systems implementations related to cost and inventory control.
- 19.8.12 Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- 19.8.13 Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- 19.8.14 The executive director should be able to articulate the vision, mission, theory of change, statement of need, and overall strategy, direction and build alignment across the organization

BC Global determine to serve humanity since 2020

- 19.8.15 The executive director must also be comfortable embracing ambiguity due to proceedings when the field ahead isn't obvious.
- 19.8.16 The CEO is responsible for all fundraising period, the CEO should be lead in solicitations of major donors and foundations or create the conditions for fundraising success within the organization.
- 19.8.17 The CEO works in partnership with the BOD and for the BOD, since CEO is a staff, it is considered a best practice to assist the board in their operations, administration, planning, and information dissemination to build, sustain, and strengthen all board functions like meetings, policy adherence, and committee work.
- 19.8.18 the CEO should demonstrate competence in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, balance statements, and statements of functional expenses, tax returns, audits, and compliance. Creation of and adherence to financial controls.
- 19.8.19 The CEO should ensure that onboarding, recruitment, retention, management, and compliance are carried out with excellence.
- 19.8.20 CEO should be responsible for delegation, decision-making, creating clear staff roles (job descriptions), and supervising collaborative tasks (projects and meetings) to ensure that they are done efficiently, inclusively, and with respect.
- 19.8.21 Develop future leadership.
- 19.8.22 The CEO sets the compensation policy, including benefits.
- 19.8.23 The CEO should ensure that proper hardware and software is in place for donors, collaboration, document creation and storage, communication, and records for organization growth.
- 19.8.24 The CEO is responsible to create conditions that can enable the organization to reach its mission.
- 19.8.25 The CEO should set goals for policy or behavior change programs. Ensure quality and effectiveness of programs, be open to accountability for stakeholders.
- 19.8.26 The CEO should also be an industry thought leader and be on top of the trends and developments in the organization.
- 19.8.27 The CEO should develop and maintain strong relationships in the sector, in the region, among peers, among donors, within industry associations, with the media, work in coalition and be transparent, communicate regularly with stakeholders and the public.
- 19.8.28 Be in compliance with all laws and regulations, create systems to monitor these events beyond legal compliance, ensure that the organization is meeting the highest standards possible for the organization Programs.
- 19.8.29 The CEO reports to the BOD, donors and government concerned offices

ROLES AND RESPONSIBILITIES OF COUNTRY DIRECTOR (CD)

Job description 1

19.9 The country director performs the following;

19.9.1 He/she is the head of the organization in country

19.9.2 Demonstrate visible leadership and adherence to BC Global core values, principles and strategies.

19.9.3 Support the Chief Executive Officer to communicate a clear vision of present and future program goals of BC Global to team members and stakeholders in the country of host.

19.9.4 Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to the organization strategy, including through fundraising.

BC Global determine to serve humanity since 2020

- 19.9.5 Recognize opportunities for innovation and create an environment that promotes its Program Management
- 19.9.6 Ensure that program design, implementation and M&E is responsive to communities, authorities, partners and beneficiaries.
- 19.9.7 Provide leadership and direction to program staff and support the Chief Executive Officer to strengthen program implementation, reporting and accountability in accordance with BC Global and donor policies.
- 19.9.8 Manage and integrate ongoing programs and administration of program teams across various field locations.
- 19.9.9 Ensure program implementation is on time, on target and on budget, using effective M&E systems to demonstrate the desired impact.
- 19.9.10 Ensure that regular monitoring of project activities and project impact is undertaken, in accordance with existing BC Global Monitoring, Evaluation and Learning Framework and Guidelines.
- 19.9.11 Oversee program implementation strategies, including partnership frameworks, beneficiary targeting, distribution processes and capacity building of partners as needed and team management
- 19.9.12 Build a cohesive team spirit and culture among staff and delegate functions and responsibilities to them while ensuring achievement of program objectives.
- 19.9.13 Maintain effective and positive internal communication with BC Global staff in all locations (head office, virtual locations and field offices).
- 19.9.14 Supervise, provide leadership, mentor and build the capacity of senior program staff in program/project

JOB DESCRIPTION 2

- 19.9.15 design, implementation, monitoring, evaluation, and management.
- 19.9.16 Recruit, orient and lead team members as necessary.
- 19.9.17 Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one on one meetings and performance reviews to staff influence, representation & fundraising
- 19.9.18 Identify and lead on fundraising opportunities for the sustainable growth of BC Global programs, including proposal design and development that contributes to the strategic objectives of the organization's strategy;
- 19.9.19 Identify, build and manage collaborative partnerships with donors (both traditional and corporate), Government representatives, consortium partners, sub-grantees, and other stakeholders;
- 19.9.20 Communicate with international and local NGOs, UN agencies, donor community officials, national government, vendors, media and the general public in a way that fosters linkages and optimizes networks;
- 19.9.21 In agreement with the Chief Executive Officer, take on a representation role on specific coordination working groups or forums Finance and Compliance Management
- 19.9.22 Ensure compliance and transparent use of resources in line with donor and BC Global regulations.
- 19.9.23 Monitor adherence to grant agreements, BC Global' policies and procedures and relevant external rules and regulations, including those of the Government where BC Global exist.
- 19.9.24 As part of the senior management team, work with Manager of programs, Operations and Finance to ensure efficiency in finance, logistics, security and administration.

BC Global determine to serve humanity since 2020

- 19.9.25 Work with the Programs Manager, Operations Manager and Finance Manager and Budget Holders on proper budget management, including forecasting and procurement planning. Governance and Institutional Development in the country of host
- 19.9.26 Develop, review and ensure implementation of policies, guidelines and procures that promotes the realization of the organization's mission, vision and strategy
- 19.9.27 Develop periodic program and finance status reports to the Chief Executive Officer to report to the Board of Directors and other Duties
- 19.9.28 Carry out any other duties as may be delegated by the Chief Executive Officer from time to time. In addition to individual respective tasks, the Country Director will be expected:
- 19.9.29 To adhere to BC Global values and to actively promote their application amongst colleagues.
- 19.9.30 To undertake tasks in a creative, self-driven and innovative fashion.
- 19.9.31 To identify and implement additional tasks/ideas of benefit to the organization (whether directly linked to one's job or not). The attainment of the above will be reflected in the Candidate's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

PROGRAM MANAGER:

- 19.10 He/she will perform the following:
 - 19.10.1 He/she is responsible for the daily management through the life cycle of the programs
 - 19.10.2 He/she controls all processes, procedures, reporting etc., to country director
 - 19.10.3 He/she plan the overall program and monitor progress to make sure that the milestone is being met across the various projects and programs
 - 19.10.4 He/she manage the program budget
 - 19.10.5 He/she manage the risk and issues that might and do arise over the course of the program life cycle, as well as take measures to correct them they occur
 - 19.10.6 He/she coordinate the projects and their interdependences between the various project and programs in the program
 - 19.10.7 He/she manage and use the resource across the various projects and programs in the program
 - 19.10.8 He /she manages stakeholders who participate in the projects and the programs in the program
 - 19.10.9 He/she make sure deliverables are aligned across the projects and the programs in the program.
 - 19.10.10 He/she reports to the executive director

OPERATIONS MANAGER

- 19.11** Head of all operations within the organization direct operations
 - 19.11.1 Monitor employee's activities and provide guidance where need be
 - 19.11.2 Encourage positive work environment and culture for all the employees
 - 19.11.3 Implement safety programs and ensure compliance with and all safety policies
 - 19.11.4 Coordinate staffs, schedules, trainings and on board
 - 19.11.5 Conduct quality control and test to ensure organization standards are being met.
 - 19.11.6 May be given extra task to accompany in relation to the organization mandate.
 - 19.11.7 Reports to the country director (CD)

FIELD COORDINATORS

- 19.12** Below are the roles and responsibilities of the field coordinator:
 - 19.12.1 Is the head of the field office and Projects.
 - 19.12.2 He/she is responsible for the organization day to day operation.

BC Global determine to serve humanity since 2020

- 19.12.3 Calls and presides over meetings of the field office staff.
- 19.12.4 Supervises the work of the field office staffs.
- 19.12.5 Is responsible for the achievement of any Project.
- 19.12.6 Calls on the field office executive board (EB) for any encouraging meeting in relation to the organization activities and policies
- 19.12.7 Gives guidance to the field office staff.
- 19.12.8 Monitors monthly budget of each project and its implementation.
- 19.12.9 Coordinates between organization and any other sisters CBO, CSO NOG and INGO
- 19.12.10 He/she is responsible for project proposal writing at the field office level.
- 19.12.11 Reports to the operation manager

FINANCE MANAGER

- 19.13 Is responsible for keeping and maintaining records of the organization funds
- 19.13.1 Produce update on financial reports to the field coordinator and to the program coordinator
- 19.13.2 Keep all records of every expense incurred by the projects.
- 19.13.3 Responsible for the receipts of all funds constituting i.e., registration fee, subscription, contribution, donation etc. of the organization
- 19.13.4 Custodian of the organization assets.
- 19.13.5 Is to administer the organization staffs on reporting hour, departure time and performance of all the staffs.
- 19.13.6 Is responsible for producing logbooks for the entry and exit of any movable asset of the organization.
- 19.13.7 Is responsible for the salary's payment with approval from the top management.
- 19.13.8 Is responsible for any approved payment for all the projects expenses
- 19.13.9 Is responsible for any financial confidentiality.

FINANCE OFFICER

- 19.14 Perform the following roles:
- 19.14.1 responsible for keeping and maintaining records of the association funds
- 19.14.2 draft preliminary financial section of all projects budget lines
- 19.14.3 review all projects accounts for accuracy, completeness, and compliance
- 19.14.4 Produce update on financial reports to the field coordinator and to the program coordinator.
- 19.14.5 Keep all records of every expense incurred by the projects.
- 19.14.6 Responsible for the receipts of all funds constituting i.e., registration fee, subscription, contribution, donation etc. of the association
- 19.14.7 Monitor, controls and maintain financial activities of the accounts and ensure expenditure are posted to proper accounts
- 19.14.8 Serves as core principle source of information on financial policies and procedures and financial activities.
- 19.14.9 Custodian of the association assets.
- 19.14.10 Is responsible for producing logbooks for the entry and exit of any movable asset of the association.
- 19.14.11 Is responsible for the salary's payment with approval from the top management.
- 19.14.12 Is responsible for any approved payment for all the projects expenses
- 19.14.13 Reconcile and analyze financial statements, prepares standardized and specialized financial reports analysis assist with development and implementation of systems and procedures
- 19.14.14 Calculate weekly payroll for departments staffs

BC Global determine to serve humanity since 2020

- 19.14.15 Performs clerical functions incidental accounting activities
- 19.14.16 Responsible for any financial confidentiality.
- 19.14.17 Will be given other duties to execute in relation to the organization mandate
- 19.14.18 Reports to the finance manager

FINANCE ASSISTANT

- 19.15 Be the head of finance in the program unit
- 19.15.1 Responsible for handling Petty cash
- 19.15.2 In charge of petty cash transaction
- 19.15.3 Manage transaction with staffs using cash registered
- 19.15.4 Scan goods and ensure prices are accurate
- 19.15.5 Collect payment vouchers
- 19.15.6 Issue receipt, refunds, change and tickets
- 19.15.7 Redeem stamps and coupons
- 19.15.8 Resolves staff's complaints, guidance and provide relevant information
- 19.15.9 Maintain clean and tidy checkout areas
- 19.15.10 Track transaction on balance sheets and report and discrepancies
- 19.15.11 Bag, box or gift wrap packages
- 19.15.12 Handle merchandise return and exchanges
- 19.15.13 Can be given other task to do within the office mandate
- 19.15.14 Reports to the finance officer

ROLES AND RESPONSIBILITY OF MONITERING AND EVALUATION OFFICER

- 19.16 Performs the following roles/duties
- 19.16.1 M&E initiate inclusive monitoring and evaluation sessions,
- 19.16.2 Develop meal framework for project designing
- 19.16.3 Tracking the progress activities and staff capacity building.
- 19.16.4 Support the program manager, project coordinators and field officers in creating frameworks and procedure for M&E project activities.
- 19.16.5 Support the projects in defining and implementing the Key project performance indicators.
- 19.16.6 Assisting the program manager in processing strategies to data use and demand against program staff.
- 19.16.7 Support the staff in reviewing performance of the existing management information system to help identify potential modification recourses
- 19.16.8 Suggest way for data collection and flow of data within program team.
- 19.16.9 Identify strength and weakness in the existing data collection and management system and propose solution along with their M&E manager
- 19.16.10 Support M&E initiative include monitoring and data quality, tracking the progress activities and staff capacity building.
- 19.16.11 Support the field coordination offices and field coordinator in creating framework and procedure for M&E project activities.
- 19.16.12 Support the projects in defining and implementing the Key project performance indicators.
- 19.16.13 Assisting the program coordinator in processing strategies to data use and demand against field office staff.
- 19.16.14 Support the staffs in reviewing performance of the existing management information system to help identify potential modification recourses

BC Global determine to serve humanity since 2020

- 19.16.15 Suggest way for data collection and flow of data within program team.
- 19.16.16 Identify strength and weakness in the existing data collection and management system and propose solution along with their M&E manager
- 19.16.17 He/she reports to the Programs manager

19.17 DUTIES AND RESPONSIBILITIES OF HUMAN RESOURCE OFFICER (HR)

Under the general guidance and supervision of the HR Senior Officer, the incumbent responsibilities include the following:

SUMMARY OF KEY FUNCTIONS

- 19.17.1 Support to policy development and implementation
- 19.17.2 Advisory Services
- 19.17.3 Talent Acquisition and Administration
- 19.17.4 Team Management
- 19.17.5 Knowledge Building and Knowledge Sharing

19.17.6 Support to policy development and implementation

- 19.17.6.1 Contribute to HR policy development and corporate HR initiatives by assisting to generate and maintaining data on trends, risks and opportunities and sharing local HR best practices
- 19.17.6.2 Undertake projects in support of the HR initiatives for attainment of business objectives in line with the corporate HR strategy.
- 19.17.6.3 Generate strategic and operational workforce data for planning, including related statistical summaries and movements of BC Global personnel with the relevant business unit/s.
- 19.17.6.4 Ensure appropriate mapping of HR business processes to enable efficient and effective services and workflows.
- 19.17.6.5 Communicate HR policy changes and new HR initiatives to management and personnel, providing guidance as needed

19.17.7 Advisory Services

- 19.17.7.1 Provide guidance on HR related systems and processes, including but not limited to, Recruitment, Contracts, Benefits and Entitlements consistent with SSURA rules and procedures.
- 19.17.7.2 Provide advice to personnel on HR services such as the performance appraisal process, learning & development activities, contracts, benefits, entitlements and remuneration and career development.
- 19.17.7.3 HR assist to provide guidance as needed on sensitive matters including grievances, potential violations in code of conduct, harassment, abuse, workplace disputes, performance improvement plans, complex employee relations matters, etc.
- 19.17.7.4 Encourage line management responsibility for implementation of HR policies and effective team management, providing guidance and coaching as needed. Foster the relationship between supervisors and personnel encouraging dialogue and two-way constructive feedback.

BC Global determine to serve humanity since 2020

19.17.7.5 Collaborate with leadership to support institutional gender and diversity initiatives, providing education and advice on issues related to equity, compliance, inclusion, and diversity.

19.17.8 Talent Acquisition and Administration

19.17.8.1 Implement talent acquisition activities in line with BC Global policies and processes covering Recruitment, Onboarding, Performance Management, Learning and Development, Change Management, Job Classification, Salary and Benefit administration, Contract Administration, Succession Planning and Out-processing.

19.17.8.2 In collaboration with intergovernmental personal act (IPAS) HR, oversee administration of entitlements for all personnel and the efficient administration of contractual modalities, loans, exchanges, and secondment in the region. Inform and advise BC Global and project personnel, consultants, partners on their conditions of service and entitlements according to their contract modality, expediting actions to facilitate their efficient, timely, and client-focused onboarding.

19.17.8.3 Oversee the provision of personnel reporting within the office, ensuring that systems and data are updated and in place.

19.17.8.4 Lead recruitment processes ensuring best practices are used for effective and efficient talent acquisition in line with BC Global policy.

19.17.8.5 Utilize and maintain recruitment plans, tools and policy guidance to efficiently and effectively recruit and retain a diverse workforce to meet the needs of the business objectives. Maintain personnel rosters.

19.17.8.6 Provide support in realignment exercises, including job fairs, to ensure timely competency elaboration, sourcing, selection, placement of required talent and transitions as well as due process.

19.17.8.7 In collaboration with HQ, identify key talent areas and provide coherent, well-developed plans for obtaining, developing, and managing critical talent. Develop, utilize and recruitment plans, tools and policy guidance to efficiently and effectively recruit and retain a diverse workforce to meet the needs of the business objectives.

19.17.8.8 Consult with HR related units such as shared services (SSC) on all personnel administration matters.

19.17.8.9 Implement organizational changes and realignment exercises affecting personnel in BC Global in accordance with BC Global policy, ensuring personating actions are taken in an efficient manner.

19.17.8.10 Partner with business units to take a lead role in engagement and work enrichment initiatives and development of annual training plans in collaboration with public consulting group (PCG).

19.17.9 Team Management

19.17.9.1 Facilitate the engagement and provision of high-quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development.

19.17.9.2 Provide oversight, ensuring compliance by team members with existing policies and best practices

19.17.10 Knowledge building and Knowledge sharing

19.17.10.1 Organize, facilitate and/or deliver training and learning initiatives for personnel on HR-related topics.

BC Global determine to serve humanity since 2020

- 19.17.10.2 Contribute to HR knowledge networks and communities of practice by providing collaborative synthesis of lessons learnt and dissemination of best practices in human resources management.
- 19.17.10.3 Collect feedback, ideas, and internal knowledge about processes and best practices and utilize productively.
- 19.17.10.4 Maintain HR analytic parameters and data.
- 19.17.11 He/she reports to the operations manager

PROCUREMENT AND LOGISTICS

- 19.18 Procurement and logistics officer perform the following;
- 19.18.1 Timely and duly prepare procurement plans for the office and projects and monitoring of their implementation.
- 19.18.2 Prepare tender documents such as request for quotation (RFQ), invitation to bid (ITBI) or request for procurement (RFP) and other instruments related to market research or market survey such as request for information (RFI) and expression of interest (EOI).
- 19.18.3 Preparation of quotations
- 19.18.4 Preparation of Pro-forma invoice and contract documents prior to submission for signature to the relevant Procurement Authority
- 19.18.5 Receipt of bid documents, review of the same, contracts and/or purchase orders as well as results of evaluation of bids/proposals and other formal/public documents;
- 19.18.6 Ensure full compliance to the Financial Regulations and Rules of BC Global and its Procurement Manual;
- 19.18.7 Prepare weekly requisition status reports providing the most updated information about the status of each requisition;
- 19.18.8 Perform such other duties and responsibilities germane or analogous to the functions of a Procurement Officer.
- 19.18.9 Render advice to other BC Global personnel on a range of procurement issues in relation to the cases under review;
- 19.18.10 Provide guidance to Procurement personnel and Project personnel on matters relating to BC Global procurement manual and procurement Market place etc.
- 19.18.11 Represent Procurement department in meetings and such other discussions where procurement matters are relevant.
- 19.18.12 Monitor the progress of shipments for BC Global and its clients and coordinate the delivery of the same at the client's delivery places
- 19.18.13 Travel to the regions the within in support of any Programs issues that require additional support services
- 19.18.14 Establish effective relations with the different Country Directors in a proactive manner
- 19.18.15 Contributes in management of procurement contracts.
- 19.18.16 Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- 19.18.17 Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- 19.18.18 Assists in planning, designing and implementation of appropriate logistics systems including warehousing and in country transport capacity, including establishment of Long-

BC Global determine to serve humanity since 2020

Term Arrangements and frame agreements for e.g., customs clearance, storage, transport and distribution as might be required.

- 19.18.19 Raises logistics bottlenecks to supervisor for prioritization.
- 19.18.20 For emergencies: Coordinates with logistics cluster and ensures BC Global interest and supplies are given appropriate priority.
- 19.18.21 Identify, register and follow procurement project risks and escalate them whenever necessary.
- 19.18.22 Facilitate and follow-up timely clearance, delivery and handover of goods and consignments to partners
- 19.18.23 Assists in organizing training for the operations/ projects staff on Procurement.
- 19.18.24 Assists in preparation and synthesis of lessons learnt and best practices in Procurement.
- 19.18.25 Report to the operations manager

LEGAL AID OFFICER

- 19.19 Render the following roles and responsibilities
- 19.19.1 Defend and protect the organization on legal issue
- 19.19.2 Appears in court where there is an issue with a member or institutional.
- 19.19.3 Drafting documents on matters relating to legal issues
- 19.19.4 Advise the executives and employees on changes to laws affecting the organization
- 19.19.5 Investigate if the association or staff members does not comply with the laws
- 19.19.6 Oversee lawsuits, possible acting as chief litigator
- 19.19.7 Ensures the company fills out and submits all its legal paperwork
- 19.19.8 Reports to Operations manager

INFORMATION TECHNOLOGY OFFICER

- 19.20 The IT carries the following duties
- 19.20.1 Running regular checks on network and data security
- 19.20.2 Identifying and acting on opportunities to improve and update software and systems
- 19.20.3 Developing and implementing IT policy and best practice guides for the organization
- 19.20.4 Designing training programs and workshops for staff
- 19.20.5 Conducting regular system audits
- 19.20.6 Running and sharing regular operation system reports with senior staff
- 19.20.7 Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- 19.20.8 Managing and reporting on allocation of IT budget
- 19.20.9 Providing direction for IT team members
- 19.20.10 Identifying opportunities for team training and skills advancement
- 19.20.11 Reports to the Operations Manager

PROJECTS OFFICER:

- 19.21 Performs the following duties.
- 19.21.1 Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- 19.21.2 Organizing, attending and participating in stakeholder meetings.

BC Global determine to serve humanity since 2020

- 19.21.3 Documenting and following up on important actions and decisions from meetings.
- 19.21.4 Preparing necessary presentation materials for meetings.
- 19.21.5 Ensuring project deadlines are met.
- 19.21.6 Determining project changes.
- 19.21.7 Providing administrative support as needed.
- 19.21.8 Undertaking project tasks as required.
- 19.21.9 Developing project strategies.
- 19.21.10 Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- 19.21.11 Assess project risks and issues and provide solutions where applicable.
- 19.21.12 Ensure stakeholder views are managed towards the best solution.
- 19.21.13 Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- 19.21.14 Create a project management calendar for fulfilling each goal and objective.
- 19.21.15 Reports to the program manager

ARTICLE 20: DISCIPLINARY AND ARBITRATION PANEL

20.1 BC Global shall have a disciplinary and arbitration panel to safeguard the shared values of the members of the organization and preside over disciplinary proceedings involving members and employees of the organization.

20.2 The disciplinary and arbitration panel shall comprise of at least five of the following dignitaries:

- 20.2.1 Chairperson of the BOD
- 20.2.2 Chief Executive Officer
- 20.2.3 C-chair Finance/Human Resource
- 20.2.4 Co-chair Support General Service
- 20.2.5 Country Director

20.3 The panel shall hold and exercise such powers as to;

- 20.3.1 Investigate all cases of indiscipline among members at all levels.
- 20.3.2 Recommend appropriate action for all misconducts through warnings, suspensions and dismissal with notification to the Board.
- 20.3.3 In respect of the above powers in executing their roles, members of the disciplinary/arbitration committee shall exhibit prudence, honesty, adherence to the principles of fairness and sound judgment.
- 20.3.4 Notwithstanding article 6, a situation shall be brought to the attention of the panel only when all avenues to address it within the concerned departments have been exhausted.

ARTICLE TWENTY-ONE (21): TERMS OF OFFICE

21.1 Below are the terms and conditions of BOD in the office.

21.1.1 Any member of the BOD in the organization who serves in a position shall be in the office for the period of two years.

A member can serve twice (2 terms) in an office when he/she is re-elected by the general assembly He/she will be asked to resign by the general assembly for misconduct.

TERMINATION OF EXECUTIVE BOARD MEMBER

21.2 The executive board member shall be terminated with the below stated reasons:

- 21.2.1 Can be terminated due to a chronic illness that does not allow him/her to execute his/her punctualities in the office.
- 21.2.2 A member can be terminated when he/she is conflicting official duty with a personal activity
- 21.2.3 Realized to have broken any of the organization article provided in this constitution.
- 21.2.4 After attaining the elapse of his/her period series.
- 21.2.5 No longer fulfilling any of the requirements of any assignment
- 21.2.6 After being given two warnings.

CHAPTER SIX:

ARTICLE TWENTY-TWO (21): TERMS AND CONDITIONS OF SERVING IN THE EXECUTIVE BOARD OFFICE

22.1 The terms of holding position are as stipulated below:

- 22.1.1 Being recommended by the BOD and appointed by the CEO/ED.
- 22.1.2 Through advertisement
- 22.1.3 In case of anyone who picks an interest, can be given voluntary appointment.
- 22.1.4 An office bearer must not be only a south Sudanese in the country of program implementation but should be open to any individual of integrity.
- 22.1.5 A member must have the required experience where necessary.

ARTICLE TWENTY-ONE (23): VOTE OF NO CONFIDENCE.

23.1 These are rules and regulations of vote of no confident:

- 23.1.1 There shall be a vote of no confidence against a member of or the entire organization.
- 23.1.2 Whenever a member of the Executive Board acts in a manner that is not compatible to his/her duties as stipulated in this constitution.
- 23.1.3 He/she does not respect the provisions of this constitution; He/she misappropriates the funds and misuses the assets and property of the organization for personal interest.
- 23.1.4 After sufficiently been notified, he/she fails to attend three consecutive meetings of the BOD and the Executive Board without any clear reason.
- 23.1.5 The entire Executive Board fails to perform and deliver effectively and collectively as expected of their responsibilities vested on them by this constitution.
- 23.1.6 Any member of the Board of Directors or the Executive Board has the right to move a vote of no confidence motion against a member of or the entire executive board on condition that such a move is supported by signatures collected from 50+1 majority of the Board of Directors members.
- 23.1.7 Motion of no confidence shall be moved during ordinary or extra-ordinary meetings of the Board of Directors.
- 23.1.8 Provided the vote of no confidence is not associated to determination and character assassination but on the truth.

ARTICLE TWENTY-THREE (24): MEETINGS AND ORGANISATION NET WORKING DIALOGUES

24.1 All the meetings of the organization will adhere the following:

- 23.1.1 BOD meetings and quorums

BC Global determine to serve humanity since 2020

- 23.1.2 All members shall be notified about the venue; time and date of the meeting on time at least a minimum of 2 weeks unless it's an extraordinary meeting.
- 23.1.3 All meetings shall be called upon by the organization depending on the prevailing circumstances.
- 23.1.4 Minutes of the executive board meetings will be recorded by the finance manager.
- 23.1.5 Minutes of the BOD meeting will be recorded by the organization Chief Executive officer or country director, in case of their absence, will be acted by the program manager who produces and disseminates to the members of the organization for Consumption.
- 23.1.6 Be Conducted in English Language, unless a permission is sought from the members present not to, on the event of the meeting then can be conducted in Juba Arabic or any other language.
- 23.1.7 All decision of both the board of directors and the Executive board will be reached by 50+1 simple majority
- 23.1.8 When two consecutive meetings of both the Executive board and the board of directors fail to constitute a quorum, any number in attendance shall form a quorum and the decision taken thereafter shall be binding.
 - a) General assembly (GA) meetings and quorums
 - b) Board of Directors (BOD) meeting and quorums
 - c) Executive Board (EB) meetings and quorums
 - d) CSO networking dialogues.

GENERAL ASSEMBLY

- a- The GA will meet twice year from the beginning and the end of the year, and will have extraordinary meetings based on demand

BOARD OF DIRECTORS

- a) The BOD will meet three times (quarterly) and will have extra-ordinary meetings when necessary.

EXECUTIVE BOARD

- a) Shall meet twice in every month and shall have extra ordinary meetings as may be requested by the organization chief executive officer/country director or 50+1 of the employees upon signatory by the chief Executive officer/Country Director.

ARTICLE TWENTY-FOUR (25): RULES AND REGULATIONS OF A MEETING.

25.1 Below are the rules and regulations of meeting;

- 25.1.1 Strict punctuality shall be observed by the members of the organization.
- 25.1.2 A member wishing to speak shall raise his/her hand and be granted permission.
- 25.1.3 The chief executive officer or executive director shall grant a fair chance to every member wishing to speak.
- 25.1.4 All members of the organization shall refrain from the use of Volga language in any function of the organization.
- 25.1.5 A defeated motion shall not be raised at the same session.
- 25.1.6 All members of the organization shall vote once on every single issue.
- 25.1.7 Voting process of the organization shall be conducted by one of the following methods
 - a) Secret ballot.

BC Global determine to serve humanity since 2020

- b) Show of hands, standing.
- c) Prior to the elections, members present shall agree on the method of voting to be used.
- d) In case of a tie, the chief executive officer or executive director cast a vote to break the tie.

CHAPTER SEVEN:

ARTICLE TWENTY-SIX (26): SOURCES OF FUND AND ITS SYSTEMS.

26.1 PHASE (A) SOURCES OF FUNDS:

- 26.1.1 Registration and subscription fees.
- 26.1.2 Fund raising.
- 26.1.3 Lobbying through Project Proposals to any person/Organization willing to support the organization.
- 26.1.4 Loans.
- 26.1.5 Launching of dramas and concerts in forum theaters for pay of an agreed fee.
- 26.1.6 Involvement in Micro-enterprises.
- 26.1.7 Income generating activities such as vegetable growing, poultry keeping, bee keeping, brick laying, ventilators production, clinics, restaurant/hotel and fishponds.
- 26.1.8 All donations are considered as general fund income unless otherwise specified by the Donor.
- 26.1.9 The organization may accept unconditional contributions in any form and for any source consistent with the objectives and goals of BC Global.
- 26.1.10 All donations shall be deposited as soon as possible with the name of the donor, the date and the amount donated. A letter with the person's total donations should be mailed to the person at least three times a year.
- 26.1.11 Acknowledgement letter shall be scanned, emailed and if possible hard copy delivered to the donor or where the source of funds is from.

26.2 PHASE (B) TYPES OF ACCOUNTS:

- 26.2.1 Organization accounts
- 26.2.2 BC Global shall have accounts in any banks within the country of its operations possessing the name BC Global in and with three-four signatories to the Bank.
- 26.2.3 In case of any absence of two Signatory to the Bank, any two signatories can sign a cheque and withdraw money in the Bank.
- 26.2.4 The Organization shall have three types of accounts, General accounts savings accounts and project accounts in different currencies.

26.3 PHASE (C) GENERAL RULES FOR HANDLING FUNDS.

- 26.3.1 Below are the rules and regulations of expenditures
- 26.3.2 The funds of BC Global shall be deposited in a registered bank to be determined.
- 26.3.3 BC Global's funds must be used only for its activities.
- 26.3.4 Be used for achieving its vision, mission and objectives.
- 26.3.5 All transactions shall bear the signatures of the chief executive officer/country director.
- 26.3.6 In the payment of any cash will bear the signatory of the Finance manager/officer.

BC Global determine to serve humanity since 2020

- 26.3.7 Unless authorized by the project officer or in consultation with the organization chief executive officer/country director under no circumstance will a single payment been done exceeding a half of the available funds
- 26.3.8 Any banking business shall be in full compliance with the financial regulations.
- 26.3.9 The office concerned shall close the accounts at the end of every working day.
- 26.3.10 The petty cash to be kept in the safe shall not exceed equivalent to \$500.
- 26.3.11 Staff's salaries will be paid in the bank where the account of the organization is open.
- 26.3.12 No part of next earnings of BC Global shall be inserted to the benefit of, or be distributed to its officers, Directors or other persons except that the organization shall be authorized and empowered to pay any reasonable compensation for services rendered and to make payments and distributions set forth in this constitution.
- 26.3.13 The organization shall not make any contribution or gift to any association, CBO, CSO or FBO which is not registered in any country of its operation as a non-profit making Organizations.
- 26.3.14 No considerable part of the activities of BC Global shall be carried on propaganda or otherwise attempting to influence legislation and participate or intervene in any political campaign on behalf of any candidate for public office.
- a) Unless otherwise authorized, all bank transactions must be done by cheque regardless of the amount to be withdrawn.
 - b) All funds collected from a specific funding shall be used for that reason unless a 50+1 majority of the executive board votes of the organization. The BOD authorizes it to be use for a different purpose within the goals and objectives of BC Global.
 - c) For each additional account opened including sub-department accounts, the Board of Directors can assign an officer to manage that account. The officer must report his financial decisions, income and expenses on a monthly basis to the Board of Directors.
 - d) The Finance Manager or the Treasurer and any other designated officer must record all their activities and must present a monthly report to the BOD.

26.4 AUTHORITY OF APPROVALS AND WITHDRAWALS:

POWERS AND LIMITS OF APPROVALS

- 26.4.1 All payments above \$500 must be paid by cheque
- 26.4.2 The program manager in the absence of the senior management shall approve withdrawals of equivalent to \$1,500, this can be done in consultation with the top management staff.
- 26.4.3 The country director in the absence of the chief executive officer shall approve an amount equivalent to \$15,000 once given authority by the CEO or BOD
- 26.4.4 The chief executive director shall approve an amount equivalent to \$25,000 in consultation with the BOD.
- 26.4.5 The Board of Directors shall approve any amount from 25,100 and above

SIGNATORY FOR WITHDRAWALS

- 26.4.6 BC Global shall have an account opened bearing three/four signatories. In the absence of one or two, the other two can sign a cheque in which shall be:
- a) The chief executive officer shall be the principal signatory in case of his absence the country director will be the principal
 - b) Board chairperson member.

BC Global determine to serve humanity since 2020

c) Board treasurer Member

26.4.7 There must be a bank agent introduced to carryout bank reconciliations and withdrawals

26.4.8 Money must be withdrawn by the bank agent and administered by the finance manager/finance officer only accept an authorize person by the chief executive officer or country director.

26.5 ALLOCATION OF FUNDS:

26.5.1 Money can be located in the accounts of the organization upon a decision from the Board of Directors and all funding must have a budget lines codes in regard to donors funding and its activities.

26.6 COMPENSATION:

26.6.1 All compensation must be pre-approved by the Board of Directors and recorded in the Meeting minutes.

26.6.2 A contract is needed to verify recurring compensation.

26.7 PHASE (D) AUDITORS AND ACCOUNTANTS:

26.7.1 The organization BOD can appoint from the active member or hire a specialist or professional auditors for BC Global accounts.

26.7.2 The appointed members should have the basic skills and experience in accounting and auditing that shall co-opt by the contracting internal and external auditing committee.

26.7.3 Auditor(s) shall audit the organization account(s) and report to the BOD.

26.7.4 All Records of financial activities for all accounts managed by BC Global and all its departments must submit and be reviewed by a proficient accountant at least twice a year for officially authorized compliance purposes and to issue financial statements, organize the financial records in handy manner.

26.8 PHASE (E) DISCLOSURE OF FINANCIAL INFORMATION:

26.8.1 CEO/CD and BOD members have the right to review financial statements on a quarterly basis.

26.8.2 The CEO, CD, Programs Manager and the Finance Manager shall compile quarterly finance report or send a copy of a financial report to the BOD and inform the members the general assembly at least twice yearly.

26.8.3 Any Government legal or financial entity shall have the right to review the BC Global financial data when approved by management.

ARTICLE TWENTY-SEVEN (27): GENERAL POLICIES.

27.1 PHASE (A) CONSTITUTION INTERPRETATION POLICY:

27.1.1 In case of impiousness or dispute regarding the interpretation, application or implementation of any sections of the constitution or possible conflict between the sections, the interpretations by 50+1 majority vote of the Board of Directors are needed as required.

27.2 PHASE (B) COMMUNICATION POLICY:

27.2.1 It's the policy of the organization to keep communication open from and to all active and non-active members of the society.

BC Global determine to serve humanity since 2020

- 27.2.2 Active member's communication shall include financial statement, BOD meeting minutes, events announcement, social events and general communication forms:
- 27.2.3 General Assembly member's communication will be limited to general announcements, social activities and any other issues as decided.
- 27.2.4 All members and non-members are free to suggest, comment, criticize and give advice on any matters and decisions made in the association. Only active members are required to attend to Board meetings to present certain ideas and, or opinions.

27.3 PHASE (C) ANNOUNCEMENT POLICY:

- 27.3.1 All announcements are to be spread or publicized within 48 hours.
- 27.3.2 Verbal announcements on the sites or in events organized by the organization shall be approved verbally by the chief executive officer/country director.
- 27.3.3 All groups or private announcements or advertisement through the organization mailing list, email list, publication in the site or any means must be approved by the organization chief executive officer/country director and a copy of the announcement be kept in the file of the organization.

27.4 PHASE (D) MEDIA CONTACT POLICY:

- 27.4.1 It's the policy of the organization to edge contact to co-opt officer by the BOD or chief executive officer.
- 27.4.2 Comments from active members of the organization don't reflect the organization policy shall be investigated.
- 27.4.3 All media announcements, mailings or conferences must be pre-approved by the Board of Directors. In urgent cases a short announcement can be made regarding an urgent issue after verbal approval from the BOD members.
- 27.4.4 A copy of all media mailing, comments or press releases must be kept in file.

27.5 PHASE (E) RECORD KEEPING POLICY:

- 27.5.1 The records, reports and seals of the organization shall be kept at the organization office or at relative places in the organization.
- 27.5.2 All members, workers, employees and volunteers at the organization should know that BC Global will try to keep record of every activity, decision, event or else as needed for the good will of the organization legal, financial and mission standards.
- 27.5.3 Records kept will include but not limited to;
 - a- **Minutes:** The organization shall keep the records of minutes of all meetings.
 - b- **Books of Accounts:** The organization shall go on and sustain adequate and correct accounts of its possessions and commercial transactions.
 - c- **Legal Information:** All officially permitted information's of the organization including registration renewal, tax exempt letter, sales text letter, title of ownership among others.
 - d- **Membership information:** The active members of the organization shall be given either formal or verbally.
 - e- **Election data:** All records shall be accessible by any selected executive board member or any member of the Board of Directors. In addition to that, certain records can be made available to the active members of the organization when approved by the Board of Directors.

27.6 PHASE (F) COMPLAINTS AND SUGGESTION POLICY:

- 27.6.1 All written or emailed complains, comments, and suggestions presented to the Board of Directors regarding the organization's activities shall be addressed as soon as possible.
- 27.6.2 The outcome of the BOD decision shall be released to the person who made the comment when possible.
- 27.6.3 All comments are to be filled for day-to-day references or for future references and review.

27.7 PHASE (G) THE INSTITUTION'S BELONGINGS:

- 27.7.1 No one has the right to sell, give or donate any item belonging to the organization without a prior approval from the Board of Founders.

27.8 PHASE (H) FISCAL YEAR:

- 27.8.1 The accounting period to be followed by the organization shall be the Fiscal Year Basis and the year hereby adopted in the calendar year from 1st Jan through to 31st December annually.

ARTICLE TWENTY-EIGHT (28): OATH OF MEMBER OF THE EXECUTIVE BOARD OF DIRECTORS

To assume his/her duties/functions, every member of the Board of Directors shall take the following oath before the suitable chamber;

I having being elected as member of BC Global Board of Directors, do here by swear by the Almighty God that I will bear faith and loyalty to the organization and its members, I will abide by and respect the constitution of BC Global, abide by the law and will faithfully and alertly discharge my duties and serve the organization to the best of my capability, so help me Almighty God.

CHAPTER EIGHTY (8):

ARTICLE TWENTY-NINE (29): DISSOLUTION

The organization shall be deemed dissolved upon a recommendation by general assembly of BC Global.

- i. Notice of intention to dissolve the organization shall be issued to all the members within 90 days.
- ii. In the event of such dissolution, the assets of the organization shall be dealt with in a manner that is guided by Public Procurement and Disposal of Public Assets (PPDA) regulations.

CHAPTER NINE (9):

ARTICLE THIRTY (30): LIQUIDATION:

BC Global determine to serve humanity since 2020

29.1 Below are binding powers on BC Global properties:

29.1.1 All its properties or assets shall be put under the custody of the board of directors.

29.1.2 The board of directors with the approval of the general assembly (GA) shall invite a liquidator to dispose of the Association assets.

29.1.3 The assets shall not be disposed of until all outstanding debts or liabilities of BC Global are paid.

29.1.4 The remaining assets after the settlement of all the debts and the liabilities shall be surrendered to the CSOs, CBOs and Government institutions online with BC Global Vision, Mission and Objectives

ARTICLE THIRTY-ONE (31): AMENDMENT:

The constitution is known as BC Global's Constitution is subject to amendment by the three quarter of the General Assembly (GA) of the association.

ARTICLE THIRTY-TWO (32): RATIFICATION OF THE CONSTITUTION.

This Constitution shall be ratified by the time it comes into force on the day of its promulgation to the General Assembly and shall subsequently be passed by the simple majority of the General Assembly that is, all or fifty plus one (50+1) present on the day of its Promulgation.

**ARTICLE THIRTY-THREE (33) BC GLOBAL
FUNCTIONAL STRUCTURE**

ARTICLE THIRTY-FOUR (34) COMMENCEMENT

This Constitution will be cited as the constitution of BC Global abbreviated and will come into force on the date of signature by the chief executive officer after its promulgation by the General Assembly.



BC Global determine to serve humanity since 2020

ARTICLE THIRTY-FIVE (35): DECLARATION

We, the technical members of BC Global, signed hereunder are desirous and committed to the organization's Constitution adopted this 3rd day of Nov, the year 2019.



BC Global determine to serve humanity since 2020

Name	Profession	Address – Continent	Contact	Signature
Francis M. Limbe	Finance and Insurance	670 W. San Jose Ave, Claremont, CA 91711 USA	Phone# (909) 618 8336	
Dr. Laku Tongun	Professor at Pitzer College Political and cultural Science.	300 Yales Ave. Claremont, CA 91711 USA	Phone# (909)626-1646	
Kegee Limbe	Premedical and cultural science	670 W. San Jose Ave. Claremont, Ca 91711 USA	Phone# (909)480 5378	
Ladu Lo Sarah	Sport Science	367 W. 11st Upland CA 91768 USA	Phone# (909) 200 7665	
Henry Bidali	Political science and rural development	Hai Rock City, Munuki Payam, Juba	Phone# 211 924 560 200	

BC Global determine to serve humanity since 2020



