

ACTING COMMUNITY TEAM (ACT)

"Leading Change Together"



INSTITUTIONAL POLICY DOCUMENT

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OWNER: ACT BOARD OF DIRECTORS

APPROVED BY: GENERAL ASSEMBLY

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CONSTITUTION OF ACTING COMMUNITY TEAM (ACT)

A Youth-Led Community-Based Organization

PREAMBLE

We, the youth of Western Bahr el Ghazal State, South Sudan,
CONSCIOUS of the challenges facing our communities, limited economic opportunities, social exclusion, conflict impacts, and underrepresentation in decision-making;

BELIEVING in the power of organized youth action to drive positive change and sustainable development;

COMMITTED to fostering leadership, resilience, innovation, and inclusive participation;

RECOGNIZING the need for a formal structure to guide our collective efforts towards empowerment and community transformation;

DO HEREBY establish this Constitution to govern the Acting Community Team (ACT), outlining our vision, mission, values, structure, and operations.

Date of Adoption: 01-Dec-2025

Place of Adoption: Wau, Western Bahr el Ghazal State, South Sudan

ARTICLE I: NAME AND LEGAL STATUS

I.1 Official Name

The organization shall be known as the "**Acting Community Team**", hereafter referred to as "**ACT**" or "**the Organization**."

I.2 Legal Status

ACT is a **youth-led, non-profit, non-political, and non-religious Community-Based Organization (CBO)** registered under the laws of South Sudan, operating in Western Bahr el Ghazal State and beyond.

1.3 Official Address

The headquarters of ACT shall be located at:

Wau, Western Bahr el Ghazal State, South Sudan.

The Organization may establish field offices in other locations as needed, subject to Board approval.

ARTICLE 2: VISION, MISSION, AND CORE VALUES

2.1 Vision

A peaceful, self-reliant South Sudan where young people lead positive change in their communities.

2.2 Mission

To empower youth through leadership development, sustainable livelihoods, and community resilience, fostering inclusive growth and lasting peace.

2.3 Core Values

1. Youth-Centered Agency:

We believe in the power and potential of young people. We listen, collaborate, and empower youth to lead their own development and shape their communities.

2. Integrity & Accountability:

We act with transparency and honesty in all our work. We are accountable to the youth we serve, our partners, and the communities that trust us.

3. Resilience Through Innovation:

We adapt to challenges with creativity and resourcefulness. We embrace local solutions and sustainable practices to build lasting livelihoods and peace.

4. Inclusive Community Partnership:

We work hand-in-hand with communities, leaders, and stakeholders. We foster dialogue, inclusion, and collective action to ensure no one is left behind.

5. Courage to Lead Change:

We encourage bold leadership and advocacy. We stand up for the rights and well-being of youth, women, and vulnerable groups, even when it is difficult.

ARTICLE 3: OBJECTIVES

3.1 Overall Objectives

ACT shall work towards the following overarching goals:

1. To enhance youth leadership and employability through market-relevant skills training, entrepreneurship support, and cooperative development.
2. To strengthen food security and climate resilience by promoting sustainable agricultural practices, farmer cooperatives, and efficient resource management.
3. To foster community peace and social cohesion through inclusive dialogue, conflict resolution training, and youth-led advocacy initiatives.
4. To build organizational capacity in governance, financial management, monitoring & evaluation, and sustainable resource mobilization.
5. To advocate for the rights, protection, and meaningful participation of youth and women in social, economic, and political spheres.

3.2 Specific Objectives

1. Youth Economic Empowerment:

- Train at least 100 youth annually in vocational skills aligned with local market demand.
- Establish and support 5 new Village Savings and Loan Associations (VSLAs) each year.
- Launch 2 youth-led small businesses or cooperatives per year with seed funding and mentorship.

2. Food Security & Sustainable Agriculture:

- Train 50 local farmers annually in climate-smart practices.
- Establish 3 new farmer cooperatives in Western Bahr el Ghazal by 2026.
- Increase agricultural yields by 30% among participating farmers within two years.

3. Peacebuilding & Social Cohesion:

- Conduct quarterly peace dialogue sessions with youth clubs, faith leaders, and local authorities.
- Train 200 community members annually in conflict resolution and mediation skills.
- Reduce reported incidents of youth-related violence by 20% in ACT's operating areas by 2027.

4. **Organizational Development & Sustainability:**

- Develop and implement a 3-year strategic plan with clear M&E frameworks by the end of 2025.
- Train all staff and board members in financial management, proposal writing, and donor reporting.
- Secure at least 3 new partnerships with regional or international NGOs/funders by 2026.

5. **Advocacy & Protection:**

- Conduct 4 community awareness campaigns annually on critical social issues.
- Engage with state-level youth bodies and ministries to advocate for inclusive youth policies.
- Increase community reporting and referral of protection cases by 40% through youth-led advocacy networks.

ARTICLE 4: MEMBERSHIP

4.1 Eligibility

Membership in ACT is open to:

- Youth aged 15–35 residing in Western Bahr el Ghazal State.
- Individuals who subscribe to ACT's vision, mission, and values.
- Those willing to actively participate in organizational activities and community service.

4.2 Categories of Membership

1. **Active Members:** Youth who regularly participate in activities, attend meetings, and uphold membership responsibilities. Only active members may vote or hold office.
2. **Associate Members:** Supporters above age 35 or from outside the target age/area who contribute expertise, resources, or mentorship.
3. **Honorary Members:** Individuals recognized for exceptional contribution to youth development, appointed by the Board.

4.3 Rights of Active Members

- To vote in General Assembly meetings.

- To stand for election to the Board or other leadership positions.
- To participate in all ACT programs and activities.
- To access capacity-building and networking opportunities.
- To review organizational reports and provide feedback.

4.4 Responsibilities of Members

- To promote ACT's vision and mission.
- To participate actively in assigned roles and activities.
- To adhere to this Constitution and organizational policies.
- To maintain integrity and avoid actions that may discredit ACT.
- To pay membership fees as determined by the Board.

4.5 Termination of Membership

Membership may be terminated by:

- Written resignation submitted to the Board.
- Failure to meet membership obligations over 6 months.
- Conduct violating ACT's values or bringing the Organization into disrepute, following a fair hearing by the Board.

ARTICLE 5: GOVERNANCE STRUCTURE

5.1 General Assembly

5.1.1 Composition

The General Assembly comprises all active members of ACT. It is the **supreme governing body** of the Organization.

5.1.2 Powers and Functions

- Adopt and amend the Constitution.
- Elect and remove Board members.
- Approve strategic plans, annual reports, and audited financial statements.
- Decide on mergers, dissolution, or major organizational changes.
- Provide overall guidance and oversight.

5.1.3 Meetings

- **Annual General Meeting (AGM):** Held once per year, with at least 30 days' notice.

- **Extraordinary General Meeting:** May be convened by the Board or upon written request by at least one-third of active members.
- **Quorum:** At least 50% of active members must be present for decisions to be valid.

5.2 Board of Directors

5.2.1 Composition

The Board shall consist of **7 members** elected by the General Assembly, ensuring:

- At least 4 members are youth (aged 15–35).
- At least 3 members are female.
- Representation from diverse backgrounds and communities.

5.2.2 Board Positions

1. **Chairperson**
2. **Vice-Chairperson**
3. **Secretary**
4. **Treasurer**
5. **Programs Coordinator**
6. **Advocacy & Partnerships Officer**
7. **Member-at-Large**

5.2.3 Term of Office

Board members serve a **2-year term** and may be re-elected for one additional consecutive term.

5.2.4 Powers and Functions

- Provide strategic direction and policy oversight.
- Approve annual work plans and budgets.
- Hire, supervise, and evaluate the Executive Director.
- Ensure compliance with legal and donor requirements.
- Manage risk and ensure organizational sustainability.
- Meet at least quarterly.

5.2.5 Board Meetings

- Regular meetings: quarterly.
- Special meetings: as needed, called by the Chairperson or at least 3 Board members.

- Quorum: At least 4 Board members must be present.

5.3 Executive Management

5.3.1 Executive Director

- Appointed by the Board, responsible for day-to-day management.
- Implements Board decisions and organizational plans.
- Leads staff, manages programs, and represents ACT externally.
- Reports to the Board quarterly.

5.3.2 Staff

- ACT may hire staff as needed, based on available funding.
- Staff roles and job descriptions approved by the Board.
- Recruitment follows fair, transparent, and gender-sensitive processes.

ARTICLE 6: MANAGEMENT AND ADMINISTRATION

6.1 Financial Management

1. ACT shall maintain a bank account in its name at a reputable bank.
2. All funds shall be used solely to advance organizational objectives.
3. The Board shall approve an annual budget prepared by the Executive Director.
4. Financial records shall be kept in accordance with accepted accounting standards.
5. An annual audit shall be conducted by an independent auditor approved by the Board.

6.2 Signatory Authority

- Financial transactions above a threshold set by the Board require two signatures: **Treasurer plus either Chairperson or Executive Director.**
- The Board shall approve signatory mandates annually.

6.3 Asset Management

- ACT shall maintain an asset register.
- Assets shall be used for organizational purposes and safeguarded against misuse.
- Disposal of assets shall follow Board-approved procedures.

6.4 Program Implementation

- Programs shall be designed based on community needs assessments.

- Monitoring & Evaluation (M&E) frameworks shall guide implementation.
- Regular reports shall be prepared for the Board, donors, and stakeholders.

6.5 Partnerships and Networking

- ACT may enter into partnerships that advance its mission.
- All partnerships shall be formalized through written agreements.
- The Board must approve strategic partnerships.

ARTICLE 7: ELECTORAL PROCESS

7.1 Electoral Committee

- An independent Electoral Committee shall be appointed by the General Assembly 60 days before elections.
- The Committee shall comprise 3 respected community members (non-candidates).

7.2 Candidacy

- Any active member in good standing may stand for Board election.
- Nominations must be submitted in writing to the Electoral Committee at least 14 days before elections.

7.3 Voting

- Elections shall be by secret ballot.
- Each active member has one vote.
- Candidate(s) with the highest votes win(s).
- In case of tie, a runoff shall be conducted.

7.4 By-Elections

- Vacancies occurring between AGMs shall be filled through by-elections conducted within 60 days.

ARTICLE 8: AMENDMENT OF THE CONSTITUTION

- I. Proposed amendments must be submitted in writing to the Board at least 60 days before the General Assembly.

2. The Board shall circulate proposed amendments to all members at least 30 days before the meeting.
3. Amendments require a **two-thirds majority vote** of active members present at the General Assembly.
4. Amendments shall not contravene South Sudanese law or the non-profit nature of ACT.

ARTICLE 9: DISSOLUTION

1. Dissolution of ACT may be proposed by the Board or at least one-third of active members.
2. A Special General Meeting shall be convened to decide on dissolution.
3. Dissolution requires a **three-fourths majority vote** of active members present.
4. Upon dissolution, all liabilities shall be settled.
5. Remaining assets shall be transferred to another non-profit organization with similar objectives, as decided by the General Assembly.
6. No member shall benefit personally from the dissolution.

ARTICLE 10: TRANSITIONAL PROVISIONS

10.1 Interim Board

Until the first General Assembly elections, the founding members shall serve as an Interim Board, responsible for:

- Registering the Organization.
- Opening the Organization Bank Account
- Mobilizing initial membership.
- Organizing the first General Assembly elections.
- Developing initial policies and programs.
- The interim Board

10.2 First General Assembly

Shall be convened within 6 months of registration to:

- Adopt this Constitution.
- Elect the first official Board.
- Approve initial strategic direction.

10.3 Adoption of Constitution

This Constitution shall come into effect immediately upon adoption by the General Assembly.

ARTICLE 11: MISCELLANEOUS

11.1 Languages

The official working languages of ACT shall be **English and Arabic**. Key documents may be translated into local languages as needed.

11.2 Conflict of Interest

- Board and staff members shall disclose any conflicts of interest.
- Affected individuals shall recuse themselves from related decisions.
- A Conflict of Interest Policy shall be developed and adopted by the Board.

11.3 Code of Conduct

ACT shall develop and enforce a Code of Conduct for all members, staff, and volunteers, covering ethics, professionalism, and protection against harassment and exploitation.

11.4 Policies

The Board shall develop and adopt additional policies as needed, including but not limited to:

- Financial Management Policy
- Human Resources Policy
- Gender and Inclusion Policy
- Child and Vulnerable Persons Protection Policy
- Safety and Security Policy

CERTIFICATION

This Constitution was prepared for consideration and adoption by the General Assembly of the Acting Community Team (ACT).

Prepared by: Interim Board of ACT

Date: 1-Dec-2025

Location: Wau, Western Bahr el Ghazal State

SIGNATURES FOR ADOPTION

Chairperson of the General Assembly:

Name: _____

Signature: _____

Date: _____

Secretary of the General Assembly:

Name: _____

Signature: _____

Date: _____

Witnessed by (Community Elder/Representative):

Name: _____

Signature: _____

Date: _____