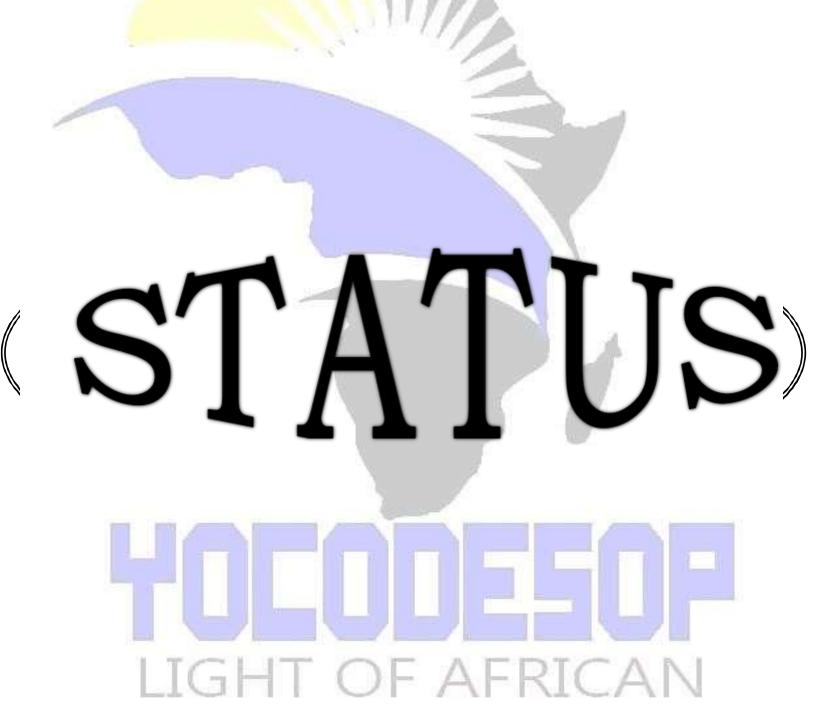


YOUTH CONGRESS FOR DEVELOPMENT SOCIAL ECONOMIC PROGRESS '' YOCODESOP'' MALAWI DOWA DISTRICT DZALEKA REFUGEE CAMP P.O. BOX 16 DOWA KAWALE, 1 N° 108

PHONE: +265 994 647 290 884 734 959

Website: www.yocodesop.org Email:Info@yocodesop.org



PREAMBLE

- Concerned about the poverty in the Dzaleka refugee camp in particular, Dowa district, and in Malawi in general.
- Concerned about the repercussions of this crisis on the income of all the communities in the Dzaleka Refugee Camp and its surroundings,
- Realizing that many young people and women are excluded because of the conditions of access to management and decision-making,
- Based on common and shared experiences and concerns,
- Recognizing the capacity of young people to meet their own development needs.

Women and men are engaged in endogenous development support and anxious to contribute to engaging the populations of Malawi, district of Dowa, in Dzaleka refugee camp particular in a process guaranteeing lasting socio-economic and cultural development with man's object as "the value of all things". They aim to work in the field of self-promotion in a context of decentralization, for this purpose, the association called: Youth Congress for Development and Social Progress (YOCODESOP) was created.

It thus intends to invest in areas of development likely to contribute gradually, but irreversibly to reverse the ever-increasing trend in the specter of poverty. Because of their strategic position or initiative with regard to the resolution of development problems, women's organizations, artisans, young people as well as marginalized groups will constitute the privileged targets of YOCODESOP.



TITLE I: GENERAL PROVISIONS

CONSTITUTION, CREATION AND DENOMINATION, SOCIAL RESIDENCE

Article 1: Constitution

Its' constituted between those who adhere on the present status, a nonprofit association that is at the same time a private organization, nongovernmental, non confessional and apolitical, and based on the sustainable development norms as an IGA creative source for the promotion on the durable and emergency assistances as in the ruined rural entities or for the needy persons.

Article 2. Creation and Denomination

On 16 February 2017, was created in Malawi, an association called YOUTH CONGRESS FOR DEVELOPMENT AND SOCIAL PROGRESS (YOCODESOP) and exercising its activities throughout the national territory.

Article 3: The Social Residence

The YOCOFDESOPlocation is exactly at Dzaleka Refugee Camp, located at Kawale I No 168, Dowa District, Malawi. The location can be transferred (changed) in case of need to another place according to the assembly's decision

Article 4

YOCODESOP is an apolitical, non-profit association.

The lifespan of YOCODESOP is unlimited The lifespan of YOCODESOP is unlimited

TITLE II: MISSION / OBJECTIVES

Article 6: Mission

- > Promoting the model (approach) of participative development, aiming to reduce the problems and the socio community deficit.
- > Encouraging people reflection and mobilization via collective discussion, sessions of reflection, attaining the solutions of poverty that afflicts us as well as other useful channels.
- > To awaken young people consciousness and skills regarding to the selfemployment in order to transform or making the favorable areas toward the emergence of local development.

This mission involves strengthening the capacities of youth, a key player in grassroots development, child protection and adult literacy for the improvement of life condition.

Article 7: Objective

Contribution on the reduction (or eradication) of poverty within our rural entities by establishing or creating the small income generating activities (IGA), meaning to carry relief to the deprived populations in Dzaleka Refugee Camp and its surroundings as well as in the country.

The YOCODESOP aims at local economic development by strengthening the Private Sector, through the support of different activities of young people for social progress.

Article 8: Specific Objectives

The objectives of YOCODESOP are:

- Develop new research methods and strategies based on the fight against household poverty;
- organize seminars and conference discussions with the different youth structures to reflect on their future.
- Develop the mechanism of supported people with AIDS and other contagious diseases in order to reduce the multiple contaminations;
- Child protection and orphans,
- Contribute to the emergence of local economic dynamics by technical, organizational and financial support;
- Strengthen the capacities of local development actors, and support them in the development of strategies to support the Private Sector;
- Promote self-promotion of crafts;

- Ensure the promotion of Education, particularly education through the schooling of young girls and orphans,
- Give micro credit to facilities people for self-employment,
- Support women to facilitate their access to decision-making centers;
- Encourage and facilitate the grouping of associations into networks in the field of promoting the local economy;
- contribute firmly to the fight against violence against women and early marriage,
- create a youth capacity building center
- Contribute to reducing the deficit in socio-community and or economic infrastructure in underprivileged and landlocked areas;
- Promote household health through socio-sanitary, nutritional education and family planning;
- Develop a dynamic partnership between the surrounding communities.

TITLE III: STRUCTURING

Article 9: Organs

The organs of YOCODESOP are:

- The general Assembly
- Board of directors
- The Executive Bureau

A. GENERAL ASSEMBLY

Article 10. The General Assembly

The general assembly is the supreme organ of the association decision. It's ordinary or extraordinary qualified in the concerned matter according to the object of its deliberations.

Article 11. The Composition

The general assembly being made by members of the Bord of Directors, the executive Bureau and all members.

Article 12. The Power

The general assembly defines the general politic of leading the association, elects the members of bord of Directors and Executive bureau and terminating their mandates.

- Fixe the rate or amount of contributions, the compensation (indemnities) to allocation to the executive bureau members and accountant.
- Hearing the reports from both the executive bureau and the accountant.
- Discusses and approves the budget and evaluates the previous budget used.
- Gives definitive or annual acquaintance to the executive bureau.
- Decides (or pronounces) the definitive dismissal of members or their resignation.
- Empowers the executive bureau for the execution of all the management tasks.
- Decides on the status modification and approves the internal rule, terms, the advanced dissolution, the headquarters transfer in a locality, the association denomination change, the modification of the general assembly composition and the executive bureau and any other modification or dysfunction as well as extension as permanent of executive bureau powers.

Article 13. Period Of Meeting

The general assembly gets meeting once on the first quarter of each year in ordinary session, under the auspices of the executive bureau president. In easy of absolute impediment (or obstacle) of president approved by the general secretary, who will inform all the members and call for the meeting of the general assembly which can be convoked by the executive bureau of the general secretary is no available. Then, the session is extraordinary on the demand of the executive bureau or the 2/3 for the active members for deliberating on a précised daily agenda. In case of small eventual evaluations of activities, the meeting is forecasted once a week on Saturday from 08:00 – 10:30, and everyday only for the participation to the planned community works.

B. <u>BOARD OF DIRECTORS(BD)</u>

Article 14. composition

It is the body responsible for managing the life of the organization and is composed of 5 members elected at the General Assembly.

The Office of the Board of Directors includes:

- Chair person;
- Vice chairperson;
- General Secretary;
- General Treasurer
- Organizers for information and communication, responsible for the success of any event.

Article 15: Allocation of Members of the Board of Directors (BD)

- *The Chair person* assumes a more active role than the other members of the Board of Directors; He orders the budget and represents the association in the acts of life.
- The Chair person signs on behalf of the association any act engaging the responsibilities and interests of the association. He can be represented in case Of prevention.
- *The Vice-Chairperson* ensures the functioning of the association. It is responsible for monitoring and controlling the activities of the Executive bureau. He chairs the meetings of the Board of Directors and implements the decisions taken during the General Assembly and at the meetings of the Board of Directors. He receives the reports of the activities of the Executive Direction.
- *The General Secretary* is responsible for all matters relating to correspondence. He writes the minutes of the meetings of both the Board of Director and the General Assembly and assumes the transcription in the registers provided for this purpose.
- *The General Treasurer* collects all the funds necessary for the life of the Non-Governmental Organization (Contributions, Donations, and Legacies) and provides for the expenses of the Executive Office and the Board of Director. All its operations are carried out under the supervision of the President.
- *The Organizers* are responsible for organizing meetings of General Meetings and meetings of the Board of Directors, are responsible for ensuring the proper flow of information and communication within the Association.

C. EXECUTIVE BUREAU(EB)

Article 16. Executive Bureau

The Executive Management is the executing agency. She is responsible for preparing the documents (Strategic, operational planning, Manual of administrative and accounting procedure, reports, etc.). It is headed by a Coordinator. This person is designated or recruited. Recruitment or designation is done by the Board of Directors office and takes into account competence and availability. The other collaborators are recruited. The Executive Management meets once a month to take stock of the activities and whenever the need arises. It draws up a quarterly and annual activity report.



<u>Article 17: Composition of the Executive Bureau</u>

The Executive Management is made up of: • 1 Coordinator; • Project manager • 1 Administrative Secretary (e); • 1 Accountant. • 4 committee's members.

Article 18: Allocation of Members of the National Coordination

- *The Coordinator* directs the activities of the non-profit executive direction. He / she submit initiatives to the Executive Bureau, He / she organizes the meetings of the Executive Bureau and the General Assembly in collaboration with the organizers of the BD. He / she chairs the meetings of the Executive Direction, coordinates all the related activities. He / she is supported by an administrative staff (Project Manager, administrative secretary, accountant etc. as needed)
- *The Project Manager* is responsible for setting implementing a specific part of the activities of the association. It reports on its activities to the BD and produces reports.
- *The Administrative Secretary* is responsible for the various correspondences, the minutes of the meetings of the Executive Management, their organization and the preservation of the archives at the headquarters of the association. He is responsible for the proper functioning of the administration.
- *The Accountant* is responsible for financial and accounting management, and for the equipment (small expenses and operations related to the operation) of the Executive Management.
- *The Committee's Members*, they assume the representation of all members at the level of the executive bureau. They are direct beneficiaries of the activities put on site of the association. Control the movement and know the total of all group members.
- The Members: the members of association.

As a whole, the coordinator is responsible for coordinating all activities:

- Participating in the setting up of tender documents
- Ensure the implementation of programs;
- Ensure the administrative and financial management of the Executive Management;
- Ensure the management of human resources (staff);
- Ensure the management of the material;
- Carrying out coordination, monitoring and evaluation missions for programs in the field, Recruiting, in collaboration with the Board of Directors, the implementing staff;
- Ensure the implementation of action plans of the association;
- Ensure the drafting of activity and financial reports of the association;
- Attend meetings of the Board of Directors in an advisory capacity;
- Research sources of funding and self-financing in collaboration with the Chairman of the Board of Directors;

- Identify priority issues and develop strategies in collaboration with the various program managers.

TITLE IV: RESOURCES

Article 19

YOCODESOP resources are obtained from:

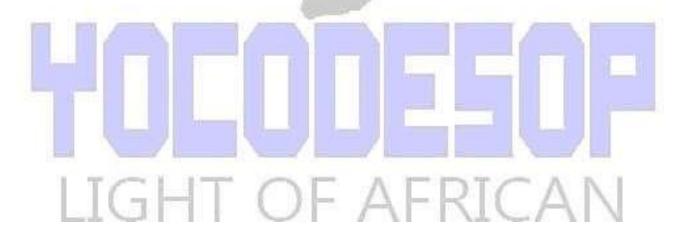
- Collection of membership fees and annual subscriptions from its members.
- Services
- Donations and Legacies
- Development of projects for fundraising.
- Fundraising with other partners engaged in strengthening the socio-cultural and economic development sector in Africa and elsewhere.

TITLE V: OTHER PROVISIONS

Article 20: Constitution Review

The general assembly alone is authorized to revise these statutes. Revisions can be made if 2/3 of the members express the need.

Adopted at the General Assembly on February 17, 2020



INTERNAL RULES

These internal regulations specify and / or supplement the statutes of YOCODESOP. It applies to all members and aims to specify the terms of application and set the operating rules.

TITLE I: MEMBERS

Article 1: Membership

To become a member of YOCODESOP, all natural or legal persons who work for the objectives that YOCODESOP sets for itself.

There are three categories of members:

- Ex-officio members who join and participate in the life of the association.
- Honorary members who adhere to the association's objectives and provide technical, material and or financial moral assistance to the NGO, and participate in General Meetings in an advisory capacity.
- Supporting members provide moral and psychological support

Article 2: Membership Condition

Anyone wishing to join YOCODESOP must:

- Subscribe to the vision, mission and objectives of YOCODESOP
- Contribute to the achievement of YOCODESOP objectives through coordinated actions.
- Pay membership fees and membership fees.

Article 3. Exclusion

The membership quality can get lost due to the: - Resignation - Radiation (being expelled) - Death and dissolution of the association.

Suspension and exclusion of member The Board of Directors may initiate a complaint against a member for non-compliance or violation of the statutes and internal regulations. This complaint should be forwarded to the General Assembly who will decide on the member's suspension or exclusion.

Any member can decide to withdraw from YOCODESOP but should notify the Board three months in advance.

TITLE II. RIGHTS AND MEMBERS RESPONSIBILITIES (DUTIES)

Article 4. Members' Rights

The active member quality relates to the right of taking part to the deliberations of the general assembly.

Article 5. Member Duties

The active members have duties of: - Fulfilling their different contribution (dues) - Participating or attending at all the meetings - Respecting the decisions and the deliberations of executive bureau and general assembly.

TITLE III. THE SANCTIONS

The non-observation of determined duties to the article 5 of present internal rule gives place to the following sanctions: - Warning, blame and dismissal (radiation)

Article 6. Sanctions of First Degree

The warning and the blame are pronounced by the executive bureau.

Article 7. Sanctions of Second Degree

The radiation (dismissal) is pronounced by the general assembly.

Article 8: Right of Membership and Contributions

The membership fee and annual membership fees are set as follows:

- Membership fee: 3,000MW

Annual subscription: 12,000 MW

The membership fees and the annual subscription could be revised by decision of two thirds (2/3) of the members present at the General Meeting.

article 9: Code of Conduct for Members

Members must respect the basic texts of YOCODESOP.

TITLE IV: FUNCTIONING OF THE ORGANS

ARTICLE 10: The General Assembly

There are three (3) types of General Assembly: the ordinary general assembly, the extraordinary general assembly and the elective general assembly. The ordinary General Assembly is the supreme authority and gathers the members to days and meets every year. Partner organizations or people working in the field of promotion of the Private Sector and strengthening of Civil Society could be invited as observers. The Board of Directors will be responsible for mobilizing financial resources for the holding of the General Assembly and will determine the place, date and agenda. The quorum will be at least two thirds (2/3) of the members of the association.

- 1) Adopt the procedure and the agenda.
- 2) Examine and approve activity and financial reports.
- 3) Determine the general strategy including policies.
- 4) Approve the three-year action plans The Extraordinary General Assembly is responsible for: Reflecting on urgent situations.

The elective General Assembly has the task of:

- 1) Adopt the procedure and the agenda.
- 2) Examine and approve activity and financial reports.
- 3) Determine the general strategy including policies.
- 4) Approve a three-year action plan
- 5) Appointed the coordinator
- 6) Elect the members of the Board of Directors.
- 7) Revise the statutes and internal regulations.

Article 11: The Board of Directors

The Board of Directors is the political body of YOCODESOP. It is made up of a President; a Secretary General; a General Treasurer; two (2) Organizers. The term of office of the members of the Board of Directors is three (3) years renewable. The members of the Board of Directors will not be remunerated. However, YOCODESOP will have to mobilize funds to meet the expenses they incur in the execution of tasks on behalf of YOCODESOP. The Board of Directors will meet quarterly on the initiative of the President. However, special meetings may be organized to discuss urgent matters. Decision-making is by consensus, but if a vote is necessary, the majority suffices

The Board of Directors is responsible for:

- Initiate policies and actions in accordance with the recommendations and decisions of the General Assembly.
- Propose the agenda for the General Assembly.
- Evaluate the implementation of the recommendations and decisions of the General Assembly.
- Examine and submit activity and financial reports and submit them to the General Assembly.
- Examine membership requests for members.
- Examine the suspensions or exclusion of members.

TITLE V: RESOURCES

Article 12: Nature of Resources

The resources of YOCODESOP are obtained in the following way:

- Collection of membership fees and annual contributions from member organizations.
- Elaboration of projects for fundraising,
- Fundraising with other partners involved in strengthening the Dzaleka Camp community, in Malawi, in Africa and elsewhere.

Article 13: Opening an Account

A bank account will be opened and in which all YOCODESOP funds will be deposited. The co-signatory of the said account will be the President, the treasurer and the National

Coordinator. Bank withdrawals will be made with the double signature of the president and the coordinator and / or the treasurer.

Article 14. Procedures Manual

A manual of administrative, accounting and financial procedures will be put in place which will specify the practical methods of use and management of YOCODESOP funds.

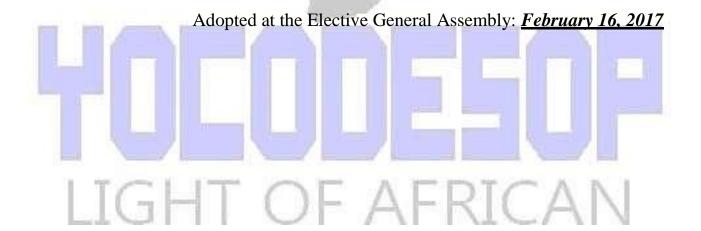
TITLE VI: OTHER PROVISIONS

Article 15: Review

These internal regulations come into force upon their approval by the constituent General Assembly and are binding on all members. It can be revised if at least 2/3 of the members up to date with their contributions express the need.

ARTICLE 16: Dissolution

In the event of dissolution, the assets and assets are bequeathed to an association which works for the same objectives as YOCODESOP. The quorum is at least 2/3 of the members.



MINUTES OF THE GENERAL ELECTIVE ASSEMBLY OF YOCODESOP / asbl

Minutes of the Elective General Assembly of the Youth Congress for Development and Social Progress (YOCODESOP / asbl)

The year two thousand and fourteen and on February 17 was held at the headquarters of YOCODESOP, the Elective General Assembly for the establishment of the new Board of Directors of: Youth Congress for Development and Social Progress (YOCODESOP / asbl)

It has known the presence of sixteen members from all over the national territory. Five items were on the agenda, including:

- 1- Opening ceremony
- 2- Proofreading of basic texts
- 3- Amendments and adoptions of texts
- 4- Election of officers
- 5- Appointment of the Coordinator
- 6- Miscellaneous

The opening ceremony was mainly marked by the address of the President of the Organizing Committee of the Constitutive General Assembly. Mr. Pascal TEMBERA, President of the Organizing Committee wished first of all to welcome all the guests present at this Assembly. He took the opportunity to give the participants a brief history of the "YOCODESOP" project. He thanked all the actors for their willingness and availability displayed throughout the renewal process of the office of the association. Finally, the President of the Organizing Committee ended his remarks with the message of manifest gratitude of the said Committee to the sponsors and friends for their support, assistance and support throughout the process of revising the Statutes and Internal Regulations and the preparation of this Meeting. Following the intervention of the President of the Organizing Committee, a break was observed to allow certain guests to withdraw.

At start-up, a presidium of three (3) members is installed to conduct the work:

- 1- President: Joseph KASINDI
- 2- Secretary: ROZETTE JEANNE
- 3- Reporter: Doudou AMISI

From the outset the program of activities was amended and approved. Addressing the second point, the secretary read the texts which were gradually explained and followed by debate, which allowed participants to ask clarifying questions

At the end of this series, the texts were amended and approved unanimously. For the fourth point, the president of the presidium proposed a methodology for voting, either by secret, acclamation, or unanimously. The participants, for their part, opted for the secret ballot at the end of which an office of five (5) members is set up which are as follows:

1. Chair-person PENDEZA Aime 2. Vice chair-Person **DUDU** Amisi 3. Secretary General Pacific KABONGA 4. National Coordinator GASTON Kazimoto 5. General Treasurer LILIANE Shukuru **6.** Vice treasurer Helene MAKOSHO 7. Project manager ANEFU Louis 8. Organizer 1 RACHEL Seya 9. Organizer 2 FABRICE Mwamba 10.Program officer FABRICEM wamba 11.Adm. Secretary ANDRE Ekanga 12. Accountant LAMBERT Kazige 13. Committee's Members (BIBISHE loondo, ANDRE ekanga, KILOSHO freddy, NEIL kangonga

The various focused on the very important role that will play the coordination of the association and advice and words of support were given to the new named. Subsequently, it was the presentation of each member of the office set up to all the participants. All the points on the agenda having been exhausted, the participants left confident of this office and of the support requested of them by it for the realization of the vision of the association over the next three years.

Pacific KABONGA

President

Dudu Amisi

Pascal TEMBE

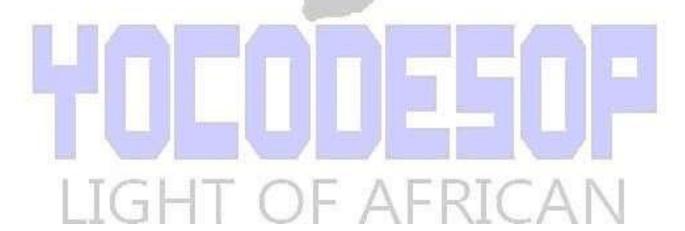
ANNEX

ABBREVIATIONS

YOCODESOP Youth congress for development and social progress

G.A General AssemblyB.D Boards of DirectorE.B Executive Bureau

IGA Income Generating ActivitiesNGO Non-Government Organization



LIST OF BOARD OF DIRECTORS

N	Name	Position	Sex	Phone N	Email
01	PENDEZA AIME	Chair-person	F	0996248695	
02	DUDU AMISSI	Vice-Chair	M	0994647290	Dunia_amissi@yahoo.com
03	KAMBONGA PACIFIC	General Sec	M	0884762056	Pacifickabonga47@gmail.com
04	LILIANE	Treasure	F	0995356481	-
05	HELENA MAKOSHO	Vice-Treasure	F	1 11 1	-
06	RACHEL SEYA	Organizer	F	0998079275	-
07	FABRICE MWAMBA	Field Officer	M	0998079375	Fabricemwamba111@gmail.com

LIST OF BOARD OF EXECUTIVE BUREAU

N	Name	Position	Sex	Phone N	Email
01	ANEFU LOUIS	Coordinator	F	0994136143	meylos1951@gmail.com
02	OMBENI MBILIZI JEAN	Project Manager	M	0886619211	mbiliziombenijean@gmail.com
03	HERITIER KALIMBA	Sec. Admni	M	0990446691	
04	LAMBERT KAZIGE	Account	M	0998166339	-
05	BIBISHE LOONDO	Representative M	F	099	10 -
06	ANDRE EKANGA	Representative M	F	0991324201	-
07	KILOSHO FREDDY	Representative M	M	-	-
08	NEIL MAKONGA	Representative M	M	0993172022	-

LIST OF YOCODESOP'S MEMBERS

N°	Name	Age	Status
1	BIBISHE LOONDO	42	widow
2	FIDELI NTUMBA	40	widow
3	MADO OTSHUMBA	17	Teen M
5	LOKENDA LILI	36	widow
6	MERVEILLE LUKUSA	47	widow
7	BIBI WEMANKOY	38	married
8	ESTHER NDUYA	39	married
9	NGUNGU MATUMAINI	30	married
10	MBAYA NGALULA	48	widow
11	VERONIQUE HEKIMA	30	married
12	KAMBA MUTONO	33	Married
13	FRANCISCA MBALABU	48	Married
14	WIMBO FATUMA	53	Widow
15	ALPHONSINE NGALULA	42	married
16	NZEBA MADO	42	Widow
17	ASUMANI FLORENCE	27	Widow
18	KITOPI KALEBA	47	Widow
19	BIBISHE LOONDO	42	widow
20	SIFA SHABU FURAHA	7. 7	Widow
21	MASENGO KISIMBA	38 -	Widow



Vision V	22	JULIENNE SAIDI	19	_
ANIFA KAYEMBE				Widow
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71	JASPER ARSEN	32	Widow
72	JOSELINE AN <mark>DREW</mark>	43	Widow
73	ORNELLA GAKINJA	32	Married
74	ORION LOKOMBA	35	Married
75	NSIMIRE NGALAGAJA	23	Single-Mother

Done by:

Yocodesop Management
Malawi-Lilongwe
Dzaleka Refugee camp
Central Region /Dowa district



HOLDELOF LIGHT OF AFRICAN



OUTH CONGRESS FOR DEVELOPMENT SOCIAL ECONOMIC/ STATUS , KAWALE 1, N.186 MALAWI DOWA DISTRICT-DZALEKA REFUGEE CAMP /	
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