

# COVENTRY BURUNDIAN COMMUNITY: C B C

## THE CONSTITUTION

### **I. Preamble**

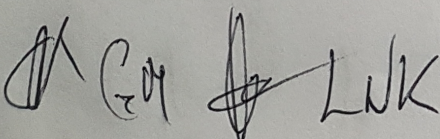
We, members of the Burundian Community residing in the Coventry post code area in the United Kingdom:

1. Conscious that the cohesion within community is a prelude to succeed for any common project,
2. Knowing that every community has its own social and cultural heritage,
3. Determined to safeguard and strengthen our social and cultural heritage wherever we shall be settled,
4. Knowing that we have common aspirations and, same economic, social and cultural needs,
5. Convinced that our combined talents and efforts will definitely be of invaluable contribution to each member of the Burundian Diaspora,

We decided to combine our forces and to join together within an association named "Coventry Burundian Community" in order to promote the cohesion, solidarity and mutual help as well as the integration within the British society to any Burundian inhabitant in Coventry post code area particularly and to all Burundians residing in the whole United Kingdom in general.

### **II. Name- Registered Office- Form- Life**

1. The name of the organisation is Coventry Burundian Community (hereinafter Called the association). Acronym: **C.B.C**
2. The registered office of the association will be in the United Kingdom: Coventry
3. Coventry Burundian Community is a non-profit-making association and without any political ideology grounds.
4. The association's life is indeterminate





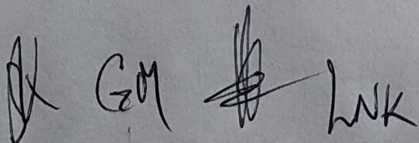
### III-Objectives

The objectives for which this association is established are:

1. To promote the benefits of the people of the Coventry Burundian Community without distinction of sex, religion or other opinions by associating local authorities, voluntary organisations and inhabitants in a common effort to advance education and improve the physical and economic conditions of the life of the Coventry Burundian Community members.
2. To promote the community culture throughout literature, music, art, dance, and work towards the establishment of a Burundian centre.
3. Enhance awareness throughout an information network/ bureau in relation to employment, education, housing, immigration and other social issues
4. Provide a learning support enabling the understanding of the history of Burundi and the multiple social crises the country went through.
5. Make the British institutions sensitive on the socio-political, economic and cultural realities of Burundi.
6. Promote the links of solidarity and brotherhood between the Coventry Burundian community members and the members of different communities established in the Coventry area and all over the United Kingdom.

### IV. Membership

1. Full membership shall be opened to any person interested in furthering the objectives of the association and will not be limited on the grounds of race, gender, age, religious persuasion or other opinions.
2. The association shall be composed of effective members only.
3. Burundians and other nationals who wish to become members shall be required to give an annual contribution of £30 per family and £20 per individual and is payable from the 1st January each Year.
4. Every effective member shall have one vote and be entitled to be nominated to the Management Committee.
5. Any member who will be judged mentally incapable or has critical health problems will not be able to be part of the instances directing the association.
6. Members below the age of 18 shall have no right to vote and cannot be part of the Management Committee.





7. Members shall have the right to resign from the association by notifying the Management Committee.
8. A member of the association will have right to some privileges among other the reduction at the socio-cultural activities open to the public and other occasional events.

## **V. Association and Management structure**

The association shall be managed by three instances: The **General Assembly, an Executive Committee, and a Board of Trustees.**

### **V.I. General Assembly**

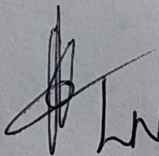
1. All effective members shall compose the General Assembly
2. The General Assembly is the supreme instance that has the power to set up and wind up (dismiss) the other organs.
3. The General Assembly must be informed regularly on how the community affairs are managed.

### **V.2. Executive Committee**

1. The Executive Committee plans, directs and coordinate all the activities of the Coventry Burundian Community
2. The President of the Executive Committee shall be elected by the General Assembly for a mandate of 3 years renewable once.

Notes: With the exception of the 23/11/2019 General Assembly, active members have allowed tenure of the current committee to run for 3 years starting from last year's elections.

3. The elected President appoints the members of the Executive Committee and presents them to the General Assembly.
4. The Executive Committee shall be composed by the offices of Chairperson, Vice-Chairperson, Secretary, Public Relations Officer, Treasurer, Sport and Culture Officer.
5. Members who have certain experience and skills that the association can benefit from shall be called upon from time to time to serve in the Executive Committee as Ex-officio members.

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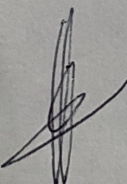
### **V.2.1. Powers of the Executive Committee**

In the furtherance of the association's objectives, the Executive Committee may exercise the following powers:

1. Power to raise funds and to receive contributions but shall not undertake any substantial permanent trading activities and shall comply to any relevant legal requirements,
2. Power to buy, take on lease or in exchange any property necessary for the achievement of the community's objectives
3. Power to sell, lease or dispose of all or any part of the property of the association subject to any consents required by the law,
4. Power subject to any consents required by the law to borrow money and to charge all or any part of the property of the association with repayment of the money borrowed,
5. Power to co-operate with other associations, charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar charitable purposes,
6. Power to establish or support any charitable trusts, associations or institutions with the same objectives,
7. Power to appoint and constitute such advisory committees as the Executive Committee may think fit,
8. Power to provide or encourage the counselling, advisory and guidance services in pursuit of the said objectives or any of them,
9. Power to do all such other lawful things as it will be necessary for the achievement of the community's objectives
10. Power to appoint an electoral committee each time there is an election (one from the Executive Committee, three from the Board of trustees, and 1 active member from the General Assembly).

### **V.2.2. Management of the Executive Committee**

1. The Executive Committee may choose to co-opt with no more than two either effective members to act in an advisory capacity,
2. Executive Committee shall have the right to appoint sub-committees from time to time and shall set out its terms of reference,

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3. Minutes of Committee meetings shall be available to all members,
4. All members of the Executive Committee shall retire from the office together at the end of the mandate, **but they may be re-elected or re-appointed,**
5. No official shall serve for more two consecutive terms in the same position within the Executive Committee,
6. No person shall be entitled to act as a member of the Executive Committee whether on a first or any subsequent entry into the office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the association.

### V. 2. 3. Cessation of the office

A member of the Executive Committee shall cease to hold the office in the following circumstances:

1. Disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision),
2. Becomes incapable by reason of mental disorder, illness or injury,
3. Absent without a permission of the Executive Committee from all their meetings held within a period of three months and the Executive Committee resolve that his/her office be vacated, or;
4. Notifies to the Executive Committee, expressing a wish to resign at least four weeks before the resignation.
5. He/she is found inadequate for the purpose of his/her duties and the resignation is subject to four weeks' notice

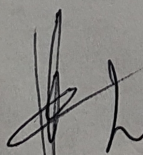
**A majority of 2/3 of the Executive Committee will be required to suspend or appoint a new member of the Executive Committee.**

**In case of the resignation of the Chairman, the Vice-Chairman should assume the Chair position until the next General Assembly Meeting.**

### V.3. Board of Trustees

The role of the Board of Trustees is to support and back up the Executive Committee by giving necessary advices.

The Board of Trustees shall be composed by a President, Vice-President, Secretary and two ordinary members.

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### **V.3.1. Missions of the Board of Trustees**

1. The Board of Trustees will be involved into the organisation of Coventry Burundian Community.
2. The Board of Trustees shall aim to attend all the meetings and workshops of the Coventry Burundian Community.
3. The Board of Trustees shall be required to back up the Executive Committee by providing advice and guidance needed in pursuit of the community's objectives.
4. The Board of Trustees shall regularly revisit the constitution for necessary review, its application and consider any proposal of amendments from the General Assembly and the Executive Committee.
5. The Board of Trustees shall have the ability to resolve any constitutional matter arising within the association without calling an extraordinary General Assembly.

### **V. 3.2. Management of the Board of Trustees**

1. The members of Board of Trustees will be designated by the President of the Executive Committee.
2. The members of the Board of Trustees will elect their President, Vice-president and a Secretary.
3. The tenure of office shall be a period of four years and all the whole committee will retire at the end tenure where a new committee shall be appointed.
4. A member of the on-going Board of Trustees can be re-appointed.
5. There is no limit of meetings to be held by the Board of trustees, but the President should announce the meeting to the members in a timely fashion.
6. A member who fails to attend three meetings without reasonable explanation shall be suspended from his/her position.
7. The Board of Trustees will submit a request to the Executive Committee Chairperson to replace a dismissed member.

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## **VI. Meetings and proceedings**

### **VI. 1. General Assembly Meetings**

#### **1.1. Annual General Assembly**

1. There shall be an annual general meeting of the association which shall be held in any month of the year chosen by the Executive Committee. The managing committee shall provide a report on its work and present a statement of accounts. It shall be a meeting to elect a new Chairman of the Executive Committee and approve a new committee if tenure of office comes to an end.
2. A notice of the meeting shall be given to all members and trustees at least 28 days before the GAM. It shall specify the time, the place and the general nature of the business to be transacted.
3. Members shall submit their proposals to the Secretary not less than seven days before the meeting.
4. At the Annual General Meeting, election shall be by secret ballots for the Executive Committee members and rising hands when voting decisions.
5. If a General Meeting is cancelled, another one shall be scheduled within 28 days from the day of the cancellation.
6. All general meetings other than annual meeting are Extraordinary General Meetings.

#### **1.2. Extraordinary General Assembly Meetings**

1. The Executive Committee shall call an extraordinary general assembly meeting if there is evidence of any irregularity in the management of the C.B.C. This will happen only if the Board of trustees fails to resolve the matter in question. Members of C.B.C will be notified of the meeting at least 21 days before.
2. The Secretary shall call for an Extraordinary General Assembly Meeting upon the request of the majority of the Executive Committee or on receipt of a written request from the Board of trustees stating the reasons of the request. This special meeting shall take place within 2 months of receipt of the request.

#### **1.3. Procedures at the General Assembly Meetings**

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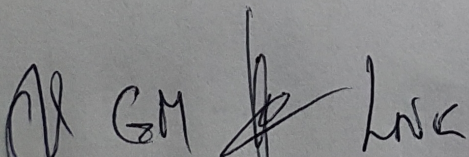
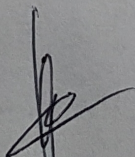
1. The Secretary or any other person expressly appointed by the Executive Committee shall keep a full record of proceedings at every General Assembly Meeting of the association.
2. There shall be a quorum when at least **one quarter (1/4)** of the number of the members of the association for the time being or greater are present at any General Assembly Meeting.

#### **VI. 2. Meetings of the Executive Committee**

1. The Executive Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the chairperson upon not less than 7 days' notice being given to the other members of the Executive Committee of the matters to be discussed. However, if the matters include an appointment of a co-opted member then not less than 14 days' notice must be given.
2. The chairperson shall act as the chair at the Executive Committee meetings. If he/she is absent, the Vice-Chairperson shall act as chair.
3. If the Chairperson and the Vice-chairperson are absent in any scheduled meeting, the Secretary may be temporarily appointed to serve in the capacity.
4. There shall be a quorum when at least two of third (2/3) of the Executive committee members are present at the meeting.
5. Every matter shall be discussed by the majority of votes of the members of the Executive committee present but in cases of a tie in votes, the Chairperson shall have a casting vote.
6. The Executive Committee shall keep minutes in book kept for the purpose of the proceedings at meetings of the Executive Committee and any sub-committee meetings.
7. The Executive Committee may from time to time make an alert rule s for the conduct of their businesses, the summoning and conduct of their meetings and custody of documents. No rule inconsistent with this constitution shall be made.
8. The Executive Committee may appoint one or more sub-committee for the purpose of making any inquiry or supervising or performing any function or duty which, in the opinion of the Executive Committee, would be more conveniently undertaken or carried out by a sub-committee provided that all the acts and proceedings are fully and promptly reported to the Executive Committee.

#### **VI. 3. Meetings of the Board of Trustees**

1. The Board of Trustees shall hold at least four meetings each year, but special meetings shall be called as it may deem fit.
2. The President of the Board of Trustees shall act as the Chair at the meetings and if he/she is absent, the Vice-President shall act as a chair.
3. The Board of Trustees shall keep minutes and records of its meetings and sub meetings in a book kept for the purpose.


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4. The Board of Trustees may from time to time make and alter the rules for the conduct of their businesses, but they must be respectful to this constitution.

## **Notices**

Any notice required to be served on any member of the association shall be in writing and served by the Secretary of the Executive Committee to the member either given in hands or by sending it through the post in a prepaid letter addressed to such member at his/her last known address in the United Kingdom. Any letter so sent shall be deemed to have been received within ten days of posting.

## **VII. Wealth and other resources of the community**

The Coventry Burundian Community will count first on the voluntary help of the members and other partners in the management of its activities. The association shall appeal to the generosity of any other individuals and institutions during the conception and realization of any project for the community.

### **VII. 1. Financial resources**

1. Annual contributions from members
2. Donations/grants from other organisations, statutory bodies and individuals
3. Fund raising activities
4. Proceeds from investments and other projects that can generate income

### **VII. 1. 2. Management of the financial assets**

1. The association shall operate savings and have accounts in a bank chosen by the Executive Committee.
2. All the money received by or on behalf of the association shall be paid into a bank account and shall be spent in the furtherance of the association's objectives.

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3. The treasurer shall keep proper accounts and report on finances at each General Meeting and to the Executive Committee any time he/she required to do so.
4. All cheques drawn on the bank account shall be signed by at least two members of the Executive Committee: The Treasurer and the Chairperson.
5. The Treasurer shall present a full financial report at the Annual General Meeting.
6. Valid receipts and supporting documents shall be required for all the expenditures. The treasure must be in possession of those receipts an make them available when financial statements are read.

## VII. 2. Properties

1. The association shall have properties such as any premise bought or acquired and its amenities.
2. The Executive Committee shall buy, take on lease on in exchange any property necessary or the achievement of the association's objectives.
3. The trustee must maintain the properties in good conditions and equip them for use.
4. Subject to any consent required by the law, the Executive Committee shall sell, lease or dispose off all or a part of the properties of the association.
- 5.

## VII. Alterations to the constitution

This signed constitution is the official version accepted and governing the Coventry Burundian Community. Any inconsistencies occurring through translation or different interpretation of meanings or spirit of this constitution shall be deemed invalid. All following institutional changes must be made to the original constitution in English, which may be then translated into the common community languages. An English version of this constitution will always be deemed the constitution of the Coventry Burundian Community.

The constitution is adopted on the 23 November 2019

Signed by:

1. CBC Chairperson: Semuhumuza Karibwami
2. CBC vice Chairperson: Lise Kanyana
3. CBC Secretary: Ghilain Mahoro
4. CBC President of BOT: Pascal Niyonkuru