

Constitution of Citizen Aspire for SDGs

Preamble

We, Ethiopians and friends of Ethiopia in Norway,
- Knowing that we come from different walks of life,
- Understanding that the existence of an organization that fosters active citizenship to achieve the Sustainable Development Goals (SDGs) is very essential, and
- Recalling our general meeting conducted on the 27th of June 2020, where we agreed on the formation of **Citizen Aspire for SDGs**, hereby agree on the following.

1. Name of the Organization

The organization shall be known as **Citizen Aspire for SDGs**. **Citizen Aspire** shall be its shortened name.

2. Address of the Organization

The address of the organization shall be Haakon Tveters Vei 66, P. O. Box 0686 Oslo, Norway.

3. Definitions of Terms

- 3.1. 'Citizen Aspire' shall mean Citizen Aspire for SDGs.
- 3.2. 'Constitution' shall mean the Constitution of Citizen Aspire for SDGs.
- 3.3. 'Members' shall mean Ethiopians and Ethiopian friends in Norway and worldwide unless specified otherwise.
- 3.4. 'Organization' shall mean Citizen Aspire for SDGs.

4. Vision and Mission

Citizen Aspire is a non-profit and non-partisan organization having the following purposes.

Vision

To become a premier civic organization dedicated for the significant contribution of informed and active citizenry for sustainable development.

Mission

Citizen Aspire is dedicated to promoting the knowledge, understandings, skills, values and behaviours of citizens for contributing to sustainable development. It aspire to 1) create a sense of individual and group responsibility, 2) tackle all forms of exclusion, 3) promote a culture of

peace and non-violence, 4) appreciate cultural diversity, and 5) promote culture's contribution to sustainable development. Spaces and opportunities for the education and conscientization (critical consciousness) of the citizenry will be arranged. Consulting, advising, teaching, research, advocacy, and activism are the major strategies for accomplishing its vision.

5. Structure of Citizen Aspire

Citizen Aspire comprises a General Assembly, Audit and Inspection, the Executive Committee (the management team), and its members.

5.1. The General Assembly

5.1.1. Is the highest decision-making organ of the organization.

5.1.2. Consists of all members of the organization.

5.1.3. Elects Executive Committee members and approves plans and reports.

5.1.4. All officials of the organization are accountable to the General Assembly.

5.1.5. The General Assembly can impeach any official of the organization.

5.2. Audit and Inspection

5.2.1. Functions as the overall quality assurance arm of the organization.

5.2.2. Ensures that the EC timely prepares and presents to the General Assembly its annual plans for approval.

5.2.3. Monitors and evaluates the activities and financial transactions of the organization.

5.2.4. Ensures that the constitution, guidelines, and minutes of the organization are observed by all Executive Committee and ordinary members.

5.2.4. Offers timely and constructive feedback and comment to the various organs of the organization

5.2.5. Prepares and presents to the General Assembly annual activity and finance reports based on the Executive Committee reports and own observations.

5.3. The Executive Committee

5.3.1. Consists of seven members namely the Executive Director, the Assistant Director, the Secretary, the Treasurer, the Finance Lead, the Communications Lead, and the Resource Mobilizer, all of whom shall serve the organization on a pro bono basis.

5.3.2. Prepares annual action plan and presents it in the beginning of the year to the General Assembly for approval.

5.3.3. Executes the approved action plan and present reports to the next

meeting of the General Assembly.

5.3.4. Assigns various committees to carry out different tasks in the fulfilment of the purposes of the organization.

5.3.5. The Executive Director

- Act as the representative of the organization.
- Proposes to the Executive Committee innovative ideas that can maximize the growth and impact of the organization.
- Presides over the meetings of the Executive Committee and the General Assembly
- Consults the Secretary in the timely submission of action plans and reports.
- Signs off all invoices covering expenditures of the organization together with the Accountant.

5.3.6. The Assistant Director

- Performs the duties of the Executive Director in his/her absence.
- Act as a representative of the Executive Director at the request of the Executive Director.
- Consults and assists the Communications Lead and the Resource Mobilizer of the organization.
- Serves in such capacities as assigned by the Executive Director.

5.3.7. The Secretary

- Records the proceedings of meetings of the Executive Committee and the General Assembly, and, when approved, make them available to the Executive Committee.
- Keeps files and any documents of the organization in their good order..
- Develops and uses secure and professional platforms for managing and sharing information/knowledge.
- Submits a periodic report to the Executive Committee and the General Assembly on the plans, proposals and work accomplishments.

5.3.8. The Treasurer

- Opens bank account and online banking services in consultation with the Executive Director.
- Collects a monthly membership payment from members.
- Keeps the treasury of the organization in order with the utmost good faith and honesty.
- Pay all invoices covering expenditures of the organization upon approval of the Executive Committee and sign off by the Executive Director and Accountant.

5.3.9. The Finance Lead

- Provides oversight of the organization's financial position.
- Proposes to the Executive Committee effective financial management strategies and platforms.
- Submits a financial report at each regular General Assembly meeting.
- Submits a regular financial report to the Executive Committee.
- Signs off all invoices covering expenditures of the organization together with the Executive Director.

5.3.10. The Communications Lead

- Oversee all internal and external communications of the organization, ensuring messages are consistent and quality.
- Plans and manages the design, content, and production of all marketing/communication materials that can grow the organization.
- Prepares media reports, press releases, and marketing materials.
- Creates informative and interesting press releases, newsletters, and related marketing materials.
- Develops and implements effective communication strategies.
- Leads the marketing and public relations staff.
- Timely responds to communication-related issues/queries.

5.3.11. The resource Mobilizer

- Take the lead in identifying funding opportunities and sharing the information with the Executive Committee.
- Coordinates funding proposal writing processes, including writing project and budget plan.
- Coordinates the development of a fund generation and resource mobilization workplan and follow-up its effective implementation.
- Coordinates processing of agreements in connection with funding opportunities and ensures effective and timely follow-up in terms of submission of reports to donors and grant renewal proposals.
- Leads the preparation of quality financial and narrative reports to the Executive Committee and donors.
- Collaborates with the Communications Lead to produce quality information/newsletter about funding and related matters.

6. Election

6.1. The Executive Director of the organization shall be elected by the active members during the first meeting of the General Assembly.

6.2. The General Assembly shall elect six other people for the rest of the Executive Committee positions. Their assignment to the positions shall be made on the first meeting of the Executive Committee and will be communicated to all members of the organization.

6.3. The Executive Committee shall recommend the election of the Auditor to the General Assembly.

6.4. Election shall be by majority vote of the members of the General Assembly.

6.5. Vacancies in elected offices may be filled for the remainder of the term by the Executive Director with approval from the Executive Committee.

6.6. Members of the Executive Committee shall be elected only from the full members of the organization.

6.7. All Members of the Executive Committee shall be elected for a term of two years. An Executive Committee member can be elected for a maximum of three terms.

7. Impeachment

Any elected official of the Executive Committee is subject to removal if she/ he fails to observe the rules of this constitution. The Executive Committee shall evaluate if there was transgression of the rules and if it proves by 2/3 majority vote that there was a violation of the constitution, it shall present a motion of impeachment to the General Assembly. The General Assembly can remove the official with 2/3 majority vote.

8. Meetings

8.1. General Assembly

8.1.1. The General Assembly shall hold its ordinary meetings twice each year.

8.1.2. The quorum for any session of the General Assembly shall be two-thirds of its members eligible to vote.

8.1.3. The provisional agenda of an ordinary meeting of the General Assembly shall be drawn up by the Executive Committee. Voting members of the General Assembly can propose their own agenda items for the ordinary meeting.

8.1.4. An extraordinary meeting of the General Assembly can be called by the Executive Committee. In such cases, the agenda shall be set by the Executive Committee. The request for an extraordinary meeting shall be notified to all members 7 days before the meeting.

8.1.5. The General Assembly shall take its decisions by consensus or, failing which, by a two-thirds majority of the members eligible to vote.

8.1.6. Members can attend the General Assembly meeting either in person or via Skype or other digital platforms.

8.2. Executive Committee

8.2.1. The Executive Committee shall set up its own regular meetings without prejudice to the meetings of the General Assembly.

8.2.2 The Executive Committee shall call annual meeting of the General Assembly at the beginning of each year.

1.2.3 The Executive Director shall call emergency meetings of the Executive Committee as deemed necessary, or when requested to do so by the Executive Committee. In such a case, the Executive Director shall notify all members at least within 48 hours in advance.

8.2.4. Decisions of the Executive Committee shall be made by consensus or, failing which, by two-thirds of the members.

8.3. Venue

The venue of the meetings of the General Assembly and the Executive Committee shall be decided by the Executive Committee.

9. Membership

9.1. Citizen Aspire shall be open to Ethiopians and Friends of Ethiopia who are willing and able to substantially contribute to the sustained empowerment of citizens. The full membership of the organization consists of Ethiopians and friends of Ethiopia in Norway and other countries. The specific procedures and protocols to manage membership shall be developed by the Executive Committee.

9.2. Rights and duties of full members

9.2.1. Every full member has the right to elect or be elected for any office of the Executive Committee.

9.2.2. Members may propose an activity to the Executive Committee which will be included in the organization action plan. Members proposing an activity shall take part in the proposed activity pursuant to their suggestion.

9.2.3. Each member shall pay a monthly payment and other contributions whose amount would be determined by the General Assembly.

9.2.4. Every member shall attend the General Assembly meetings of the organization up on the notification of the Executive Committee.

9.2.5. Every member shall be expected to carry out any piece of work assigned by the Executive Committee for the completion of an activity included in the action plan of the association.

9.2.6. Successive failures to implement the duties specified in this constitution may result in suspension of membership unless there is good cause.

9.4. Honorary Members

The Executive Committee can nominate any person to be an honorary member of the organization. The nomination shall be approved by two third majority vote of the General Assembly. Honorary members have

the right to attend the General Assembly meeting of the organization. However, they are not eligible to vote in the General Assembly, elect or be elected for any office of the organization. Honorary members shall not be bound to pay membership fee. They shall, however, pay contributions for the special events that they want to attend.

10. Withdrawal of Membership

Any member of the organization can withdraw his/her membership upon written application to the organization.

11. Amendment

The constitution may be amended by a two-third majority vote of members of the General Assembly eligible to vote.

12. Dissolution

12.1. Dissolution of the organization shall be decided upon the approval of the two-third vote of members of the General Assembly eligible to vote.

12.2. In case of dissolution, the Executive Committee shall propose ways of distribution of the assets and carry out the distribution to full members of the organization upon the approval of the General Assembly.

13. Miscellaneous

13.1. The Executive Committee, in cooperation with other members of the organization, shall arrange various fund-raising activities.

13.2. The Executive committee shall work with governmental and non-governmental organizations to raise funding and to strengthen collaboration and other related activities.

14. Effective date

The constitution of the organization shall come into force as of the 28th of June 2020.