

HAPPY EDUCATED CHILDREN'S FOUNDATION CONSTITUTION

This Constitution outlines the governance, mission, values, and operational structure of HECF. It provides a comprehensive framework for how the foundation aims to achieve its vision of equitable and quality education for all children, while ensuring transparency and accountability in its operations.



HAPPY EDUCATED CHILDREN'S FOUNDATION

CONSTITUTION OF THE HAPPY EDUCATED CHILDREN'S FOUNDATION

1. Name

The organization shall be called the "Happy Educated Children's Foundation" (HECF).

2. Registered Office

The registered office of HECF shall be located in Windhoek, Cobora Bassa Street, Namibia. The foundation may establish branches or regional offices as necessary.

3. Vision

Our vision is a world where every child, regardless of background or circumstance, has the opportunity to reach their full potential through education.

4. Mission

Our mission is to make every child feel included in education by providing the essential resources and support they need to succeed in the classroom and beyond.

5. Objectives

The foundation's objectives include, but are not limited to:

1. Improving access to quality education for children, especially those in disadvantaged communities.
2. Establishing scholarship and mentorship programs to assist children with academic excellence.
3. Collaborating with stakeholders to implement policies that bridge educational inequality.

4. Conducting awareness campaigns to promote the importance of education in national development.
5. Providing basic educational materials (books, stationery, uniforms) to those in need.

6. Values

The core values guiding HECF include:

1. **Integrity:** Upholding transparency and accountability in all actions.
2. **Equity:** Ensuring fairness and inclusivity in all programs and services.
3. **Commitment:** Dedication to the empowerment and education of children.
4. **Collaboration:** Engaging with communities and stakeholders for collective impact.
5. **Innovation:** Continuously improving educational methodologies and approaches.

7. Membership

1. **Eligibility:** Membership is open to individuals, organizations, or entities interested in supporting the foundation's objectives. Members must adhere to the foundation's constitution and code of conduct.
2. **Types of Membership:**
 - **General Members:** Individuals or entities supporting the foundation's objectives.
 - **Honorary Members:** Distinguished individuals who have contributed significantly to the cause of education.
 - **Corporate Members:** Organizations that provide funding or resources to support HECF.
3. **Admission:** Membership applications shall be reviewed and approved by the Executive Committee.
4. **Rights and Obligations:** Members are entitled to attend meetings, vote on key decisions, and participate in HECF activities. Members must actively support HECF's objectives and pay an annual membership fee.

8. Structure and Governance

1. **General Assembly:** The supreme decision-making body, comprising all members, convenes annually to review progress and set strategic priorities.
 - **Duties:** Approving the annual budget, electing the Board of Directors, and discussing amendments.
 - **Voting:** Each member has one vote. Decisions are made by a simple majority unless otherwise stated.
2. **Board of Directors:**
 - **Composition:** The Board consists of seven members, including a Chairperson, Secretary, Treasurer, and other officers as needed.
 - **Election and Terms:** Board members are elected by the General Assembly and serve one year terms. Re-election is permitted.
 - **Duties:** The Board oversees the overall strategic direction of HECF, approves policies, ensures legal compliance, and manages relationships with external partners.
3. **Executive Committee:**
 - **Composition:** Consists of key officers like the Chairperson, Secretary, and Treasurer.
 - **Responsibilities:** Day-to-day management, implementing decisions made by the Board, and ensuring the foundation's operational success.
4. **Advisory Council:** An optional body of experts, professionals, or philanthropists that provides advice to the Board on strategic matters.

9. Roles and Responsibilities

1. **Chairperson:** Leads the Board, represents HECF in official matters, and presides over all meetings.
2. **Secretary:** Maintains official records, minutes, and ensures legal documentation is up to date.
3. **Treasurer:** Manages the foundation's finances, prepares the annual budget, and ensures financial transparency.
4. **Program Manager:** Responsible for designing, executing, and monitoring educational programs.

5. **Volunteers:** Work on specific projects and provide administrative or operational support. They must adhere to HECF's policies and code of conduct.

10. Meetings

1. **General Meetings:** Held annually to approve reports, elect the Board, and discuss amendments.
2. **Board Meetings:** Held quarterly to review progress, approve budgets, and provide strategic oversight.
3. **Special Meetings:** May be called by the Chairperson or at the request of [two-thirds] of members.
4. **Notice:** A minimum of 14 days' notice shall be given for meetings.

11. Finance and Assets

1. **Sources of Funding:** The foundation shall raise funds through donations, grants, fundraising events, and partnerships with governmental and non-governmental bodies.
2. **Financial Accountability:** The Treasurer shall maintain accurate accounts, which shall be audited annually by a certified auditor.
3. **Bank Account:** The foundation shall maintain a bank account in its name, and all transactions shall require the approval of two signatories (the Treasurer and Chairperson).
4. **Use of Funds:** All funds shall be used solely for achieving the objectives of the foundation.
5. **Annual Financial Report:** A report shall be presented to the General Assembly each year, outlining income, expenditures, and plans for the upcoming year.

12. Property

Any property, both movable and immovable, acquired by the foundation shall be registered in the name of HECF and used solely for the purpose of achieving its mission and objectives.

13. Conflict of Interest

Board members, staff, or volunteers with any personal or financial interest in a decision must declare the conflict and recuse themselves from the decision-making process. Failure to disclose a conflict may result in disciplinary action.

14. Amendments to the Constitution

The constitution may be amended by a two-thirds majority vote at a General Assembly meeting. Proposed amendments must be submitted to the Board at least 30 days before the meeting.

15. Dissolution

In the event of dissolution, any remaining assets shall be monitored by the General Assembly.

16. Legal Compliance

The foundation shall operate in compliance with the laws of Namibia. Any disputes or legal matters shall be referred to the appropriate courts.

17. Program Monitoring and Evaluation

A committee shall be established to periodically review the effectiveness of HECF's programs. Reports shall be submitted to the Board, outlining successes, challenges, and recommendations for improvement.

Veronika N. Jakob

A handwritten signature in black ink, appearing to read 'Veronika N. Jakob', with a horizontal line extending to the right from the end of the signature.