

# **THE GOOD HEART FOUNDATION, INC.**

MOTTO: HELPING HANDS

A CHARITABLE/PHILANTHROPIC SOUTHERN CALIFORNIA ORGANIZATION

## PREAMBLE

The Good Heart Foundation's mission shall be an effort and ambition made by a few to benefit all, and hopefully those efforts shall on the long run be heroic. GHF understands that all things of a deep lasting nature come from the heart, and whatever emanates from the heart can never be compromised irrespective of the circumstances. Therefore, since home is where the heart is, and the heart is always within. GHF shall first extend its helping hands to the needy in the continent of Africa. GHF hopes to galvanize positive efforts in the hope of yielding positive results that shall be beneficial to its members and the community in general.

The mission hopes to harness the potentials and resources of its members and the sympathetic public to accomplish its set goals and objectives. Although, the mission shall cater to the whims and caprices of the absolutely needy, GHF shall allow the will of the day to dictate freely the desires of its objectives.

The mission shall absolutely remain neutral to politics. It shall cater only to the needs of individuals or groups that measure up to the mission's standard of needy.

The mission shall cooperate with charitable and philanthropic organizations that share same and/or similar "unconditional help to the needy" agenda. Members may be required to donate time for communal volunteer services as the need arises.

The mission will from time to time endeavor to coordinate/work with all non-profit associations in the southern California that share in its magnanimous gestures.

The mission hopes to extend its base all over the world, especially wherever there is a population of African immigrants.

# **THE GOOD HEART FOUNDATION, INC.**

*Scope of the Constitution*

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# **THE GOOD HEART FOUNDATION, INC.**

## MISSION STATEMENT

Good Heart Foundation shall vigorously pursue such ideals as giving needs and opportunities to those groups of people and individuals that are considered needy and, meet the Foundation's standard of the needy. According to the GHF the word Needy means an effort to satisfy basic human need. Needy according to the GHF extends beyond mere moral, financial, psychological, emotional support etc. On a much broader perspective, the Foundation shall strive to support and enhance any or all charitable desires of organizations, entities, countries, nations, etc.

Finally, GHF shall respect and abide by the laws and upheld the constitution of the United States of America or any land of primary domicile.

### ARTICLE 1: MEMBERSHIP qualifications and criteria

The Good Heart Foundation shall be open to the general public without any discrimination whatsoever. However, member(s) shall meet the set down rules and regulations to qualify for the Foundation benefits, entitlements and supports as stipulated in the constitution.

The Foundation shall provide members with embossed membership card.

Since the success and failure of the Foundation are dependent on the commitment of its members to effectively fulfill its goals and objectives; membership shall be categorized into six cadres:

STAKE HOLDERS, PREFERRED MEMBERS, TRUSTEES, MATRON/PATRON, AND HONORARY MEMBERS.

**STAKE HOLDERS:** This cadre or category of membership shall be open to all members but by graduation or degree of commitment. This category shall be the highest hierarchy of the foundation. Stake Holder shall be willing to shoulder Foundations' responsibilities such as volunteering, financing of foundation project(s) as required, occupying elective positions, displaying/showing resilience sense of leadership and, transparent personal/interpersonal integrity.

They shall also be responsible and accountable for the entire success and failure of the Foundation objectives and goals.

**PREFERRED MEMBERS:** This category of membership shall be responsible for monitoring the activities of the Foundation as well as act as a watchdog for the actions of the Stake Holders. They shall not form an opposition group of any kind, but offer constructive criticisms to the entire actions of the Foundation. Preferred Members shall show above normal commitment to

the Foundations' objectives. But they need not volunteer their time.

**TRUSTEES:** This cadre shall be responsible for effective running of the Foundation. They shall be the bastion on which the Foundation is founded. Trustee are the founding or pioneering members. The 1<sup>st</sup> executive and interim members shall automatically qualify for the position of trustee.

They may be required to take elective position as the case may be. They may be needed to salvage the foundation in time of need or crisis.

**MATRON/PATRON:** This category shall be strictly ceremonial. Members shall be those ones that the Foundation deems qualified for an armchair Foundation's position. Community Leaders shall give the Foundation both morale and spiritual supports. However, because of nature of the Foundation's cause, financial assistance shall also be required. Community Leaders/Elders shall have unlimited membership.

**HONORARY MEMBERS:** This category shall be opened to all. Honorary Members may not need to attend meetings/functions, but must pay their membership dues and shall receive copy of Foundation's bulletin/minutes. Honorary Members must be out of state residents. However, it may be necessary for Honorary Members to attend a maximum of one meetings in a year in order for them to qualify for Foundation benefits. Honorary Membership is unlimited. Honorary members shall be responsible for opening up chapter in their various states or community of domicile.

**CATEGORIES (1) AND (2) SHALL BE IN EFFECT WHEN THE FOUNDATION GOES PUBLIC, AND ATTAINMENT SHALL DEPEND ON DEGREE OF MEMBERS FINANCIAL COMMITMENT TO THE FOUNDATION.**

## **MEMBERSHIP QUALIFICATION**

SUB-SECTION 1: Members must be 18 years and above, male and female. A member shall pay a \$25.00 registration fee and fill out membership application. The application form shall be updated by members annually.

SUB-SECTION 2: Member shall pay a monthly due of \$25.00 and levies as necessary. However, members shall be current in his or her monthly dues. Members except otherwise stipulated shall be willing to participate/involve in all the Foundation events/assignments/duties. Member shall be willing to volunteer as may be deem necessary.

SUB-SECTION 3: Member shall be arbitrarily nominated or willingly volunteer to play host to Foundation's functions as required.

SUB-SECTION 4: All members shall be absolutely neutral to politics/tribal/religion during Foundation's meeting/sessions or in all functions that the Foundation is involved.

## ARTICLE 2: goals & objectives

Members shall absolutely cater to issues and matters that are philanthropic, humanitarian and charitable in nature and manner. The Foundation shall absolutely abide by, and execute to the letter, its motto: Helping Hands. The Foundation shall become full fledged non-profit organization in accordance to the Internal Revenue Service 501c (3) status of the United States of America.

SUB-SECTION 1: The Foundation shall encourage the educational and socio-economic needs of individuals or group(s) that may need its assistance within and outside California. The Foundation shall endeavor to cultivate and support the scientific and technological interest of those nations/countries that may need assistance through the Foundation's professional/personnel corps.

SUB-SECTION 2: The Foundation shall have well thought out short, medium and long-term objectives. Short term objectives shall include but limited to procuring various items that shall be shipped abroad especially to continent of Africa or distributed locally for any entity that may need them. Monetary assistance shall be rendered to such entity that qualifies for the Foundation's definition of the needy; subject to the funds availability and the approval of 2/3 majority of the house. The house shall on a need basis levy members for fund raising purposes.

SUB-SECTION 3: The Foundation shall engage in recruitment drive of retired/redundant technicians, scientists and engineers expatriates who are willing to be part of the cutting edge of transfer technology. These expatriates shall be willing to work on voluntary basis with the Foundation providing the necessary impetus/incentives to take on the adventure. The expatriates shall be involved in various capacity of operations for the countries they choose to serve. Some of the expatriates' work specifications shall include training of individuals already working for established technological institutions in those needy countries. The Foundation shall provide all the necessary logistics and accommodation between the expatriates and the countries they choose to serve.

SUB-SECTION 4: The Foundation shall from time to time liaise effectively with local non-profit organizations in order to effectively marshal its objectives. The foundation shall jointly plan, develop and execute activities with other non-profit associations.

SUB-SECTION 5: The Foundation shall attempt to establish its chapters all over the world. Utilizing and encourage properly honorary membership.

SUB-SECTION 6: The Foundation shall host its general meeting on the third Sunday of each month or as maybe deem necessary. The Foundation shall arrange an annual or biannual event to

commemorate its existence, and, as well organize fund raising as the need arises.

### ARTICLE 3: EXECUTIVE OFFICES AND RESPONSIBILITIES

The Foundation shall be governed by a team of elected executives. There shall be the office of the President, Vice-President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, Public Relation Officer, Social Secretary, Welfare Officer, Chief Whip, Auditor and various Ad hoc committees.

SUB-SECTION 1: The President shall be democratically elected by the house for a term of two years. The President shall oversee the running of the entire Foundation's affairs. All executive office holders shall report and be responsible to the President. The President shall be in turn responsible to the house. The President shall be impeachable if found wanting of gross misconduct and ultravire abuse of power by a two third majority vote by the house. The President shall conduct meetings and convey emergency meetings as he/she deems necessary. The President must be up-to-date in dues and all associations' duties/obligations.

SUB-SECTION 2: The Vice President shall fill in for the President when he/she is absent. The Vice President shall liaise with all the executive members prior to any meeting. The Vice President shall work directly with the Financial Secretary and Treasurer in all matters of finance and report to the house on a quarterly basis. The President, Vice President and the Treasurer shall be the signatories to Foundation's finances e.g. banking.

SUB-SECTION 3: The Secretary shall be responsible for all Foundation's correspondence including taking/writing of minutes and sending circular to all members. Secretary must work closely with the Public Relation Officer. He or She shall hold the keys to the Foundation secretariat or mail box and disburse mail accordingly. This office holder shall have imprest account of \$50 for correspondence purposes.

SUB-SECTION 4: The Assistant Secretary shall fill in for the Secretary General when he/she is absent. The Assistant Secretary shall work hand in hand with the Secretary General. The Asst. Secretary shall keep record of members' application forms and update file. The Assistant Secretary shall keep all Foundation minutes and correspondence.

SUB-SECTION 5: The Treasurer shall be responsible for keeping the Foundation's assets including cash. See Article 3, sub-section 2.

SUB-SECTION 6: The Financial Secretary shall keep and record all Foundation's finances. He or She will be in charge of the Foundation checkbook and all banking correspondence.

SUB-SECTION 7: The Public Relation Officer shall be responsible for communication and coordination of all matters that affect the mutual interest of the Foundation within the group and the public. He or She shall be responsible for the image and projection making of the Foundation. The P.R.O. shall maintain and update mailing list of all charitable and non-profit association in California and U.S.A. (See Article 3: Sub-Section 3).

SUB-SECTION 8: The Social Secretary shall be responsible for the Foundation's social activities. The Social Secretary shall keep an imprest account of \$50 for mailing. He or She shall be responsible for the welfare of the organization. He or She shall organize and arrange for all Foundation social gathering or events.

SUB-SECTION 9: The Assistant Social Secretary shall work closely with the social secretary. He or She shall be absolutely responsible for co-ordination of the Foundation charitable and philanthropic efforts to collect or pick up materials or equipment's for shipment or disbursement as may be required. FOR THE TIME BEING THE SOCIAL SECRETARY SHALL COMBINE THE DUTIES OF THE ASSISTANT SOCIAL SECRETARY.

SUB-SECTION 10: The President shall set up an Ad Hoc Committee of three volunteer members be from time to time to give the house a thorough report on matters/issues that will enhance or debar the Foundation's advancement. However members of the advisory council shall be given the first right of refusal to participate in the committee.

SUB-SECTION 11: Welfare Officer shall be responsible for maintaining a decent work environment for any Foundation's function. He or She shall also be responsible for members' personal welfare and give the house an update at every meeting. He or She shall work closely with the Social and Organizing Secretary. Should the nature of his or her job entails chores etc., he or she shall designate some members of the Foundation to assist in the execution of his or her job.

SUB-SECTION 12: Chief Whip shall be responsible maintaining law and order during any Foundation function. He or She shall be involved in any disciplinary or dismissal action taken by the Foundation against any member.

SUB-SECTION 13: The Organizing Secretary shall be responsible for arranging meetings, drawing up agenda, venue for events/functions etc. and shall work together with the secretary. He or She may also handle Foundation correspondence. An imprest account of \$50 shall be maintained by the organizing secretary.

SUB-SECTION 14: Auditor shall examine the Foundation financial book every 6 months and report to the house. The Auditor shall work closely with the Financial Secretary and treasurer. The Auditor shall provide the Foundation book inspection by any interested member. However, a minimum of 48 hours shall be required.

SUB-SECTION 15: The Foundation's financial year shall end December of every year and

begin in January. All executive offices shall be opened for election at the end of every two years.

#### ARTICLE 4: VOTING/ELECTORIAL COMMISSION/RETURNING OFFICER

Voting on all Foundation matters shall be by either open or secret ballot system. For general election purposes, a returning officer shall be appointed by the outgoing President or interim council. The Returning Officer shall set-up and head the Electoral Commission.

The Electoral Commission shall only consist of (2) Trustees and (1) member.

The commission shall be entirely responsible for conducting free and fair election. They shall be responsible for setting the rules of the election.

On all other matters, an open ballot procedure shall be adopted. Winners shall be declared if He or She has a majority of the votes cast of the house.

Any executive officer found wanting or lacking or guilty of any form of gross misconduct shall be impeached with a majority votes of the executive and the house in general.

Vacant or open executive offices can be vie and contested for by any member of the Foundation.

The Returning Officer shall be responsible for conducting a free and fair election of available positions. In lieu of a formally elected executive body, there shall be an interim/steering committee. Volunteering members are free to take job of the interim council.

Interim council shall be constituted for a period not to exceed 180 days before an executive team is formally sworn in by the Returning Officer.

All executive officers can only serve for a duration of (4) years; If the ex-officio wishes or desires to serve again, and there is no opposition, He or She can as well go ahead, otherwise He or She must wait for at least two (2) years before He or She can be eligible to contest or vie for any office.

#### ARTICLE 5: members benefits

- i. Member is entitled to \$1000.00 (One thousand dollars) should they lost their direct parent.
- ii. Deceased member next of kin is entitled to the sum of \$1000.00 (One thousand dollars), and other individual contributions to cover the funeral arrangements.
- iii. The foundation shall gift the sum of \$250 (two hundred and fifty dollars) to ‘active’ members’ bridal and bachelor’s party (only one of the above per person can only be entertained in a year).
- iv. The Foundation shall donate from its coffer a sum of \$250.00 (Two hundred fifty dollars) to an active member that has a new born baby.  
(Active Member means reasonable attendance and in good financial standing).

#### ARTICLE 6: Hosting of meetings



The Foundation shall hold its meeting on the 3<sup>rd</sup> Sunday of every month. A host roster shall be provided by the Assistant Secretary at the end of each year. It is, however, advisable that members should endeavor to host meeting at least once a year. Host/Hostess shall determine the venue for meeting until such time when the Foundation has a secretariat. This shall be in effect until Foundation can afford a permanent meeting site. Absenteeism without reason may attract a specified fine not to exceed \$10. The Foundation shall give member a 15 minutes period of grace before the commencement of GHF meetings. The Chief Whip shall monitor this collection and enforcement of the above.

#### ARTICLE 7: amendment and modification

The Foundation's constitution shall be subject to amendments and modifications as the occasion may warrant. However, a clear cut majority decision by all facets/section of the house must be solicited and approved through a democratic process before any amendment or modifications can be effected.

SUB-SECTION 1: A majority vote by the general house shall be required to amend or modify any part of the constitution.

SUB-SECTION 2: An Ad Hoc Committee of three (3) Trustees shall be appointed to investigate the merits and demerits of any modification or amendment that the house or any member may propose. The appointed Ad Hoc Committee, shall report to the Vice President, after due diligence is exercised on its findings and investigations couple with that of the executives team and agreed by majority of the house, may decide on any modification/amendment issues.

SUB-SECTION 3: Any or all amendments and/or modifications proposal shall be presented in writing by the initiating member(s). The initiating member shall engage the house in a brain storming session as to why the amendment/modification is needed. The member(s) must be able to convince the house in order for the issue to be furthered look into by the Ad Hoc Committee.

#### ARTICLE 8: IMPEACHMENT

Any executive officer found wanting or lacking or guilty of any form of gross misconduct shall be impeached with a majority votes of the executive and the house in general.

Vacant or open executive offices can be vied and contested for by any member of the Foundation. The Returning Officer shall be responsible for conducting a free and fair election of available positions.

Gross misconduct includes:

- i Misappropriation of funds.
- Ii Anything that is deemed fit to tarnish the image of the foundation.
- iii. Negligence in performance of duties

## ARTICLE 9: INTERIM BODY AND ADVISORY COUNCIL

In lieu of a formally elected executive body, there shall be an interim/steering committee. Nominated members may take job of the interim council. Interim council shall be constituted for a period not to exceed 180 days before an executive team is formally sworn in by the returning officer.

Members of the advisory council shall not exceed (3). Interested members shall be nominated by the house on open ballot basis and appointed by the President.

Advisory Council members shall be responsible for over-seeing the general faring of the Foundation. They shall advice the executive team and be willing to serve on ad hoc committee as may deem necessary. Also in the absent of any executive member, a member of advisory council shall be willing to fill in. They shall also be willing to serve on the disciplinary committee board.

## ARTICLE 10: CONFLICT RESOLUTION, DISSMISAL, RESIGNATION AND DISCIPLINE

The Vice President shall be responsible for setting-up an ad hoc (4) member's disciplinary committee. They shall deliberate and resolve issues that may affect the progress of the Foundation that may be perpetrated by members or non-members or from outside. The ad hoc disciplinary committee may admonish guilty members by recommending the dismissal of such member from the Foundation or offer suggestive alternatives such as probation period etc. The Vice President shall only report conclusive decisions by the ad hoc committee to the house. Disciplinary committee actions and functions shall be clandestine in nature. This is done in order to protect the integrity of offended members.

SUB-SECTION 1: A member shall stand jettison from the Foundation if He or She fail to pay monthly due for up to three (3) months, failure to participate on a volunteer basis in at least three (3) consecutive Foundation functions\_ and depending on the gravity of the situation an ad hoc committee shall be formed and if disciplinary action is recommended after a formal guilty verdict by the Foundation disciplinary ad hoc committee, such erring member has no option but to comply and if dismissal is recommended, '**there shall be no re-admission**', as part of jettison deal a dismiss member shall no longer received Foundation correspondences.

SUB-SECTION 2: Any member(s) may resign or terminate his or her membership on grounds of reasonable cause by a written request to the Advisory Council through the Secretary General of the Foundation. Such written request for withdrawal shall not be deem final until thorough investigation into the matter has been conducted by the ad hoc committee who shall in turn report their findings to the Executive. The President on behalf of the Executive shall approve or sanction decision by the ad hoc committee before formal resignation of a member shall be effected.

In the case of resigning Executive member, the ad hoc committee and (2) non-Executive member shall conduct independent investigation into the matter before such resignation can be approve or disapprove by the house. If all the above fails, voluntary resignation by any member or Executive shall not require any form of approval.

SUB-SECTION 3: Any member that veered away for over six (6) months and want to return back shall be subjected to \$75 fine, 6 months' probation without benefits from The Good Heart Foundation during the probationary period.(subject to change as the house deem it fit)

SUB-SECTION 4: Prior to any adverse disciplinary action, the member would have received one snail mail, text, contact being made by the Welfare officer to the erring member in a repeated manner enquiring about his or her wellbeing after which the social secretary make a contact by any means and get back to the house to determine if to let such member go or not.

#### ARTICLE 11: SOCIAL ENGAGEMENTS/FUND RAISER

The Foundation shall arrange and organize an annual picnic for all its members. The Foundation shall celebrate END OF THE YEAR DINNER OR LUNCH as strictly a fund raiser event.

#### DEDICATION

This constitution is dedicated to the poor and down trodden people of the world with special emphasis on Africa.

United we stand, divided we fall. May god almighty bless good heart foundation,  
inc.

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